

CITY OF CORNELIA  
MINUTES OF COMMISSION MEETING  
May 1, 2018

The Cornelia City Commission met in a Workshop Session on Tuesday, May 1, 2018 at 5:30 PM in the Conference Room at City Hall, Cornelia, GA. Mayor J.C. Irby, Jr. 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, and Secretary to the City Commission/City Clerk Janie N. Henderson.

Judy Taylor, Habersham Chamber of Commerce Director, was present to give her Hotel/Motel Tax Report for the 1<sup>st</sup> Quarter of 2018. She provided copies of the Georgia Trend and Hello Habersham Magazines highlighting some of the advertising they've done recently using the Hotel/Motel Tax Funds. She said they have launched a new website, which is still a work in progress. She also explained that they are working with representatives from Banks and Rabun Counties on a travel guide for the "Gorgeous Mountain Parkway". Commissioner Cook asked if they could get signage for Cornelia put back on HWY 441 North coming from Banks County. City Attorney Campbell explained that when the new road was put in the Cornelia signage was left on the old road and never placed on the new road. Ms. Taylor said when they start working on the signage she will try to get that done.

Tim Lee, Habersham County Economic Director, explained that he is a part of a Partnership for Growth Water Works Group, which came out of the Archway Partnership. He said the group consists of local water officials and they meet monthly. They are looking at Water and Sewer Services and Drought Management Practices in Habersham County. The group will make a presentation at an Open House in the Fall with the elected officials.

City Manager Anderson advised that at the Cornelia Water Authority Meeting that was held on April 24<sup>th</sup> the Wayside Street Project was discussed. One way that we can save approximately \$90,000 on the project is to close the road in sections and detour the traffic down other streets, so they don't have to open the road every night. The Mayor and Commission didn't see a problem with this proposal.

Commissioner Bagwell asked where the architects are on the new City Hall Design. City Manager Anderson explained there is an issue between the engineers and the architects about the placement of the buildings. He said we are meeting with a representative from the USDA next Tuesday about funding.

The other items on the agenda were reviewed and additional information was given if needed.

The Commission adjourned to the Municipal Room at approximately 6:55 PM.

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Janie N. Henderson, City Clerk

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J.C. Irby, Jr., Mayor

CITY OF CORNELIA  
MINUTES OF COMMISSION MEETING  
May 1, 2018

The Cornelia City Commission met in a Regular Session on Tuesday, May 1, 2018 at 7 PM in the Municipal Building, Cornelia, GA. Mayor J.C. Irby, Jr. 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, Police Chief Chad Smith, and Secretary to the City Commission/City Clerk Janie N. Henderson.

Commissioner Bagwell gave the invocation. Mayor Irby led the Pledge of Allegiance.

Approval of the Agenda - City Manager Anderson requested the agenda be amended to add under New Business a new Roof for the North Fire Station and Amendment to our Retirement Ordinance offering early retirement to 8 employees that are eligible. Commissioner Dodd made the motion to approve the May 1, 2018 Agenda including the requested changes; seconded by Commissioner Cook. Approved 4 - 0.

Commissioner Bagwell made the motion to approve the April 3, 2018 Commission Meeting Minutes as submitted; seconded by Commissioner Griggs. Approved 4 – 0.

Community Development Report - Community Development Manager Jessie Owensby gave her report for April and highlighted accomplishments for the month and upcoming events. A copy of her report is made an integral part of these minutes.

City Manager Donald Anderson presented his April Monthly Report. A copy of his report is made an integral part of these minutes.

Public Forum - No comments from public were heard. Mayor Irby welcomed the Boy Scouts that were present at the meeting.

Old Business:

Ordinance 03-18-01 - Commissioner Dodd made the motion to remove from the table Ordinance 03-18-01, Knox Boxes Required for Commercial Buildings; seconded by Commissioner Cook. City Manager Anderson stated they spoke with several other cities that have this requirement and they have not encountered any problems. Approved 4 – 0.

Commissioner Bagwell made the motion to adopt Ordinance 03-18-01, Knox Boxes Required for Commercial Buildings; seconded by Commissioner Griggs. Approved 4 – 0.

Ordinance 04-18-01, Commission Meeting Time – City Manager Anderson advised that the Ordinance has been posted and no comments were received. Commissioner Dodd made the motion to adopt Ordinance 04-18-01, Changing the Commission Meeting Time to 6 PM from 7 PM and the Workshop will be at 5PM instead of 5:30 PM; seconded by Commissioner Cook. Approved 4 – 0.

Public Hearings – None.

Consent Agenda – Commissioner Bagwell made the motion to approve the Consent Agenda which included: Proclamation for Municipal Clerks Week for May 6 -12, 2018.; Fire Protection Agreement with the Town of Mount Airy. The terms of the agreement are 451 buildings at \$88.43 per month. Also, we will now provide fire inspections upon their request for \$50.00 per inspection.; E911 Radio Maintenance Agreement with Habersham County at a cost of \$15,369.20.; and Renew our Memorandum of Understanding with DCA for the Main Street Program.; seconded by Commission Dodd. Approved 4 – 0.

Budget Adjustment to add Information Systems Department – City Manager Anderson said we have reached a point in our operations where we need to have a full time person for our Information Technology, up to this point we have always used multiple consultants. We have multiple computer servers, software programs, and extensive SCADA and GIS Systems that need to be maintained. The budget provided is to cover the balance of this year from June 1 through December 31, 2018 and most of the funding is already built into the current budget in the form of professional fees for the different departments. Commissioner Dodd made the motion to approve the Information Systems Department Budget for 2018 in the amount of \$114,305; seconded by Commissioner Cook. Approved 4 – 0.

Engagement Letter for the FY 2017 Audit – City Manager Anderson said we would like to use Duncan & Kitchens once again to perform our annual audit. The fee for our audit this year is \$16,500. Commissioner Dodd made the motion to approve the Engagement Letter with Duncan & Kitchens for FY17 Audit for \$16,500; seconded by Commissioner Griggs. Approved 4 – 0.

Purchase Replacement Vehicle for Police Department – City Manager Anderson explained that this will replace the patrol vehicle that was involved in an accident on March 4, 2018. We received 3 quotes for a new vehicle with the low bid being \$26,271 from Jacky Jones Ford. We received \$12,400 from our insurance to put towards the purchase of the new vehicle, so we will need to pull \$13,871 from reserves. The cost to replace the equipment in the vehicle will be \$11,912, which we have submitted to the insurance company for reimbursement. Commissioner Cook made the motion to approve the purchase of the vehicle from Jacky Jones Ford for \$26,271 plus the other noted equipment purchase; seconded by Commissioner Dodd. Approved 4 – 0.

Heavy Constructors Contract Extension – City Manager Anderson advised that Heavy Constructors, our new Water Plant Construction Company, have requested a 105 days extension on the contract. Our engineers have approved the contract extension. The basis of the request is based on all the rain that we had, especially in February and March, and the change in the location of the raw water pumping station. Commissioner Dodd made the motion to approve Heavy Constructors Contract extension for 105 days, which will extend the completion date to March 5, 2019; seconded by Commissioner Bagwell. Approved 4 – 0.

North Fire Station Roof – City Manager Anderson said we have had several contractors look at the roof at the North Fire Station and they all agreed it needs to be replaced. The only one that agreed that he could do the work now is Armstrong Construction with a bid of \$79,171.06. Mr. Anderson stated we have used Armstrong for several projects over the years and he is a very reliable contractor and his price is in line with the others. He recommended that Armstrong Construction be approved to replace the roof and the cost to come out of the Fund Balance of the General Fund. Commissioner Bagwell made the motion to approve Armstrong Construction to replace the metal roof at the North Fire Station for \$79,171.06; seconded by Commissioner Cook. Approved 4 – 0.

Ordinance for Early Retirement – City Manager Anderson explained that there will be 8 employees eligible for the early retirement if we offer it. Assuming that all 8 take advantage of this opportunity our annual pension cost would increase by \$234,564, but the savings in salary and benefits would be \$583,339 over this 5 year period for a total savings of \$290,134. Commissioner Dodd made the motion to post the Ordinance to offer Early Retirement to the 8 eligible employees; seconded by Commissioner Cook. Approved 4 – 0.

Commissioner Bagwell made the motion to adjourn the meeting at 7:30 PM; seconded by Commissioner Cook. Approved 4 – 0.

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Janie N. Henderson, City Clerk/  
Secretary to the City Commission

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J.C. Irby, Jr., Mayor