

**CITY OF CALHOUN
REGULAR CITY COUNCIL MEETING
DEPOT COMMUNITY ROOM
109 SOUTH KING STREET
MAY 25, 1998, 7:00 P.M.**

MINUTES

**PRESENT: JOHN D. SHELTON, JR., COUNCILMAN
 RONALD H. WOODS, COUNCILMAN
 HENRY HOLLAND, COUNCILMAN**

**ALSO: WILLIAM P. BAILEY, CITY ATTORNEY
 KELLY CORNWELL, DIRECTOR OF UTILITIES AND PUBLIC WORKS
 EDDIE PETERSON, ASST. DIRECTOR OF UTILITIES AND PUBLIC WORKS
 CATHY HARRISON, CITY ADMINISTRATOR**

1. City Administrator Harrison called the meeting to order.
2. Harrison requested a motion to appoint a Mayor Pro Tem following the resignation of Mayor Pro Tem Jimmy Palmer. Councilman Shelton made a motion to appoint Councilman Woods as Mayor Pro Tem, 2nd by Councilman Holland, and approved.
3. Mayor Pro Tem Woods welcomed everyone to the meeting and asked Councilman Holland to provide the invocation.
4. Mayor Pro Tem Woods led the group in the Pledge of Allegiance to the United States Flag.
5. On a motion by Councilman Holland and a 2nd by Councilman Shelton, minutes of the May 11, 1998 Regular City Council Meeting were approved as written.
6. Mayor Pro Tem's Comments:
 - a. Mayor Pro Tem Woods read the resignation of Mayor Pro Tem Jimmy Palmer.
 - b. Mayor Pro Tem Woods reminded the Council of the public hearings scheduled for June 8, 1998, regarding the annexation and new zoning request of Mr. & Mrs. Burl Wilson and the annexation and new zoning request of Lindsay K. Lewis. He also announced a public hearing is scheduled for June 22, 1998 at 7:00 P.M., regarding the Liquor and Wine Package License Application for Speedy Spirits. He also announced a public hearing for the Cellular Tower Ordinance on June 8 at 7:00 P.M.
7. Public Comments:

Mayor Pro Tem Woods stated the public hearings on the one zoning matter would be held at this time. The public would have the opportunity to make pro and con comments with a ten minute maximum time limit for each side of the matter, with each person speaking having filed a Financial Disclosure Statement five days prior to the hearing, and each one making any comments giving their name and address. Mayor Pro Tem Woods inquired if any Council member had filed a disclosure statement regarding any ownership or special interest in the agenda item. Response: No.

 - a. A second reading of the zoning variance request of owners of Holiday Inn Express, for an on premise sign variance of 50 feet, to be located on Hampton Drive, southeast of McDonald's on Highway 53 at I-75. A public hearing was opened. Harrison confirmed that signs had been posted on the property, legal advertisements had been placed in the legal organ, and notices to the adjoining property owners had been mailed and evidence received. Assistant Director Peterson reported the Zoning Advisory Board had met on May 25, 1998 at 4:30 P.M. Those in attendance were Mayor Pro Tem Woods, City Administrator Harrison, and Assistant Director Eddie Peterson. He stated the other members, Ed Lewis, Thomas Bond and Charles Sloan, were not available for the meeting. The item was reviewed and the findings of the Zoning Committee were considered. He stated the Zoning Committee had recommended the variance be granted, since it is similar to other variances in the immediate area. Mr. Peterson stated Chairman Woods had contacted each member of the Zoning Advisory Board, and each had confirmed that they would recommend approval, since other variances had been granted in the last few years at the same exit location. There were no other public comments and the hearing was closed. Councilman Shelton made a motion to approve the recommendation and grant the 50-foot variance, 2nd by Councilman Holland, and approved. Mayor Pro Tem Woods asked Attorney Bailey if it was proper for a motion and second to constitute passage where no negative comments were posed. He affirmed it was proper under Robert Rules of Order.
 - b. A public hearing was opened on the Utility Fee Resolution, which increases water and sewer rates 5¢ per 1,000 gallons, after the minimum. Those rates would be effective July 1, 1998. Mayor Pro Tem Woods reviewed several examples regarding the effect of the rate increase. There were no questions or comments, and the hearing was closed. Councilman Shelton made a motion to approve the Utility Fee Resolution, 2nd by Henry Holland, and approved.
 - c. Ms. Ellen Coffee, General Manager of ComCast Communications, made a presentation to the City Council. Ms. Coffee stated her company serves a five county area with over 55,000 subscribers, of which 4,000 are within the City of Calhoun. She stated that her company is presently

modifying the plant in Calhoun-Gordon County. They began the project in October of 1997, and it covers 343 miles. She stated the project is half finished and is scheduled to be completed in the fall. Her company is using contractors for the work, and when the work is completed, it will allow up to a capacity of 74 channels for the area. All channels will not be available at once, but new channels will be added. Ms. Coffee stated her company has installed a Sneak-Peak Channel, which will allow viewers who have the new connections to review the four additional channels that have been made available, and to vote on those channels in terms of continued viewing. She stated mailings will soon be sent to subscribers in the Calhoun-Gordon County area, to explain the new channels available, and what will be available in the future. Ms. Coffee stated she would be attending additional Council Meetings to keep the Council and the general public fully informed of her company's operations.

8. Old Business:

Harrison reviewed the status of the City of Calhoun Special Election, which will be held on July 21, 1998, in conjunction with the General Primary. She stated the posts to be filled are those of Mayor and City Council Post 3, both for the unexpired terms. Harrison stated the deadline for candidate qualifying is May 26 at 4:30 P.M. The deadline for registering to vote is June 19, 1998, with residents being eligible to register at any State office, at the Gordon County Courthouse, or at City Hall. Harrison stated those candidates who have qualified to run at this time are as follows:


- a. For Mayor: Richard "Dick" Hobgood, Kathy Elaine Holland, Jimmy Palmer, and Ray Weddle.
- b. For City Council Post 3: Ray Mitchell Denmon, and Clifford Free.

9. New Business:

- a. Tim Reeves, Emergency Management Director of Gordon County, and Lenny Nesbitt, City Fire Chief, reviewed the possibility of a grant for emergency warning signals for the Calhoun-Gordon County area. Mr. Reeves explained that in order to qualify for a grant, the area must have been declared a disaster area. He stated this had happened earlier in 1998. Therefore, Calhoun-Gordon County was eligible to apply for the grant. He stated FEMA is presently supporting warning grants in an effort to spend more dollars to prevent damage and injuries, as opposed to help after disaster strikes. He stated the grant pre-application, which must be filed in a few days, will be for 75% of the cost, but it will require a 25% match at the local level. Lenny Nesbitt stated the initial projection had been for 6 signals for the Calhoun area. However, Administrator Harrison had requested that 4 additional signals be considered in order to locate in the highly populated residential areas on the City's east and west borders. The estimated local funds for the City for 10 signals would be \$18,750.00. The Emergency Management Director would have a control box at the 911 office, and as weather signals are received, will notify the appropriate areas. Mr. Reeves stated his department would be providing maintenance on all the systems for the City and County. Following questions and answers, Henry Holland made a motion to authorize the expenditure of \$18,750.00, should the grant be approved. 2nd by Councilman Shelton, and approved.
- b. Harrison stated a request had been made by the City School System regarding additional funding for the "Super 1 Program for Drug Free Schools" from the City's Special Police Fund. The request was for \$667.00 from the City, and \$1,000.00 from Gordon County. Harrison stated the current funds in Special Police Fund #1, which have been released by the Court, are over \$32,000.00, and require that any purchases be capital items or be for some direct expenditure which is drug-prevention related. Following discussion, Councilman Shelton made a motion to approve and authorize the expenditure of \$667.00 from the City Special Police Fund, 2nd by Councilman Holland, and approved.
- c. A first reading of an Ordinance as presented by the Georgia Department of Transportation regarding speed limits within the City of Calhoun area, both on State routes and City streets were reviewed. A full reading was presented by Mayor Pro Tem Woods. Councilman Holland made a motion to set the public hearing for June 8, 1998 at 7:00 P.M., 2nd by Councilman Shelton, and approved.
- d. A new Banking Resolution was reviewed by Mayor Pro Tem Woods, which basically removed Jimmy Palmer as authorized to sign checks at any of the banking facilities for the City of Calhoun, and added the name of Ron Woods as Mayor Pro Tem. Following discussion, Councilman Shelton made a motion to adopt the Resolution, 2nd by Councilman Holland, and approved.
- e. Councilman Holland reviewed the recommendations of the Golf Advisory Commission at their regular May meeting. He stated the recommendation was to increase the regular members on the Commission from seven to nine, with eight of them being members with six year terms, and one being an annual appointment by the City Council. He stated the Board also recommended a policy for automatic removal from the Commission should a member fail to attend 25% of called meetings, or if three consecutive meetings were missed, except for reasons of business or illness. He also stated the Commission recommended a fee reduction of \$4.00 for those citizens who live within the City Limits or who own property within the City Limits. The reduction would cover the property owner or the resident, and any dependants within the household under the age of 24. It was recommended that cards indicating the eligibility for the \$4.00 reduction be made available at City Hall. Harrison stated cards would be available by June 15, 1998, in order for them to be issued by July 1, 1998. Councilman Holland stated the \$4.00 reduced fee would be available, beginning July 1, 1998, and will be available each year for those who qualify, based upon the City's fiscal year of July 1 through June 30. Councilman Shelton made a motion to approve the policy change regarding the fee, 2nd by Councilman Holland, and approved. The Council asked the Golf Advisory Commission to provide proposed members for the additional 2 members, and authorized the City staff to amend the Ordinance for a first reading at the first meeting in June.

10. Other written items not on the agenda:
Harrison stated the contracts on Phase One for Street, Water and Sewer Improvements in a portion of Mill Village had been approved by the City Attorney and the Engineer had provided a Notice to Proceed. She stated the Notice to Proceed needed to be approved, and the Mayor Pro Tem needed to be authorized to sign the contracts. Following discussion, Councilman Shelton made a motion to authorize Mayor Pro Tem Woods to sign the contracts and the Notice to Proceed, 2nd by Councilman Holland, and approved.
11. Kelly Cornwell, Director of Utilities and Public Works stated the pump work is progressing well. The water line is being installed, which is associated with the pump station on the north end. He stated the work on Campbell Road is proceeding following adoption of the street known as Brittany Drive, and he stated the water plant work is progressing, although slower than originally anticipated. Eddie Peterson, Assistant Director of Utilities and Public Works, stated the Executive Park Project is proceeding with the Dalton Paving Company mobilizing and moving equipment into the area to begin work. He stated that work should be completed by September or October. He stated the engineer for the park work should have plans and a package available to be submitted to DOT for review and for public bids to be let on the pedestrian pathways. He stated the City Attorney would need to review right-of-way acquisitions on several parcels with the Mayor and Council in Executive Session. He stated work on the traffic light on South Industrial Blvd. is in progress, with bidding being done on the necessary construction, and he estimates two months for completion. The DOT is working with the City on proposing turning lanes on College Street, which will be associated with the traffic light.
12. Councilman Holland made a motion to move to Executive Session for personnel and legal matters, 2nd by Councilman Shelton, and approved.
13. Councilman Holland made a motion to move to General Session, 2nd by Councilman Shelton, and approved.
14. Councilman Holland made a motion to adjourn, 2nd by Councilman Shelton, and approved.

Approved:



Ronald H. Woods, Mayor Pro Tem

Submitted:



Cathy Harrison, City Administrator

**CITY OF CALHOUN
CITY COUNCIL MEETING
EXECUTIVE SESSION
DEPOT COMMUNITY ROOM
109 SOUTH KING STREET
MAY 25, 1998 – 9:00 P.M.**

MINUTES

PRESENT: RONALD H. WOODS, MAYOR PRO TEM
JOHN D. SHELTON, JR., COUNCILMAN
HENRY HOLLAND, COUNCILMAN

ALSO: WILLIAM P. BAILEY, CITY ATTORNEY
KELLY CORNWELL, DIRECTOR UTILITIES AND PUBLIC WORKS
EDDIE PETERSON, ASST. DIR. UTILITIES AND PUBLIC WORKS
CATHY HARRISON, CITY ADMINISTRATOR

1. City Attorney William P. Bailey reviewed the current status of several parcels, stating the mortgage companies on two parcels had refused to sign the release on the easement, and it may be necessary to add those to the list to be handled through the court. He also stated the person who had provided the City with the real estate appraisal on the project was no longer in that business, and would be unable to assist the City. At the present time, he is looking for another appraiser to review the project and reappraise the area. He stated that otherwise, he is proceeding on the parcels which were not acquired earlier.
2. Discussions on personnel were postponed, and Executive Session was closed.

Approved:

Submitted:

Ronald H. Woods, Mayor Pro Tem



Cathy Harrison, City Administrator

**CITY OF CALHOUN
CALHOUN, GEORGIA**

RESOLUTION

WHEREAS, the City of Calhoun, Georgia designates AmSouth Bank, Calhoun First National Bank, Georgia Bank & Trust and Wachovia Bank as authorized City Depositories; and

WHEREAS, the City of Calhoun, Georgia has established an investment policy which utilizes local banks within defined guidelines; and

WHEREAS, the City of Calhoun, Georgia has varying amounts available for deposit and investment;

NOW, THEREFORE, BE IT RESOLVED, the City of Calhoun shall utilize the following funds, employees and Elected Officials being authorized to sign checks, withdrawals, etc;

(Two Signatures Required)

General Funds, WPS Enterprise Funds, Debt Service Funds, Special Project Funds, Golf Enterprise Funds – Cathy Harrison, Linda Brookshire, Kelly Cornwell, or Ronald H. Woods

Payroll Funds – Cathy Harrison, Kelly Cornwell, or Ronald H. Woods

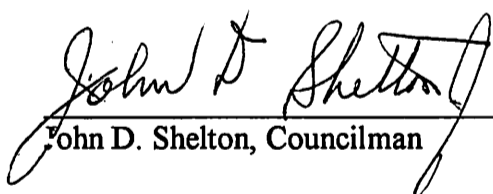
BE IT FURTHER RESOLVED, the Finance Officer, Cathy Harrison, shall be authorized to establish or have established new accounts or investments for the above mentioned funds in accordance with the investment policy.

ADOPTED this the 25th day of May 1998.

City of Calhoun, Georgia



Ronald H. Woods, Mayor Pro Tem



John D. Shelton, Councilman



Henry Holland, Councilman

Attest:



Cathy Harrison, City Administrator/Clerk/Finance Officer

Zoning Application No: 63

A public hearing was conducted pursuant to Section 14-2-3 of The Zoning Ordinance of the City of Calhoun, Georgia ("the ordinance") before the Mayor and Council of the City of Calhoun, Georgia on the **25th day of May, 1998**, to consider **Zoning Variance Request of owners of Holiday Inn Express, for an on-premise sign variance of 50 feet, to be located on Hampton Drive, southeast of McDonald's on Highway 53 at I-75 (the Application.)**")

During the public hearing, the Application was discussed in an open meeting and the following findings were made:

1. The public notice of the hearing was published in the Calhoun Times as required under § 14.2.2 of the Ordinance.
2. All required signs giving notice of the public hearing were placed upon the property as required under § 14.2.2 of the Ordinance.
3. All presently adjoining landowners received notice of the public hearing and a copy of the Application as required pursuant to § 14.4 of the ordinance.
4. All disclosures of any conflict of interest required by Title 36, Chapter 67A of the Official Code of Georgia Annotated have been reported.
5. The findings and recommendations of the Zoning Advisory Board were reviewed and accepted as the findings of the Mayor and Council as follows: **It was noted that this request was in line with others that had been previously granted in the same area over the past few years. The Water and Sewer Construction Department requested that the contractor work with their department during the construction phase.**
6. List any additional findings, if necessary, to support additional conditions: **Same**
7. Review of the Standards set out in § 14.5 of the Ordinance: **Substantial compliance with seven standards.**

Based upon the foregoing findings, the Application is:

- (a) Approved X
- (b) Denied _____
- (c) Approved with express Condition _____

Number Voting: 3
In Favor: 3
Opposed: 0



MAYOR, CITY OF CALHOUN, GEORGIA
PRO TEM

CITY OF CALHOUN
CALHOUN, GEORGIA

RESOLUTION

WHEREAS, the Code of Ordinances of the City of Calhoun, Georgia require utility rates, deposits and associated fees be maintained on file in the office of the City Clerk; and

WHEREAS, the Mayor and Council of the City of Calhoun, Georgia have made amendments to water and sewer rates, effective with the adoption of the 1998-1999 Operating and Capital Budgets; and

WHEREAS, it is necessary to maintain a collective listing of rates effective on July 1, 1998; and

WHEREAS, sewer rates are increased by five cents (5¢) per 1,000 gallons of metered water above the minimums for inside / outside city customers; and

WHEREAS, water rates are increased by five cents (5¢) per 1,000 gallons of metered water above the minimum for all customers;

NOW, THEREFORE, BE IT RESOLVED, the water, power, sewer, and other service rates, deposits and fees shall be as follows, effective July 1, 1998:

**Water Rates
Effective July 1, 1998
Inside City Limit Rates**

¾" & 1" Line – Minimum Bill \$7.50 (Includes first 2 MGL's) - Over 2 MGL's @ \$.71 per MGL.

2" Line (Residential) – Minimum Bill - \$14.00 (Includes first 2 MGL's) - Over 2 MGL's @ \$.71 per MGL.

2" Line (Commercial/Industrial) – Minimum Bill - \$44.00 (Includes first 2 MGL's) - Over 2 MGL's @ \$.71 per MGL.

4" Line – Minimum Bill - \$345.00 (Includes first 2 MGL's) - Over 2 MGL's @ \$.71 per MGL.

6" Line – Minimum Bill - \$690.00 (Includes first 2 MGL's) - Over 2 MGL's @ \$.71 per MGL.

8" Line – Minimum Bill - \$1,210.00 (Includes first 2 MGL's) - Over 2 MGL's @ \$.71 per MGL.

Outside City Limit Rates

¾" & 1" Line – Minimum Bill \$10.50 (Includes first 2 MGL's) - Over 2 MGL's @ \$1.10 per MGL.

2" Line (Residential) – Minimum Bill - \$20.00 (Includes first 2 MGL's) - Over 2 MGL's @ \$1.10 per MGL.

2" Line (Commercial/Industrial) – Minimum Bill - \$68.00 (Includes first 2 MGL's) - Over 2 MGL's @ \$1.10 per MGL.

4" Line – Minimum Bill - \$530.00 (Includes first 2 MGL's) - Over 2 MGL's @ \$1.10 per MGL.

6" Line – Minimum Bill - \$1,050.00 (Includes first 2 MGL's) - Over 2 MGL's @ \$1.10 per MGL.

8" Line – Minimum Bill - \$1,870.00 (Includes first 2 MGL's) - Over 2 MGL's @ \$1.10 per MGL.

**Sewer Rates
Effective July 1, 1998
Inside City Limit Rates**

Based on ¾" to 1" Water Meter – Minimum Bill \$2.00 - Above minimum @ \$1.33 per MGL.

Based on 2" Water Meter – Minimum Bill \$5.00 - Above minimum @ \$1.33 per MGL.

Based on 4" Water Meter – Minimum Bill \$18.00 - Above minimum @ \$1.33 per MGL.

Based on 6" Water Meter – Minimum Bill \$30.00 - Above minimum @ \$1.33 per MGL.

Based on 8" Water Meter – Minimum Bill \$50.00 - Above minimum @ \$1.33 per MGL.

Outside City Limits

Double inside city limit rates.

Sprinkler Charge

Under 2"	\$25.00
2" and above	\$50.00

Unmetered water \$2.00 per 1,000 gallons estimated to be used.

Fees

Transferring Utilities	\$15.00
Returned Check Charge.....	\$15.00
Cut Off Charges (Reconnect during business hours).....	\$15.00
Cut Off Charges (Reconnect after business hours).....	\$50.00

**Utility Deposits
Effective July 1, 1994**

Residential Renters

Electric/Water/Sewer.....	\$130.00
Electric/Water	\$120.00
Electric only	\$100.00
Water/Sewer.....	\$30.00
Water only.....	\$20.00

Owners

Electric/Water/Sewer.....	\$80.00
Electric/Water	\$70.00
Electric only	\$50.00
Water/Sewer.....	\$30.00
Water only.....	\$20.00

**Electric Rates
Effective for Bill Rendered
On or After July 1, 1997**

**Residential Power
Schedule RP-2**

Availability:

Available in all areas served by the City of Calhoun (the "City") and subject to the City's service rules and regulations.

Applicability:

For all domestic uses of a Residential Customer in a separately metered single or common family dwelling unit.

Type of Service:

Single or three phase, 60 hertz, at a standard voltage.

Monthly Rate:

Customer Charge\$7.08

Energy Charge

		<u>Summer</u>	<u>Winter</u>
First	650 KWH.....	\$0.057644	\$0.057644
Next	350 KWH.....	\$0.087420	\$0.051267
Over	1,000 KWH.....	\$0.089640	\$0.050665

Summer months are defined to be the monthly billings for consumption occurring predominantly during the months of June, July, August and September. Winter billing months are all other months.

Minimum Monthly Bill:

Base charge plus power cost recovery as applied to the current month metered energy in KWH.

Power Cost Recovery:

The amount calculated at the above rate will be increased under the provisions of the effective Power Cost Recovery Rider, including any applicable adjustments.

Multiple Service:

Where two (2) or more dwelling units are served through a common meter, the Monthly Customer Charge will be increased \$5.00 for each additional separate dwelling unit served. Multiple services under one meter must have prior approval from the City of Calhoun Electric Department.

Revenue Adjustment Rider:

The bill calculated at the above rate is subject to change in such an amount as may be determined under the provisions of the City's revenue adjustment riders (if any), or as may be later amended. At the time of the effective date of this rate, there are no revenue adjustment riders.

**Large Power
Schedule LP-2**

Availability:

Available in all areas served by the City of Calhoun subject to the City's service rules and regulations.

Applicability:

To all electric service of one standard voltage required on the customer's premises, delivered at one point and metered at or compensated to that voltage for any customer who meets the following criteria:

1. Billing Demand for any of the current and preceding eleven (11) months must be greater than or equal to 500 KW and less than 5,000 KW, as modified by the Determination of Billing Demand section.
2. In the event that Billing Demand in subsequent months becomes permanently less than 500 KW, as modified by the Determination of Billing Demand section, the Customer may switch to the appropriate rate after twelve (12) months' service under this rate.

Type of Service:

Single or three phase, 60 hertz, at a standard voltage.

Monthly Rate:

Customer Charge..... \$16.58

Energy Charge – All Consumption (KWH) not greater than 200 hours times the Billing Demand:

First 3,000 KWH	@	\$0.11291 per KWH
Next 7,000 KWH	@	\$0.10380 per KWH
Next 190,000 KWH	@	\$0.09059 per KWH
Over 200,000 KWH	@	\$0.07540 per KWH

All consumption (KWH) in excess of 200 hours and not greater than 400 hours times the Billing Demand @ \$0.02590 per KWH

All consumption (KWH) in excess of 400 hours and not greater than 600 hours times the Billing Demand @ \$0.02528 per KWH

All consumption (KWH) in excess of 600 hours times the Billing Demand @ \$0.01223 per KWH

Minimum Monthly Bill:

Base charge plus \$8.00 per KW of Billing Demand, plus excess KVAR charges and power cost recovery as applied to the current month metered energy in KWH.

Power Cost Recovery:

The amount calculated at the above rate will be increased under the provisions of the effective Power Cost Recovery Rider, including any applicable adjustments.

Determination of Billing Demand:

The Billing demand will be based on the highest KW measurement during the current month and the preceding eleven (11) months. Summer months are defined to be the monthly billings for consumption occurring predominantly during the months of June, July, August, and September. Winter billing months are all other months. For the summer billing months, the Billing Demand will be the greatest of:

1. The current month's actual demand;
2. Ninety five percent (95%) of the highest actual summer demand; or
3. Sixty percent (60%) of the highest actual demand occurring in any previous applicable winter month.

For the winter billing months, the Billing Demand will be the greater of:

1. Ninety five percent (95%) of the highest actual summer demand; or
2. Sixty percent (60%) of the highest actual winter demand, including the current month.

In no case will the billing demand be less than the greatest of:

1. The contract minimum;
2. Fifty percent (50%) of the contract capacity; or
3. 475 KW (ninety five percent [95%] of 500 KW.)

Determination of Reactive Demand:

Where there is an indication of a power factor of less than 95% lagging, the City may, at its option, install metering equipment to measure Reactive Demand. The Reactive Demand will be the highest 30-minute KVAR measured during the month. The Excess Reactive Demand will be the KVAR, which is in excess of one-third (1/3) of the measured actual KW in the current month. The City will bill excess KVAR at the rate of \$0.26 per excess KVAR.

Revenue Adjustment Rider:

The bill calculated at the above rate is subject to change in such an amount as may be determined under the provisions of the City's revenue adjustment riders (if any,) or as may be later amended. At the time of the effective date of this rate, there are no revenue adjustment riders.

**Medium Power
Schedule MP-2**

Availability:

Available in all areas served by the City of Calhoun and subject to the City's service rules and regulations.

Applicability:

To all electric service of one standard voltage required on the customer's premises, delivered at one point and metered at or compensated to that voltage for any customer who meets the following criteria:

1. Billing demand for any of the current and most recent eleven (11) months must be greater than or equal to 30 KW and less than 500 KW, as modified by the Determination of Billing Demand section.
2. In the event that Billing Demand in subsequent months becomes permanently less than 30 KW, as modified by the Determination of Billing Demand section, the Customer may switch to the appropriate rate after twelve (12) months' service under this rate.

Type of Service:

Single or three phase, 60 hertz, at a standard voltage.

Monthly Rates:

Customer Charge..... \$16.58

Energy Charge - All consumption (KWH) not greater than 200 hours times the Billing Demand:

First 3,000 KWH	@	\$0.10912 per KWH
Next 7,000 KWH	@	\$0.10100 per KWH
Next 190,000 KWH	@	\$0.09356 per KWH
Over 200,000 KWH	@	\$0.07540 per KWH

All consumption (KWH) in excess of 200 hours and not greater than 400 hours times the Billing Demand @ \$0.02560 per KWH

All consumption (KWH) in excess of 400 hours and not greater than 600 hours times the Billing Demand @ \$0.02275 per KWH

All consumption (KWH) in excess of 600 hours times the Billing Demand @ \$0.02167 per KWH

Minimum Monthly Bill:

Base charge plus \$8.00 pre KW of Billing Demand in excess of 30 KW, plus excess KVAR charges and Power Cost Recovery as applied to the current month metered energy in KWH.

Power Cost Recovery:

The amount calculated at the above rate will be increased under the provisions of the effective Power Cost Recovery Rider, including any applicable adjustments.

Determination of Billing Demand:

The Billing Demand will be based on the highest KW measurement during the current month and the preceding eleven (11) months. Summer months are defined to be the monthly billings for consumption occurring predominantly during the months of June, July, August, and September. Winter billing months are all other months. For the summer billing months, the Billing Demand will be the greatest of:

1. The current month's actual demand;
2. Ninety five percent (95%) of the highest actual summer demand; or
3. Sixty percent (60%) of the highest actual demand occurring in any previous applicable winter month.

For the winter billing months, the Billing Demand will be the greater of:

1. Ninety five percent (95%) of the highest actual summer demand; or

2. Sixty percent (60%) of the highest actual winter demand, including the current month.

In no case will the billing demand be less than the greatest of:

1. The contract minimum;
2. Fifty percent (50%) of the contract capacity; or
3. 28.5 KW (ninety five percent [95%] of 500 KW.)

Determination of Reactive Demand:

Where there is an indication of a power factor of less than 95% lagging, the City may, at its option, install metering equipment to measure Reactive Demand. The Reactive Demand will be the highest 30-minute KVAR measured during the month. The Excess Reactive Demand will be the KVAR, which is in excess of one-third (1/3) of the measured actual KW in the current month. The City will bill excess KVAR at the rate of \$0.26 per excess KVAR.

Revenue Adjustment Rider:

The bill calculated at the above rate is subject to change in such an amount as may be determined under the provisions of the City's revenue adjustment riders (if any,) or as may be later amended. At the time of the effective date of this rate, there are no revenue adjustment riders.

**Small General Service Non-Demand
Schedule SGSND-2**

Availability:

Available in all areas served by the City of Calhoun and subject to the City's service rules and regulations.

Applicability:

This rate is applicable to all non-residential customers who meet at least one of the following criteria:

1. Average monthly energy consumption (KWH) is less than 5,000 KWH (based on the most recent twelve (12) months' data, where available.
2. Annual metered load factor (determined by dividing actual annual consumption in KWH by the product of maximum annual demand in KW and the number of calendar hours included in the actual annual consumption) is less than ten percent (10%). In such event, the Excess Facilities Charges Rider may also be applied at the discretion of the City.

Type of Service:

Single or three phase, 60 hertz, at a standard voltage.

Monthly Rate:

Customer Charge..... \$14.85

Energy Charge:

First 25 KWH	@	\$0.00000 per KWH
Next 2,975 KWH	@	\$0.10912 per KWH
Next 7,000 KWH	@	\$0.10493 per KWH
Over 10,000 KWH	@	\$0.09219 per KWH

Minimum Monthly Bill:

Customer Charge, plus Power Cost Recovery as applied to the current month metered energy in KWH.

Power Cost Recovery:

The amount calculated at the above rate will be increased under the provisions of the effective Power Cost Recovery Rider, including any applicable adjustments.

Multiple Service:

Where two (2) or more non-residential units are served through a common meter, the Monthly Customer Charge will be increased \$5.00 for each additional separate non-residential unit served. Multiple services under one meter must have prior approval from the City of Calhoun Electric Department.

Revenue Adjustment Rider:

The bill calculated at the above rate is subject to change in such an amount as may be determined under the provisions of the City's revenue adjustment riders (if any,) or as may be later amended. At the time of the effective date of this rate, there are no revenue adjustment riders.

**Small Power
Schedule SP-2**

Availability:

Available in all areas served by the City of Calhoun and subject to the City's service rules and regulations.

Applicability:

To all electric service of one standard voltage required on the customer's premises, delivered at one point and metered at or compensated to that voltage for any customer who meets each of the following criteria:

1. Billing demand for any of the current and preceding eleven (11) months must be less than 30 KW as modified by the Determination of Billing Demand Section.
2. Average monthly energy consumption greater than or equal to 5,000 KWH per month for the most recent 12-month period, where such data is available.
3. In the event that average monthly energy consumption becomes permanently less than 5,000 KWH, the customer may switch to the appropriate rate after twelve (12) months' service under this rate.

Type of Service:

Single or three phase, 60 hertz, at a standard voltage.

Monthly Rates:

Customer Charge..... \$14.85

Energy Charge - All consumption (KWH) not greater than 200 hours times the Billing Demand:

First 25 KWH	@	\$0.00000 per KWH
Next 2,975 KWH	@	\$0.10912 per KWH
Next 7,000 KWH	@	\$0.10493 per KWH
Over 10,000 KWH	@	\$0.09219 per KWH

All consumption (KWH) in excess of 200 hours and not greater than 400 hours times the Billing Demand @ \$0.02423 per KWH

All consumption (KWH) in excess of 400 hours and not greater than 600 hours times the Billing Demand @ \$0.02275 per KWH

All consumption (KWH) in excess of 600 hours times the Billing Demand @ \$0.02167 per KWH

Minimum Monthly Bill:

Base charge plus \$8.00 per KW of Billing Demand in excess of 10 KW, plus excess KVAR charges and Power Cost Recovery as applied to the current month metered energy in KWH.

Power Cost Recovery:

The amount calculated at the above rate will be increased under the provisions of the effective Power Cost Recovery Rider, including any applicable adjustments.

Determination of Billing Demand:

The Billing Demand will be based on the highest KW measurement during the current month and the preceding eleven (11) months. Summer months are defined to be the monthly billings for consumption occurring predominantly during the months of June, July, August, and September. Winter billing months are all other months. For the summer billing months, the Billing Demand will be the greatest of:

1. The current month's actual demand;

2. Ninety five percent (95%) of the highest actual summer demand; or
3. Sixty percent (60%) of the highest actual demand occurring in any previous applicable winter month.

For the winter billing months, the Billing Demand will be the greater of:

1. Ninety five percent (95%) of the highest actual summer demand; or
2. Sixty percent (60%) of the highest actual winter demand, including the current month.

In no case will the billing demand be less than the greatest of:

1. The contract minimum;
2. Fifty percent (50%) of the contract capacity; or
3. 5 KW.

Determination of Reactive Demand:

Where there is an indication of a power factor of less than 95% lagging, the City may, at its option, install metering equipment to measure Reactive Demand. The Reactive Demand will be the highest 30-minute KVAR measured during the month. The Excess Reactive Demand will be the KVAR, which is in excess of one-third (1/3) of the measured actual KW in the current month. The City will bill excess KVAR at the rate of \$0.26 per excess KVAR.

Revenue Adjustment Rider:

The bill calculated at the above rate is subject to change in such an amount as may be determined under the provisions of the City's revenue adjustment riders (if any,) or as may be later amended. At the time of the effective date of this rate, there are no revenue adjustment riders.

**Extra Large Power
Schedule XLP-2**

Availability:

Available in all areas served by the City of Calhoun subject to the City's service rules and regulations.

Applicability:

To all electric service of one standard voltage required on the customer's premises, delivered at one point and metered at or compensated to that voltage for any customer who meets the following criteria:

1. Billing Demand for any of the current and preceding eleven (11) months must be greater than or equal to 5,000 KW.
2. In the event that Billing Demand in subsequent months becomes permanently less than 5,000 KW, as modified by the Determination of Billing Demand section, the Customer may switch to the appropriate rate after twelve (12) months' service under this rate.

Type of Service:

Single or three phase, 60 hertz, at a standard voltage.

Monthly Rate:

Customer Charge..... \$135.90

Energy Charge - All Consumption (KWH) not greater than 200 hours times the Billing Demand @ \$0.07475 per KWH

All consumption (KWH) in excess of 200 hours and not greater than 400 hours times the Billing Demand @ \$0.02537 per KWH

All consumption (KWH) in excess of 400 hours and not greater than 600 hours times the Billing Demand @ \$0.02401 per KWH

All consumption (KWH) in excess of 600 hours times the Billing Demand @ \$0.02174 per KWH

Minimum Monthly Bill:

Base charge plus \$8.00 per KW of Billing Demand, plus excess KVAR Charges and Power Cost Recovery as applied to the current month metered energy in KWH.

Power Cost Recovery:

The amount calculated at the above rate will be increased under the provisions of the effective Power Cost Recovery Rider, including any applicable adjustments.

Determination of Billing Demand:

The Billing Demand will be based on the highest KW measurement during the current month and the preceding eleven (11) months. Summer months are defined to be the monthly billings for consumption occurring predominantly during the months of June, July, August, and September. Winter billing months are all other months. For the summer billing months, the Billing Demand will be the greatest of:

1. The current month's actual demand;
2. Ninety five percent (95%) of the highest actual summer demand; or
3. Sixty percent (60%) of the highest actual demand occurring in any previous applicable winter month.

For the winter billing months, the Billing Demand will be the greater of:

1. Ninety five percent (95%) of the highest actual summer demand; or
2. Sixty percent (60%) of the highest actual winter demand, including the current month.

In no case will the billing demand be less than the greatest of:

1. The contract minimum;
2. Fifty percent (50%) of the contract capacity; or
3. Ninety five percent (95%) of 1,000 KW.

Determination of Reactive Demand:

Where there is an indication of a power factor of less than 95% lagging, the City may, at its option, install metering equipment to measure Reactive Demand. The Reactive Demand will be the highest 30-minute KVAR measured during the month. The Excess Reactive Demand will be the KVAR, which is in excess of one-third (1/3) of the measured actual KW in the current month. The City will bill excess KVAR at the rate of \$0.26 per excess KVAR.

Revenue Adjustment Rider:

The bill calculated at the above rate is subject to change in such an amount as may be determined under the provisions of the City's revenue adjustment riders (if any,) or as may be later amended. At the time of the effective date of this rate, there are no revenue adjustment riders.

**Power Cost Recovery Rider
Schedule PCR-2**

The amount charged for each kilowatt hour (KWH) of energy sold by the City under rate schedules which include the Power Cost Recovery Schedule shall be increased (but not decreased) by an amount equal to:

$$PCR = (MS + SS + 0\$) / ((1 - L) * K) - F$$

Where:

PCR Monthly Power Cost Recovery in \$/KWH to five (5) significant digits, \$0.00000. PCR must be greater than or equal to \$0.00000.

MS the total dollar amount billed by the Municipal Electric Authority of Georgia (MEAG) for the most recent monthly billing period adjusted as follows:

1. Add an amount not to exceed the total monthly reduction in said MEAG bill which has resulted from the actual operating efforts of the City's interruptible/self supplied power customers. The reduction, if any, will be calculated on a monthly basis by applying the methodology used in the then current MEAG bill.
2. Exclude charges and load associated with promotional rates such as the MED-1, or its successor, billed to the City by MEAG.

- S\$ The total dollar amount billed by SEPA (Southeastern Power Administration) for the most recent monthly billing period.
- O\$ Other charges which the City deems necessary to collect or rebate through the PCR mechanism.
- K The total kilowatt-hours delivered to the City by MEAG for the most recent monthly billing period. Total herein is defined to be MEAG Bulk power energy plus SEPA energy less energy adjustments described in M\$, all as shown on the monthly MEAG bill.
- L. Unbilled KWH usage (Losses) of the City for the most recent fiscal year, expressed as a decimal fraction. The initial value, until actualized, will be 3.13% (0.0313.)
- F The monthly base wholesale power cost in \$/KWH as shown on Page 2 of this schedule.

The following amounts represent the monthly base wholesale power costs, F. The monthly values herein apply to bills rendered by the City on or after the date the City receives its MEAG bill, which is generally on or about the tenth of each month.

January	\$0.05040
February	\$0.05092
March	\$0.05341
April	\$0.05408
May	\$0.05489
June	\$0.05035
July	\$0.04637
August	\$0.04583
September	\$0.04445
October	\$0.04620
November	\$0.04947
December	\$0.05176

**Georgia Business Expansion Support Tariff
Schedule GBEST-2**

Availability:

This rate schedule is available only to customers of the City of Calhoun who are currently taking service under Schedule GBEST-1. The GBEST-2 and its successor rates will terminate no later than December 31, 2001. Qualifying Customers must continue to meet the requirements of the Applicability section herein.

This service is available only at the point of delivery and is not available for resale service to other than the retail Customer who qualifies for this Schedule GBEST-2.

Applicability:

This rate schedule applies to any new or expanded retail contract load added to the City's system at one standard available voltage, delivered at one metering point and compensated to that voltage. Service under this rate schedule requires prior approval by the City's primary wholesale power supplier, the Municipal Electric Authority of Georgia (MEAG), and a signed Customer Contract between the City and the Customer identifying the City as the sole provider of electric service to the Customer, for a term not less than five (5) years, under this rate schedule. Service under this rate schedule may be terminated and transferred to the applicable rate schedule if the character of service does not meet the criteria herein.

Type of Service:

Single of three (3) phase, 60 hertz, at a standard voltage.

Metering:

The preferred method of service will utilize a dedicated meter. However, in certain cases, this rate may be used in conjunction with an existing meter. In those instances wherein separately metering an added load is either impractical or prohibitively expensive, the billing determinants

for this rate schedule will be determined by a special agreement between the Customer and the City. Special agreements will be limited to the application of two rates per meter.

Monthly Rate:

Customer Charge \$315.00

Demand Charge

Transmission - \$2.12 per KW of Transmission Billing Demand, as hereinafter defined.

Generation –

First 300 hours use of Generation Billing Demand \$0.0035 per KWH
 Next 300 hours use of Generation Billing Demand \$0.0018 per KWH
 Over 600 hours use of Generation Billing Demand \$0.0000 per KWH

Energy Charge

First 300 hours use of Monthly Maximum Metered Demand \$0.0200 per KWH
 Next 300 hours use of Monthly Maximum Metered Demand..... \$0.0158 per KWH
 Over 600 hours use of Monthly Maximum Metered Demand..... \$0.0116 per KWH

Energy Cost Adjustment (ECA):

The amount calculated above will be increased (and not decreased) whenever the MEAG system average energy cost is greater than \$0.01090 per KWH. Such difference in \$ per KWH (which must be greater than or equal to \$0.00000) will be multiplied with the current month's metered energy in KWH, and such product will be the ECA.

Excess Reactive Demand:

The City may, at its option, install metering equipment to measure Reactive Demand, defined as the highest 60-minute KVAR measured during the month. The Excess Reactive Demand is defined as the KVAR, which is in excess of one-half (½) of the highest actual measured 60-minute KW in the current month. If, in the opinion of the City, excess reactive demand is occurring as a result of service to the customer, a charge of \$0.27 per reactive KVAR may be assessed.

Determination of Transmission Billing Demand:

The Transmission Billing Demand will be the average of the loads occurring during the eight (8) hour period beginning four (4) hours before the MEAG annual system peak hour, and ending three hours after the MEAG annual system peak hour, and will remain in effect until the next annual system peak is established.

Generation Billing Demand Discount:

Eligible businesses, as defined by the State of Georgia in the Business Expansion Support Act of 1994, may qualify for reduced Generation Billing Demand (GBD) during the first five (5) years of service under this Schedule GBEST-2. Such business may receive GBD discounts with the addition of at least one (1) new job above the highest level of employment during the most recent twelve (12) month period. The job additions must be located at a facility either inside Gordon County or a county contiguous thereto. Any difference between the discounted GBD and the Non-coincident Peak (NCP) Billing Demand, as hereinafter defined, will be reduced to zero (0) at the conclusion of the first five (5) year service period.

The resulting GBD will be calculated as follows:

$$GBD = [1 - (\text{Discount Percent}/100)] * \text{Customer's Maximum Demand}$$

- - - where Customer's Maximum Demand will be the Customer's maximum metered hourly demand in KW for the applicable billing month, and where the Discount Percent is:

Contract Year	Discount %*	Discount %**
1	50.0%	100%
2	37.5%	75%
3	25.0%	50%
4	12.5%	25%
5	0.0%	0%

*Adding 1 to 25 jobs

** Adding 26 or more jobs

Application for the GBD discount will be made in writing by a duly authorized corporate officer of the Customer. If the Customer is an existing Customer, the letter must state the highest level of jobs during the last twelve (12) months. All Customer letters will provide the number of jobs to be added at the Customer's facility and when the jobs are to be added. The Customer will provide from time to time, upon request, at the City's discretion, evidence satisfactory to the City, as to the actual increase or decrease in employment. At such times, the discount factor may be adjusted or the Customer may be disqualified from this rate to reflect employment level changes. The Customer may apply for the GBD discount one time during the effective period of the discount.

Determination of the Generation Billing Demand (GBD):

During the first five (5) years of service under this Schedule GBEST-2, the GBD will be discounted for the number of jobs added or otherwise will be the Customer's NCP Billing Demand. In no case will the GBD be less than the discounted GBD as herein before described. In the absence of a discounted GBD, the NCP Billing Demand will apply.

NCP Billing Demand Determination:

The NCP Billing Demand will be based on the highest 60-minute KW demand occurring during the most recent 12 months including the current month.

For the summer months of June, July, August, and September:

The NCP Billing Demand will be the greatest of the following demands:

1. 100% of the current month maximum metered demand;
2. 90% of the highest demand occurring in any applicable previous summer month;
or
3. 60% of the highest demand occurring during any other applicable non-summer month.

For all other months (non-summer) :

The NCP Billing Demand will be the greater of the following demands:

1. 90% of the highest applicable previous summer monthly demand; or
2. 60% of the highest applicable monthly non-summer demand.

The determination of Billing Demand may be modified in the future to recognize any changes in demand determination procedure as may be adopted by MEAG.

Determination of Energy Charges:

Energy Charge block sizes are based on the actual monthly maximum 60-minute meter kilowatt demand for the current billing month.

Minimum Monthly Bill:

The total amount of any monthly bill will not be less than the sum of the following: \$960.00 plus \$1.80 per kilowatt of generation billing demand in excess of 250 KW, plus the transmission charge, plus the energy cost adjustment, if any. The minimum bill will be waived during the initial twelve months of service.

Seasonal Service:

In those cases where the load has a definite seasonal characteristic, as declared in writing by the Customer and approved by the City, the charges shown above, except for the fuel adjustment, will be increased by 10%. There will be no minimum bill associated with seasonal service other than the base charge.

Wholesale Facility Charge (WFC):

A charge or charges may be assessed to recover administrative costs and the cost of wholesale infrastructure or other facilities, as required to service the Customer, assessed upon the city by MEAG. Should other Customers use the same infrastructure, the WFC will be prorated to each Customer on the basis of the sum of each Customer's non-coincident peak demand.

Distribution Facility Charge (DFC):

In the event that monthly revenues collected under this Schedule GBEST-2 are, in the opinion of the city, substantially less than the cost of new distribution infrastructure necessary to provide service to the Customer, if any, the City may impose a monthly fee to recover such costs. Such

charge will remain in effect until such costs have been collected, at which time the DFC will terminate. Should other Customers use the same infrastructure, the DFC will be prorated to each Customer on the basis of the sum of each Customer's non-coincident peak demand.

Retail Margin:

An adder of ten percent (10%) will be added to the sum of the above charges.

Revenue Adjustment Rider:

The above charges are subject to the City's applicable revenue adjustment riders, if any. As of the initial effective date of this rate, there are no revenue adjustment riders.

Competitive By-pass:

In the event a bona fide offer to a Customer choice load, as defined in the Georgia Territorial Electric Service Act of 1973, is made by a competing supplier, the City may alter the above charges to match or beat said offer, if and only if the adjusted charges exceed the incremental costs associated with provision of service to the Customer.

Term of Contract and Periodic Review:

Service hereunder will be for a minimum of five years. This rate schedule will be reviewed periodically and is subject to change.

Security Lights:

Initial charge if a pole must be set for the security light only \$150.00

<u>Lamp Wattage</u>	<u>Type</u>	<u>Rate</u>
175	Mercury Vapor Utility Type	\$7.00
100	High Pressure Sodium.....	8.00
150	Utility Type	10.00
250	Utility Type	12.00
400	Utility Type	18.00
400	Flood Type	20.00
400	Metal Halide Flood Type	22.00

(If security light service is discontinued within the first twelve months, the customer must pay a minimum of twelve months' fee.)

TEMPORARY SERVICE:

Original Connection Fee: \$50.00
Plus monthly charges for KWH used
in accordance with the Commercial rate.

General:

All bills shall include state sales tax as calculated under the preceding rates as local and state laws dictate.


ADOPTED this the 25th day of May 1998.

City of Calhoun, Georgia



Ronald H. Woods, Mayor Pro Tem

Attest:



Cathy Harrison,
City Administrator

**CITY OF CALHOUN
PRE-CONSTRUCTION CONFERENCE MINUTES
UTILITIES AND PUBLIC WORKS DEPARTMENT
CONFERENCE ROOM
700 WEST LINE STREET
MAY 12, 1998, 7:00 P.M.**

PRESENT: JOINER SMITH, USDA RURAL DEVELOPMENT
JOHN SWEITZER, SWEITZER ENGINEERING, INC.
MICHAEL D. FOWLER, SWEITZER ENGINEERING, INC
BILL PEERY, RURAL DEVELOPMENT, ATHENS, GEORGIA
LEE MATHIS, M&M CONTRACTING
JOEL JONES, JONES ENVIRONMENTAL CONST. CO.
BOBBY ROBERTSON, JONES ENVIRONMENTAL CONST. CO.

ALSO: KELLY CORNWELL, DIRECTOR UTILITIES AND PUBLIC WORKS;
ROSS WILBURN, CITY ENGINEER;
JERRY CRAWFORD, ASST. SUPERINTENDENT, WATER AND SEWER
CONSTRUCTION DEPARTMENT; AND
CATHY HARRISON, CITY ADMINISTRATOR,
FOR THE CITY OF CALHOUN

- I. John Sweitzer of Sweitzer Engineering, Inc., who serves as the engineer for both projects, opened the Pre-construction Conference, and reviewed the responsibilities of the engineer.
 - A. He will issue all instructions of owner.
 - B. The engineer is not a construction scheduler or expediter.
 - C. The engineer observes work for compliance with drawings and specifications only.
 - D. The engineer determines the amount earned for payment, and acts as initial judge of claims and disputes.
 - E. The engineer will set limits of field representative's duties as indicated in the specifications in Section M.

- II. Sweitzer stated the portion to be handled by Jones Environmental Construction Company will require a Land Disturbance Permit. He stated the permit had been applied for, and should be available within two to three work days. He stated a Land Disturbance Permit would also be required for the M&M Contracting Company. However, the permit has not been applied for at this time. He also stated a DOT Permit will be required at the Campbell / Dews Pond Road. The permit has been completed but has not been signed at this point by the City. Engineer Sweitzer requested that both contractors check with Gordon County officials to determine if any other permits would be required. Mr. Sweitzer stated the City owns the land on which the well is located, and has been granted permission by Gordon County to use the road rights-of-way for water transmission lines. Kelly Cornwell stated the City of Calhoun has obtained two easements, which will enable power to be delivered to the site by North Georgia Electric Membership Corporation.

- III. Sweitzer reviewed the responsibility of the owner:
 - A. The owner is the ultimate decision-maker on disputes of contract sums and contract time.
 - B. The City does not instruct the contractor in day-to-day work activities, except in emergencies.
 - C. The City will make any emergency repairs necessary, and back charge the contractor for cost, if the contractor is not available to respond timely and appropriately.

- IV. Funding and Regulatory Agencies:
 - A. Sweitzer stated the projects will be funded by ARC funds, which will be processed through USDA Rural Development, and by a loan from the Georgia Environmental Facilities Authority, as well as from local funds.
 - B. Mr. Sweitzer stated both USDA Rural Development and Georgia Environmental Facilities Authority personnel will inspect both jobs.

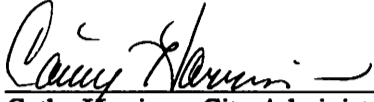
- V. Sweitzer reviewed the responsibilities of the contractors:
 - A. He asked if either contractor had any problems with accepting the job site and conditions. Both M&M and Jones stated the sites were acceptable.

- B. Sweitzer provided insurance certificates from both contractors, which were included in the signed contracts, and signed contracts were distributed to the appropriate parties.
- C. Sweitzer stated the contractor is totally responsible for safety, not only of all workers and employees, but also of the general public. He stated the City will only intervene if there is an apparent problem regarding safety.
- D. Sweitzer stated there would be no work on either job unless there was a superintendent on site. This would cover mechanical, structural, and pipeline work.
- E. Sweitzer stated there would need to be six copies of each pay request made. Following discussion, it was agreed the cut-off date would range between the 20th and the 25th of the month, that each contractor would verify totals and quantities with the field representatives, and then forward to Sweitzer Engineering, regardless of whether the field representative and the contractor were in agreement. Sweitzer stated that he would review the request and forward to the City within a ten-day time frame. The City will sign off on the pay requests, and they will be forwarded to both USDA Rural Development and Georgia Environmental Facilities Authority for approval, prior to payment. Sweitzer stated that each contractor should realize that, with as many places the pay request must be forwarded, the turn-around time for payment would be in the range of twenty to thirty days. Following discussion, it was determined that the City of Calhoun should write a letter to the Georgia Environmental Facilities Authority, requesting that the City handle retainage for their portion of the contract. Therefore, each pay request made to Georgia Environmental Facilities Authority would include funds to the contractor, as well as retainage funds. Once those retainage funds are received, they will be held in a special account until the project is completed. Interest earned on these funds will be paid to the contractors. USDA Rural Development states that they do not advance any funds to pay retainage; that it will be the City's responsibility to calculate the interest that would have been earned on any deposited retainage funds, and to pay these funds to the contractors. Joiner Smith stated any change orders that are required for the projects will need to be filed on the appropriate forms approved by USDA, that all copies should be forwarded to him, and he will return copies to the appropriate individuals. Sweitzer stated that it would be necessary for weekly payrolls to be provided to the City of Calhoun, and these should accompany each pay request. Jones Environmental provided a schedule of values to Sweitzer Engineering, and stated a progress schedule will be forwarded. John Sweitzer asked that the progress schedule be updated with each application for payment.
- F. Sweitzer stated he had received a list of suppliers from M&M Contracting. However, he has not received similar information from Jones Environmental. He asked that this information be forwarded as soon as possible. Jones Environmental stated he has the appropriate plans and specifications, and Mr. Lee Mullins of M&M Contracting was given five copies of the plans and specifications. However, he returned one copy of the plans and specifications to Dave Raney of Georgia Environmental Facilities Authority. Sweitzer stated that Jones Environmental had been issued a Notice to Proceed, and that they would have until November 14 to complete the project, a time frame of 180 days. He stated no notice had been issued to M&M Contracting. However, following discussion, Sweitzer stated a Notice to Proceed would be issued around June 15, and they would have 120 days to complete the work. M&M Contracting stated they would start at Brittany Drive and Campbell Road, Section 2 of the contract. Jones Environmental stated they would start on the tank. Sweitzer stated there would be no work on Sunday, and any Saturday work would require advance notice to the City and the engineer of at least 48 hours. M&M Contracting stated they would be working on Saturday in order to complete the contract in as short a time as possible.
- G. Joiner Smith of USDA Rural Development presented posters to both M&M Contracting and Jones Environmental, and addressed the fact that liquidated damages should be addressed on change orders. He stated there would be a 100% complete inspection at the end of the job, that there would be \$300.00 per day liquidated in damages to each contractor, should the work not be completed by the D-date. He stated the engineering firm would need to file weekly inspection reports on the forms as specified by USDA Rural Development. He stated a sign would be needed on the job. It could be a combined sign by both M&M and Jones Environmental, stating part of the funding is provided by ARC and managed by USDA Rural Development. Dave Raney will inspect monthly, and he will notify the City of his intentions a few days prior to being on the job. Inspection is to be handled by Mike, Jerry, and Ross of the City. He stated he would need to review

and sign off on each advance. Dave Raney, acting on behalf of Georgia Environmental Facilities Authority, and Joiner Smith of USDA Rural Development, acting on behalf of ARC, discussed the percentages. They stated those would need to be reviewed, item by item, since they were not a stated percentage but variables, depending on the type of work. Joiner Smith asked the City to identify the percentage on the cover letter that would be required of both Joiner and Raney.

VI. The meeting was adjourned at 3:30 P.M

Submitted:



Cathy Harrison, City Administrator