

CITY OF CORNELIA  
MINUTES OF COMMISSION MEETING  
JANUARY 7, 2020

The Cornelia City Commission met in a Workshop Session on Tuesday, January 7, 2020 at 5:00 PM at the Cornelia Community House, 601 Wylly Street, Cornelia, GA. Mayor Elect John Borrow called the meeting to order and the following members were present: Commissioners Don Bagwell, Tony Cook, Wesley Dodd, Jr, and Janice Griggs. Also present: City Attorney Steve Campbell, City Manager Donald Anderson, Human Resource Manager Diane Feorino, Fire Chief Billy Jenkins, Police Chief Chad Smith, and City Clerk Janie N. Henderson.

Police Chief Smith gave his Annual Police Report, which included activities of Code Enforcement and Probation. Commissioner Bagwell had a question about Code Enforcement and at what point do we say times up for property owners to clean-up their property, before we go to the next step. Mr. Borrow said we are going to have a planning retreat in the near future and he thinks that would be a good time for us to have proper discussion about our concerns. A copy of the Annual Report is made an integral part of these minutes.

Fire Chief Jenkins presented his Annual Fire Report, which also included the Fire Marshal's Report. He announced that on February 4<sup>th</sup>, 2020 at the State Capital Fire Marshall Josh Hazle will be sworn in and deputized as a Certified State Fire Marshall Post Analyst Investigator. They were invited to attend. A copy of the Annual Report is made an integral part of these minutes.

City Manager Anderson asked them to speak briefly as to why we want to check into starting our own 911 Center. Chief Smith said some of the things that came out during their GCIC Audit last year, that if not corrected, we could lose our access and also calls being dispatched to the wrong address. Chief Jenkins said they are getting dispatched to calls they shouldn't and not to calls they should. He said thanks to his staff paying close attention to the addresses to all the pages going out they have avoided serious problems. Also, it affects our ISO Rating, which is very important. City Manager Anderson said they have been discussing the matter for about a year and that's why we want to hire Engineering Associates to perform a Needs Assessment. He said after that Assessment is completed we will decide whether or not to pursue the matter.

City Manager Anderson asked if they had any questions on the other items on the agenda. No further explanations were needed.

The Mayor and Commission took a 10 minute break prior to the Regular Meeting.

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Janie N. Henderson, City Clerk

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John Borrow, Mayor Elect

CITY OF CORNELIA  
MINUTES OF COMMISSION MEETING  
JANUARY 7, 2020

The Cornelia City Commission met in Regular Session on Tuesday, January 7, 2020 at 6 PM at the Cornelia Community House, 601 Wyly Street, Cornelia, GA. Mayor Pro Tem Don Bagwell called the meeting to order and the following members were present: Commissioners Tony Cook, Wesley Dodd, Jr., Janice Griggs, and Mayor Elect John Borrow. Also present: City Attorney Steve Campbell, City Manager Donald Anderson, Jr., Human Resource Manager Diane Feorino, and City Clerk Janie N. Henderson.

Mayor Pro Tem Bagwell gave the invocation and led the Pledge of Allegiance.

Attorney Steve Campbell came forward and administered the Oath of Office for Mayor John Borrow.

Attorney Steve Campbell came forward and administered the Oath of Office for Ward 1 Commissioner Wesley Dodd, Jr. and Ward 4 Commissioner Tony Cook.

Mayor J.C. Irby, Jr. came forward and presented the gavel to our new Mayor John Borrow. Mayor Irby thanked him for his willingness to serve. Mayor Borrow thanked Mayor Irby and stated he was grateful to him for his service to the City. He also presented Mayor Irby with a shadow box, which held his picture, gavel and a key to the City.

Commissioner Bagwell made the motion to approve the January 7, 2020 Agenda; seconded by Commissioner Dodd. Approved 4 – 0.

Commissioner Dodd made the motion to approve the December 3, 2019 Meeting Minutes; seconded by Commissioner Bagwell. Approved 4 – 0.

Community Development Report – Jessie Owensby came forward to present the December Report. Mayor Borrow stated that Jessie has been voted to serve on the Habersham Chamber of Commerce Board. A copy of her report is made an integral part of these minutes.

Department Head Annual Reports – IT Manager Jeremy Dundore; Utilities Director Keith Ethridge; Building and Planning Director Robert Gutowski; and Public Works Supervisor Clif McEntyre gave their departments annual report. Each individual was available for questions.

City Manager’s Annual Report – City Manager Anderson presented his Annual Report. A copy of this report is made an integral part of these minutes.

Public Forum – Mayor Borrow asked for public comments and asked that they be kept to 3 minutes. None were heard.

Ordinance 12-19-01 – Commissioner Cook made the motion to adopt Ordinance 12-19-01, Amending Chapter 6 of the Zoning Ordinance to allow apartments and condominiums in the R-2 Zoning Districts; seconded by Commissioner Griggs. Currently they are only allowed as a Conditional Use. Approved 4 – 0.

Ordinance 12-19-02 - Commissioner Dodd made the motion to adopt Ordinance 12-19-02, Amending Chapter 8 of the Zoning Ordinance to remove the requirement for a public swimming pool for large residential developments; seconded by Commissioner Bagwell. Approved 4 – 0.

Ordinance 12-19-03 – Commissioner Cook made the motion to adopt Ordinance 12-19-03, Amending Chapter 6 of the Municipal Code changing the hours that restaurants can serve alcohol on Sundays to 11 AM to 11:30 PM; seconded by Commissioner Dodd. City Manager Anderson noted this was approved by a Referendum on November 5, 2019. Approved 4 -0.

Proposed Single Family Development - City Attorney Campbell opened the Public Hearing for the requested Single Family Development at 4460 BC Grant Road. Keith Cook with Cook Communities came forward to present their request. Mr. Cook said they want to develop the 17.42 acre tract on BC Grant Road with 84 attractive single-family attached townhomes. He said there will be 39 one-story, 2 bedrooms, 2 baths and 45 two-story, 3 bedrooms, 2 ½ bath units. Mr. Cook said the development will include sidewalks with connected walking trails, a dog park, and a pocket park. He said they did the traffic study which the Planning Board requested was provided. City Manager Anderson said the traffic study was turned over to Habersham County since BC Grant Road is County maintained. He said the Planning Board held a Public Hearing on December 17, 2019 and voted unanimously to recommend approval of the development. Attorney Campbell asked if there was anyone to speak against the proposed development. No further comments were heard. Attorney Campbell closed the Public Hearing.

Commissioner Bagwell made the motion to approve the proposed Single Family Development at 4460 BC Grant Road; seconded by Commissioner Cook. Approved 4 – 0.

Ordinance 01-20-01 - City Attorney Campbell opened the Public Hearing for the requested amendment to Chapter 7 of the Zoning Ordinance. City Manager Anderson explained that this amendment changes the building height limit in the B-1 and B-2 Zoning Districts from 35 feet to 50 feet. We have a letter from Habersham County confirming that this height will not impact the Habersham County Airport. The Planning Board conducted a Public Hearing on this matter on December 17, 2019 and voted unanimously to recommend approval. City Attorney Campbell asked if there was anyone to speak in opposition to the proposed change. No comments were heard from the Public. Attorney Campbell closed the Public Hearing.

Commissioner Dodd made the motion to post Ordinance 01-20-01, Amendment to Chapter 7 of the Zoning Ordinance, increasing building height limits from 35 feet to 50 feet in B-1 and B-2 Zoning Districts; seconded by Commissioner Bagwell. Approved 4 – 0.

Ordinance 01-20-02 – City Attorney Campbell opened the Public Hearing for the requested amendment to Chapter 10 of the Zoning Ordinance. City Manager Anderson explained that this amendment removes the landscaping requirements for commercial parking lots. The reason is because our Zoning Ordinance is in conflict with our Minimum Development Ordinance so this removes the one and we follow the MDO. The Planning Board conducted a Public Hearing on December 17, 2019 and voted unanimously to recommend approval. Attorney Campbell asked if there was anyone to speak in opposition to the proposed change. No comments were

Commissioner Dodd made the motion to post Ordinance 01-20-02, Amendment to Chapter 10 of the Zoning Ordinance, removing the landscaping requirements for commercial parking lots and follow the Minimum Development Ordinance; seconded by Commissioner Griggs. Approved 4 – 0.

Consent Agenda – Commissioner Bagwell made the motion to approve the following Consent Agenda items: (1) Appoint Hope Murray to fill the seat vacated by Melanie Ward in November. Ms. Ward no longer lives in Habersham County.; (2) Appoint Tony Cook as Mayor Pro Tem for 2020, Based on the rotation this is Commissioner Cook’s turn.; (3) Appoint Mayor Borrow to replace past mayor on the Cornelia Water and Sewerage Authority.; (4) Approved Amendment to GEFA Loan# WS12L18WR, New Reservoir Project, GEFA Loan# 2013L05WS, New Water Plant Project, and GEFA Loan# DWSRF12-008, New Clear Well and High Service Pump Project, because the projects have taken longer to complete than originally thought, so the loan period must be extended.; seconded by Commissioner Dodd. Approved 4 – 0.

State Wide Mutual Aid Agreement – City Manager Anderson stated our current agreement is set to expire on March 1, 2020 and the new one will expire March 1, 2024. He said we have used this agreement on several occasions, most recently during the ice storm several years ago when we asked for assistance from other jurisdictions to help with cleanup. We are not obligated to lend assistance unless we have the resources available. We can opt out of the agreement at any time with a 30 days written notice. Commissioner Cook made the motion to authorize Mayor Borrow to execute the State Wide Mutual Aid Agreement on behalf of the City; seconded by Commissioner Dodd. Approved 4 – 0.

Proposal for Fitness Equipment for new Municipal Building – City Manager Anderson said in the new Municipal Building there is a 600 square foot room to be used as a fitness center for our employees. The city currently has a fitness center located at the city shop on Elrod Street. It is free to all city employees and their family members. The equipment is over 15 years old and is no longer in good working condition. We have been working with Life Fitness to spec out the commercial grade equipment for the new facility for equipment and installation it will cost \$39,026.18. Commissioner Dodd made the motion to approve the proposal of \$39,026.18 from Life Fitness for the fitness equipment with installation for the gym in the new Municipal Building; seconded by Commissioner Griggs. Approved 4 – 0.

Agreement with Engineering Associates – City Manager Anderson explained that we are exploring the possibility of creating our own 911 dispatch center. Engineering Associates is a company that helps cities and counties set up 911 centers. The proposal is broken down in phases. If we complete the Needs Assessment and we decide not to pursue the project we only owe the \$12,000 for this portion of the agreement. Commissioner Dodd made the motion to approve the Agreement with Engineering Associates for \$12,000 to perform the Needs Assessment; seconded by Commissioner Bagwell. City Manager Anderson said this is nothing against the current 911 Center, which when we met with them we found out they are under staffed. When fully staffed they would have 5 employees per shift and currently they only have 3. They average over 110,000 calls and serve 7 police departments and one sheriff’s office plus all other calls that come into their center that are not emergencies. Approved 4 - 0.

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Mayor Borrow thanked everyone for coming out to support him, including his wife and 4 children. He said his mother is present along with family and friends, some of whom drove hours to be here. He said that we are here to serve our citizens and taxpayers. He asked those present to be involved in what's going on in their community.

Commissioner Bagwell made the motion to adjourn the meeting at approximately 7 PM; seconded by Commissioner Griggs. Approved 4 – 0.

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Janie N. Henderson, Secretary to the City  
Commission

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John Borrow, Mayor

