

CITY OF CORNELIA
MINUTES OF MEETING
January 10, 2023

The Cornelia City Commission met in a Workshop Session on Tuesday, January 10, 2023, 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, and Mark Reed; Don Bagwell was absent. Also, present: City Attorney, Steve Campbell, City Manager, Donald Anderson, and City Clerk, Debbie Turner.

Mayor Borrow opened the meeting stating that we need to amend the agenda to add setting the Qualifying Fees for the November General Election and to add real estate to the executive session.

City Manager, Donald Anderson went over the items on the agenda, explaining the Ordinance, 01-23-01, Disrupting a Public School. This ordinance is something that the Police Chief and Public Safety Director is recommending. Mr. Anderson also explained the resolution adopting the Language Action Plan.

IT Director, Jeremy Dundore gave his annual report stating that the help desk closed 780 tickets for the year. The department implemented a training program for phishing and risk management. The new Virtual Risk Officer (VRO) provides actionable data and metrics that will help to better acknowledge the City of Cornelia's security strengths and weaknesses. Mr. Dundore also said they are focusing more on continuing education, he said he is working on getting his Certified Information Systems Security Professional certification. This certification is considered the gold standard for IT and cybersecurity. Mr. Dundore said he is also working on completion of the Certified Government Chief Information Officer program through the University of Georgia.

Public Safety Director, Chad Smith gave his report for the Fire Department, Police Department, Court Systems, and the Marshal's office. Mr. Smith stated that the goals for the Fire Department are to add 3 Captain positions and to train all firefighters as Certified Car Seat Technicians. He also said that a new admin position was added for the Fire Department. Mr. Smith said that the person hired for this position comes with 30 years of experience in the Fire Department, and this has given the Fire Chief much more time to focus on the firefighters. 12 new sets of Turn Out Gear will be delivered in March which will allow

the firefighters an extra set so that they can have a clean set all the time. This extra set will allow the firefighters extra protection from cancer causing chemicals that they may get from emergency scenes. The Fire Department answered a total of 1,372 calls, 1,037 were medical calls. Mr. Smith also reported on the Police Dept, he said they created a Narcotics Investigator position due to the increased number of overdoses that we have been experiencing. He stated that keeping Narcan is hard because some of the overdoses use 2 doses just to revive the person. The Police Department achieved State Certification for the 15th year in a row. Mayor Borrow asked how many of the accidents that were worked were located around the Wal-Mart and Burger King area? Mr. Smith and Mr. Anderson said probably at least 85%. Commissioner Cook asked Mr. Smith if he said that once a car seat is involved in an accident should it be replaced? He said yes because there can be damage that can't be seen. The Clerk of Court is now separated from the Police Department and has satisfied the requirements for GCIC. Our Probation Service pays for itself with fines collected. The City Marshal's Office has hired a new Code Enforcement Officer and the City Marshal is now a Certified Residential Building Inspector. He will continue to work on getting his Commercial Inspector Certificate. His report is made an integral part of the minutes.

The workshop adjourned at 5:55 PM

Debbie Turner, City Clerk

John Borrow, Mayor

CITY OF CORNELIA
MINUTES OF MEETING
January 10, 2023

The Cornelia City Commission met in a Regular Session on Tuesday, January 10, 2023, 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, and Mark Reed: Don Bagwell was absent. Also, present: City Attorney, Steve Campbell, 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 to add setting the Qualifying Fees for the General Election in November and Executive Session for Real Estate, seconded by Commissioner Griggs. Approved 3 -0

Commissioner Cook made the motion to approve the December 6th minutes as submitted, seconded by Commissioner Reed. Approved 3 - 0

Department Head Annual Reports

Utilities Director, Keith Ethridge gave his yearly report. Mr. Ethridge said that the Water Plant and Wastewater Plant was 100% compliant with State and Federal guidelines this year. The success has been due to dedicated staff and the support of the Mayor, Commission, and the City Manager. Mr. Ethridge said that we treated 1,006,000 billion gallons of water in 2022 and that rehabbing the J. Warren Lift station and Iron Ore Lift station has really helped his department. He thanked the Mayor and Commission for their support. His report is an integral part of the minutes.

Public Works Director, Clif McIntyre gave his yearly report. Mr. McIntyre said that the sanitation route for 2022 removed 1,304 tons of garbage. He said bike racks were installed as well as new playground equipment in the park. His report is an integral part of the minutes.

Economic Development, Jessie Owensby gave her yearly report on some

highlights of 2022. She said that 96 new jobs were created, and 15 new business were established. Cornelia was awarded the 2022 Visionary Award from the Georgia Municipal Association and Cornelia was featured in the Georgia Trend Magazine. Ms. Owensby stated that we also were awarded the 2022 Travel Blazer Award from the Georgia Convention of Visitor's Bureaus. Her report is made an integral part of the minutes.

City Manager, Donald Anderson, Jr. gave his Annual Report. Mr. Anderson stated that 2022 begin with and ice and snowstorm that caused the Water Plant to lose power for 27 hours. The backup generator ran for 3 days on a tank of fuel. In January we received the Visionary Award and downtown was recognized as a Historic District. Arbor Day was celebrated in February and in March, Mark Reed, won the special election for Ward 1. In March the new website was launched. The website also included and interactive app that allows citizens to report concerns. In July we switched our Utility Billing software to Smart Fusion and in August a new permanent radar sign was installed on Elrod Street. In September we received a CDBG grant for \$750,000 to improve water, sewer and stormwater infrastructure on Hoyt and Edwards Street. The railroad bridge was closed at Hoyt Steet due to requests from residents on South Hoyt Street. In October, the City contracted out our sanitation services due to staffing issues and so for it seems to be working out. In December we entered into an agreement with Pioneer RESA to create a School Resource Officer. Mr. Anderson stated that as of December 29th the City is fully staffed for the first time in several years. His report is made an integral part of the minutes.

Public Forum: No Comments were heard.

Old Business: None

Consent Agenda: None

New Business:

Appointment of Mayor Pro Temp for 2023 - Mr. Anderson stated that Commissioner Griggs served as Mayor Pro Tem for 2022 and that this traditionally rotates every year. Commissioner Bagwell would be next in line to serve as Mayor Pro Tem. Commissioner Reed made the motion to appoint Commissioner Bagwell, seconded by Commissioner Cook.
Approved 3 - 0

Ordinance # 01-23-01 Disrupting a Public-School - The Police Chief and Public Safety Director have requested you consider adopting this ordinance. Making it unlawful for anyone to disrupt or interfere with the operation of any school, public school bus or public bus stop in the City. Commissioner Cook made the motion to pass the ordinance, seconded by Commissioner Reed. Approved 3 - 0

Resolution Adopting the Language Action Plan - Mr. Anderson stated that as a condition for the CDBG grant we must update our Language Action Plan. If adopted this will replace the existing plan on our website as well as permanently available at City Hall. Commissioner Reed made the motion to adopt the Language Action Plan, seconded by Commissioner Griggs. Approved 3 - 0

Qualifying Fees - Mr. Anderson explained that we need to set the qualifying fees for the November General Election. The fees will remain the same with the Mayor seat up the fee will be \$144 and Ward 1 and Ward 3 seats will be \$72.00. Qualifying will begin August 21st and end August 25th with the election taking place on November 7th. Commissioner Cook made the motion to adopt the fees, seconded by Commissioner Reed. Approved 3 - 0

Executive Session for Personnel & Real Estate - Commissioner Reed made the motion to close the regular meeting and enter executive session, seconded by Commissioner Griggs. Approved 3 - 0

Commissioner Reed made the motion to exit the executive session, seconded by Commissioner Cook. Approved 3 - 0 **No action taken.**

Commission Meeting adjourned at 6:40 PM

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