

CITY OF CORNELIA
MINUTES OF MEETING
December 6, 2022

The Cornelia City Commission met in a Workshop Session on Tuesday, December 6, 2022, at 5 PM in the Cornelia Municipal Building Conference Room, 181 Larkin Street, Cornelia, GA. Mayor, John Borrow, called the meeting to order and the following Commissioners were present: Tony Cook, Janice Griggs, Mark Reed, and Don Bagwell. Also, present: City Attorney, Steve Campbell, Finance Director, Melanie Chandler, City Manager, Donald Anderson, and City Clerk, Debbie Turner.

Mayor Borrow opened the workshop and said we need to add Railroad Crossing to the Agenda. City Manager, Donald Anderson went over the agenda, Mr. Anderson went over the budget and explained that the Fire Dept. had been over the can fund but after the audit was conducted it was decided that we should add an income line item of \$3000. to the General fund and add \$3000 in a new Equipment line. Mr. Anderson said there were a few changes from the draft budget in November based on some extra needs for the Water Plant, W/S dept. and Public Safety Director position. He said with these extra items that are needed the changes made have increased the General Fund's reliance on the prior fund balance to \$386,331 and the Water & Sewer fund will rely on \$369.369 of its fund budget. The other items were discussed on the agenda. The design of the mural proposed by Nick Morris that was sent out in last week's report, Commissioner Bagwell said that all murals will fade over time. He said they are not meant to withstand the elements of the weather; he said why not try and do some metal lettering where it would be permanent. Everyone thought that was a good idea and the city manager said he would look into it. Mr. Anderson said he would like to discuss the agreement with Norfolk Southern for repairing the railroad crossing. He said that the crossing has been an issue for years and Senator Hatchett has talked with GDOT, and they have finally agreed to cover part of the cost. Mr. Anderson suggested that we take \$100,000 from ARPA funds and let GDOT pick up the balance. There was some discussion about how long the Rubber surfacing would last. Dee said that he had spoken with Connor Poe from GDOT, and he said it should last at least 20 years. The Commissioners were concerned if Norfolk would come in and tear it up in a few years. Mr. Anderson that Mr. Poe said they would not tear it up unless it was in bad condition. It was decided that it should go on

tonight's agenda. The workshop was adjourned at 6:45 and Human Resources Director, Lindsey Cannon joined the meeting.

Commissioner Bagwell made the motion to go into executive session, seconded by Commissioner Reed. Approved 4 - 0

Commissioner Reed made the motion to exit the executive session, seconded by Commissioner Griggs. Approved 4 -0

No formal action was taken.

Debbie Turner, City Clerk

John Borrow, Mayor

CITY OF CORNELIA
MINUTES OF MEETING
December 6, 2022

The Cornelia City Commission met in a Regular Session on Tuesday, December 6, 2022, at 6 PM in the Cornelia Municipal Building Conference Room, 181 Larkin Street, Cornelia, GA. Mayor, John Borrow, called the meeting to order and the following Commissioners were present: Tony Cook, Janice Griggs, Mark Reed, and Don Bagwell. Also, present: City Attorney, Steve Campbell, Human Resources Director, Lindsay Cannon, Finance Director, Melanie Chandler, City Manager, Donald Anderson, and City Clerk, Debbie Turner.

Mayor Borrow gave the invocation and Commissioner Cook led the Pledge of Allegiance.

Commissioner Reed made the motion to Approve the amended Agenda, seconded by Commissioner Bagwell. Approved 4 -0

Commissioner Bagwell made the motion to approve the November 1st minutes as submitted, seconded by Commissioner Reed. Approved 4 - 0

City Manager, Donald Anderson gave his monthly report, he said we are working on an update to our Comprehensive Plan with the help of the Georgia Mountains Regional Commission. The first meeting was held in November and the monthly meetings will begin in January. There will be 3 public meetings held and online survey conducted to seek public opinion. The City's annual Christmas will be held Saturday, December 10th. Santa will be there, Hayrides through the light display in the park and entertainment in downtown. Mr. Anderson reported that the Downtown Development Authority held its annual planning retreat on November 29th and have created a work plan for 2023 to improve downtown. This report is made an integral part of the minutes.

Employee Longevity Awards were presented ranging from 5 years to 20 years.

Public Forum

No comments were heard

Old Business

Budget for 2023- City Manager Anderson went over the changes to the draft budget that were made since presented in the November meeting. Mr. Anderson explained that he added \$49,000 to Public Safety Administration to purchase a vehicle for the Public Safety Director. In the Water & Sewer fund, Changes were made to the Water Plant and Utilities Maintenance budget. \$2,500 was added for annual maintenance of the emergency generator and \$8,000 to equipment maintenance to replace the starter on one of our raw water pumps. Utility maintenance added \$7,500 for annual maintenance of the emergency generators at the lift station. Mr. Anderson said that we have also added a small SUV or Van to keep meter reading equipment needed for utility locates. With this purchase there will be no need for them to have to load and unload the equipment every day. The changes made have increased the General Fund's reliance on the prior fund balance to \$386,331 and the Water & Sewer fund will rely on \$369.369 of its fund budget. **Can Fund**

Public Hearings - None

Consent Agenda

Arbor Day Proclamation
Commission Meeting Dates for 2023

Commissioner Cook made the motion to approve the consent agenda, seconded by Commissioner Reed. Approved 4 - 0

New Business

Quotes for UTV for the Wastewater Plant - City Manager Anderson explained that this item was removed from the November Agenda, Commissioner Reed had some concerns about where the UTV proposed was manufactured and if the parts came from China. In fact, they did, after some research additional quotes were obtained. The UTV that is recommended now is a Kubota RTV-X900W1 for \$16,504. Mr. Anderson

explained it is bigger and a diesel so if we do have an issue it can be repaired locally. Commissioner Reed made the motion to approve the Kubota, seconded by Commissioner Cook. Approved 4 - 0

Estimate for Old Level Grove Water Main Project - City Manager Anderson said this project has been discussed for several years. The existing water line on Old Level Grove Road is very old and does not provide adequate fire flows for the development that is there. In order to have adequate flow we need to install an eight-inch water main. With the addition of the BC Grant Townhomes and other proposed development in the area it has now become a priority. This project will also enable us to supply our Wastewater Plant with water, currently we purchase water from Demorest. Carter & Sloope has estimated the cost of the project to be \$1,951,000. Mr. Anderson is requesting that we move forward with pursuing GEFA funding so that the project can be done. GEFA's rates are 2.92% but with our Water First discount the interest rate would be 1.92%. Commissioner Reed made the motion to pursue funding from GEFA, seconded by Commissioner Griggs. Approved 4 - 0

Quotes for Public Safety Director Vehicle - City Manager Anderson said we received 3 quotes for a Dodge Ram 1500 pickup for our Public Safety Director. Hayes Dodge has the best price at \$48,668 for a 2023 Dodge Ram 1500. To pay for the purchase we have \$40,000 in revenue from old vehicles that were sold and \$37,000 for the Police Vehicle that was wrecked. The Public Safety Director's vehicle that he now drives a Dodge Durango will be transferred to the Police Department to replace the wrecked one. Commissioner Cook made the motion to approve the purchase, seconded by Commissioner Bagwell. Approved 4 - 0

Changes to Employee Handbook - City Manager Anderson said he is proposing 2 changes to our employee handbook. He said he would like to change the amount of time an employee can carry over from 40 hours to 120 hours. This change will make it easier on employees that earn a lot of time. The second change concerns sick time, as an incentive to prevent employees from using their sick leave unnecessarily he is proposing we pay them for it when they leave. Under this new policy an employee that has 5 years of service will be paid 240 hours of their accrued sick leave when they leave the city. They must leave

voluntarily and with a minimum of 2 weeks' notice to receive this benefit. Commissioner Bagwell made the motion to adopt the new change, seconded by Commissioner Griggs. Approved 4 - 0

Agreement with Pioneer RESA for School Resource Officer – City Manager Anderson said that the Pioneer RESA school has been an issue for the Police Dept. since it has opened. After discussing a solution to the problem for a couple of years and asking that they provide their own security or pay us to hire a School Resource, they have agreed to pay a portion of the cost. The cost to create this position is \$76,104, they will pay 80% (\$60,883) and our cost would be \$15,221. The school understands that the cost will increase each year with increases in pay and benefits. This is accounted for in the proposed agreement and will begin on January 1, 2023. Commissioner Reed made the motion to approve the agreement with the school, seconded by Commissioner Cook. Approved 4 - 0

Resolution Requesting to Exercise Redevelopment Powers – City Manager Anderson said we have been researching the process of requesting Tax Allocation Districts to help with infrastructure costs for future developments., Under Georgia Law the first step is to seek permission to exercise our redevelopment powers. This is a two-step process, first we must seek local legislation granting us the ability to hold a referendum on this matter. When we are granted legislation, we must conduct an election asking the voters for permission to exercise our redevelopment powers. Commissioner Reed made a motion to adopt the resolution asking the General Assembly to enact local legislation authorizing a special election to seek permission to exercise our Redevelopment Powers, seconded by Commissioner Griggs. Approved 4 - 0

Budget Adjustment for the Fire Department – City Manager Anderson explained that the fire department has encountered some unfunded expenses in 2022. They will be over budget unless you approve amending the budget by \$22,553. Line item 3500-52-2215, Radio Maintenance needs to increase by \$8,453, 3500-53-1235, Lights & Power by \$4,400 and 3500-53-1270 Gas & oil by \$9,700.00. The revenue from this adjustment will come for an old fire truck that was sold for \$60,000.

Commissioner Cook made the motion to approve amending the budget, seconded by Commissioner Reed. Approved 4 - 0

Appointment to the Library Board - Mr. Anderson stated that the city has had a representative on the library board due to us providing funding for them each year. Jessie Owensby serves on the board now and would like for our New Main Street Manager, Noah Hamil to replace her. Commissioner Reed made the motion to appoint Noah Mail to the board, seconded by Commissioner Griggs. Approved 4 - 0

Norfolk Southern - City Manager Anderson, said that our railroad crossing has been a problem for years and we receive complaints all the time. Senator Hatchett has been in contact with GDOT about the issue and after some talks, they have decided to pay for a portion of repairing the crossing. Mr. Anderson suggest that we use \$100,000 from ARPA funds and GDOT pay the remainder. Commissioner Bagwell made the motion to sign the agreement with Norfolk Southern contingent on GDOT paying the balance after we pay the \$100,000 from ARPA funds, seconded by Commissioner Cook. Approved 4 - 0

Executive Session Personnel - Mayor Borrow stated that the executive session was held in the workshop and no formal action was taken.

Adjourn

Debbie Turner, City Clerk

John Borrow, Mayor

STATE OF GEORGIA, COUNTY HABERSHAM

CITY OF CORNELIA, GEORGIA

AFFIDAVIT OF PRESIDING OFFICIAL(S) FOR A CLOSED PUBLIC MEETING

While in Regular Session, the motion was made to enter an Executive Session to discuss certain matters in a closed session.

(x) To discuss with council pending and/or potential litigation, settlement claims, administrative proceedings or other judicial actions, which is exempt from the Open Meetings Act pursuant to O.C.G.A. Section 50-14-2(1).

() A meeting to discuss the purchase, disposal of, or lease of property; authorize the ordering of an appraisal related to the acquisition or disposal of real estate; enter into a contract to purchase, dispose of, or lease property subject to approval in a subsequent public vote; or enter into an option to purchase, dispose of, or lease real estate subject to approval in subsequent public vote, which is excluded from the Open Meetings Act pursuant to Section 50-14-3(b)(1)(C).

() A meeting discussing the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee, which is excluded pursuant to O.C.G.A. Section 50-14-3(b)(2).

() Discussion in Executive Session of Records that are otherwise protected from disclosure under the Open Records Act as pursuant to O.C.G.A. Section 50-14-3- (b)(4).

X The subject matter of the Executive Session of the Regular Session was devoted to matters within the exceptions provided by law.

 Because of events occurring during the closed session, I am unable to affirm the subject matter of the Executive Session of the Regular Session was devoted to only matters within the exceptions provided by law.

John Borrow, Mayor, City of Cornelia

Sworn to and subscribed before me this

Notary Public