

CITY OF CORNELIA
MINUTES OF MEETING
December 20, 2021

The Cornelia City Commission met in a Called Meeting on Monday December 20, 2021, at 12 Noon in the City Court Room, 181 Larkin Street. Mayor Borrow called the meeting to order with the following members present: Commissioner Jeff Wilson, Commissioner Janice Griggs, Commissioner Bagwell, and Commissioner Tony Cook was not present. Also present was City Manager Donald Anderson, City Clerk Debbie Turner, Human Resources Director Diane Feorino, IT Specialist Daniel Todd, and Finance Director Melanie Chandler

Ordinance #12-21-01 Package Sale of Distilled Spirits-City Manager Anderson explained that this ordinance is for the sale of distilled spirits for consumption off premises. Mr. Anderson said this ordinance was posted at the December 6, 2021, meeting and we have not received any comment. Commissioner Bagwell made the motion to approve the ordinance, seconded by Commissioner Wilson. Approved 3 0

Proposed Budget for 2022 – City Manager Anderson said that the proposed budget has been posted on the City’s website and we have not received any comments. The total budget for 2022 will be \$19,559,597. This budget includes a 5% cost of living raise for all employees. It also includes a 5% increase in sanitation fees and water and sewer fees. There has been no increase in these fees since 2018. Commissioner Bagwell made the motion to approve the budget, seconded by Commissioner Wilson. Approved 3 – 0

Amendments to the Employee Handbook – City Manager Anderson stated that in the yearly evaluation of our employee handbook several changes will need to be made that include Training and Travel Policy. All training and travel will be approved by the City Manager and no city credit cards will be used for meals as a per diem check will be issued for those expenses. Mr. Anderson stated that Our Cyber Security Company and IT director has recommended that we update our technology and social media policy. Commissioner Wilson Made the motion to approve the changes to the employee handbook, seconded by Commissioner Griggs. Approved 3 - 0

Budget Adjustment Request Form – City Manager Anderson stated that we need to transfer \$50,000 from the fund balance to the IT department. Mr. Anderson said we added an IT Specialist position in January that was not budgeted for. The cost of the position was \$28,200 in salary and health insurance and Social Security at \$6,000. Software support at \$7,600 and Fiber Optic/Internet at \$8,200. Commissioner Bagwell made the motion to approve the budget adjustment, seconded by Commissioner Wilson. Approved 3 – 0

City Manager Anderson stated that we need to move our regular meeting to January 10, 2022, it was discussed, and all commissioners present approved of moving the date.

The Mayor and Commission adjourned the meeting at 12:17 PM.

Debbie Turner, City Clerk

John Borrow, Mayor