



## **City Manager Monthly Report for January 2022**

Our Public Works Department did an excellent job with the snow and ice that we received on January 15<sup>th</sup> and 16<sup>th</sup>. They worked from 9:00 PM on Saturday until 3:00 PM on Sunday treating the roads and plowing snow. They came back in at 4:00 AM on Monday and began clearing the roads again. Luckily, the snow fell on the weekend and that Monday was a holiday for most people so there were very few cars on the road.

We did lose power at the water plant for approximately 27 hours because of the snow and ice. This was the first time that we had to use our emergency generator to run the plant. The generator was able to run the plant with no issues. The generator has a 1,200-gallon diesel tank and we used 400 gallons of fuel so we could operate the plant for up to 3 days with a full tank of fuel.

I accompanied a group to Sanford Florida on January 18<sup>th</sup> to look at a sludge drying system. The facility is a large greenhouse that the sludge is placed into. The sludge is turned mechanically until it reaches the point of being considered a Class A sludge. Class A sludge can be used as topsoil. Currently we must haul our sewer sludge to the landfill and with the increased tipping fees that we were hit with in 2021 the annual cost is \$400,000. This facility would cost between \$17,000 and \$20,000 per year to operate and the product would not have to be hauled to the landfill.

We closed out the Bond Account with South State Bank this month. After all expenses were paid for the Municipal Project, we had a remaining balance of \$187,255. Per the terms of the Bond Agreement these funds have been deposited into the Bond Sinking Fund to be used for future bond payments.

The city received a Visionary City Award from the Georgia Municipal Association and Georgia Trend Magazine. We were 1 of 9 cities in Georgia to receive this award. There will be a write up in Georgia Trend Magazine about the city and our award.

We received notice that our Historic District has been listed on the National Register of Historic Places.

The Fire Department responded to 120 calls and completed 220 hours of training. Of these calls 35 were medical related, 22 public assists, 10 motor vehicle accidents, 4 fire alarms and 2 fires. The Fire Marshal completed 10 inspections, reviewed 1 set of plans, issued 2 Certificates of Occupancy, issued 1 Notice of Violation, and investigated 0 fires.

The Building Official issued 7 permits, with a total project value of \$493,985, and collected \$2,939 in permit fees. He completed 8 plan reviews, 31 commercial inspections, and 20 residential inspections. ISO completed their inspection of our Building Department. The city received an ISO rating of 4.

The Police Department conducted 79 traffic stops, responded to 37 accidents, 4 fights, 4 burglaries, 11 shoplifting calls, and 58 alarms. They responded to 974 calls. The Investigative Division opened 10 new cases, closed 5, and made 1 arrest. Code Enforcement opened 8 new cases and closed 11 cases. The Probation Division collected \$2,880 in fines. They have 106 active cases, Community Service Workers completed 80 hours at a value of \$580. We distributed 6 car seats and trained 9 caregivers.

The Wastewater Plant treated 83.3 million gallons of sewerage. The Water Plant treated 85.1 million gallons of drinking water. We recorded 2.9 inches of rain, the new reservoir level is at 25.6 feet and the old reservoir is 2 feet 9 inches above full pool. We repaired 8 water leaks and 2 sewer blockages.



Donald Anderson  
City Manager

**RECEIVED**

**FEB 01 2022**

**By: Donald Anderson**

**ANNOUNCEMENT OF LISTING  
IN THE NATIONAL REGISTER OF HISTORIC PLACES**

David Crass, Division Director and Deputy State Historic Preservation Officer, is pleased to announce that the district identified below was listed in the National Register of Historic Places on the date indicated:

**Cornelia Commercial Historic District  
Habersham County**

**January 3, 2022**

We hope that the recognition of the architectural and historical significance of this district, combined with the benefits of National Register listing, will assist in the preservation of the property. Additional information on preservation programs is available from our office.

Thank you for your interest in historic preservation.



Jessie Owensby  
Community Development Department  
January 27, 2022  
Monthly Report

### **Planning & Zoning**

1. Vision Planning meeting for January canceled
2. Planning Commission meeting for January was canceled

### **DDA & Economic Development**

1. DDA agenda, meeting, minutes published
2. Spoke with existing business owner about new venture- sent info
3. Printed and delivered 2022 Work Plan to all DDA board members
4. Got three new board members on DDA: Jason Tanner, Sarah Higgins, Cagney Meads
5. Gathered information and designed 2021 DDA Annual Report
6. Spoke with existing business owner about tax credits and incentives
7. Worked with businesses on Rural Zone tax forms
8. Gathered information and completed Rural Zone annual report for DCA- 9 eligible businesses in 2021
9. Spoke with new investor of downtown business regarding marketing and financials
10. Completed some GIS measurements for package store locations
11. Gathered information from businesses to include in DCA Rural Zone report
12. Completed Lindsey's Performance Evaluation
13. Sent check to Hasley Recreation for benches in greenspace
14. Finished creating the 2022 Partnership packets for distribution to our businesses and community partners
15. Began planning for DDA Annual Awards Ceremony
16. Completed Main Street Annual Accreditation
17. Worked with new board members on assignments for work plan
18. Worked with DDA to nominate and vote for community members for annual awards
19. Ordered awards for recipients
20. Created and sent DDA Award Ceremony invitation
21. Created updated Entertainment District map for DDA to propose to commissioners
22. Registered Lindsey for the Academy of Economic Development training
23. Main Street assessment webinar
24. Completed Annual Rural Zone report
25. Created presentation for Rural Zone communities in region 8 for February webinar
26. Picked up new bike racks made by Habersham Metal to be installed in downtown
27. EDC meeting- Speaker Chan Gailey- spoke on leadership
28. Spoke to real estate broker about potential properties for purchase in HBD

29. Met with business owner re: rising inventory costs
30. Began creating list of RSVP's for awards ceremony
31. Spoke with property owner re: leasing one of his buildings to existing company

### **Community Development & Special Projects**

1. Kiwanis every Wednesday at noon
2. Chamber Member of the Month presentation to Elizabeth & Company
3. Updated Kiwanis social media
4. Sent photos to Georgia Trend magazine by request
5. Followed up with vision committee on action items to be completed for the month
6. Followed up on potential for skate park improvements and timelines
7. Asset inventory for vision committee
8. Looked at mock website and recommended edits and changes for new website
9. Sent photos to Georgia Municipal Association by request
10. Updated alcohol licensing forms
11. Worked with Debbie to set up accounts for new package sales with DOR websites
12. Traveled to United Cities Summit with Georgia Municipal Association and Georgia Trend to receive Visionary City Award!
13. Zoom meeting with chamber, Clarkesville, and Piedmont about upcoming LionFest event
14. Created list of vendors and potential sponsors for Piedmont to plan event
15. Created list of accomplishments that vision committee has achieved so far for GA Trend interview
16. Chamber board meeting
17. Spoke with Suzanne Dow with Circle of Hope re: being Dancing with the Stars of Hope contestant
18. Spoke with Landscape Management Company re: renewing downtown landscape agreement
19. Historic Preservation Commission meeting canceled for January
20. Worked with Jason Tanner about broken wayfinding signage to get repaired
21. Met with Perry and Trudy re: quarterly government column
22. Gathered bio information for Chamber Award winners
23. Took survey for chamber re: SOAR group
24. Designed and began working with Jason Tanner to create signage for City of Ethics
25. Business Development Committee meeting with chamber
26. Spoke with Dr. Mellichamp re: potential parking lot redevelopment at Piedmont

### **Tourism and Special Events**

1. Met with Lindsey to discuss projects for 2022
2. Registered Lindsey for GACVB Tourism Conference
3. Discussed 2022 events calendar with Lindsey
4. Spoke with Christian- Toccoa and Trudy- Clarkesville re: event dates
5. Spoke with Colby Moore re: tourism conferences and best practices
6. Hired Peter Pontes to open Train Museum on the weekends. Lindsey met with him and trained him. Think he will do well.

### **Lindsey:**

- Social media post
- Collected new photos for social media.
- Weekly newsletters
- Site visits

- Discussed website for H&T board
- Made 2022 Event Calendar
- DDA Fundraiser ideas
- Took down Christmas stuff
- Updated email groups and Facebook groups
- Got together DDA award stuff for ceremony
- Meet with Young Professionals Group
- Hospitality and Tourism meeting
- Webinar for Ga Main St
- Updating BRAF for festival net
- Updated payments for newsletter and website
- Began thinking of vendors for Neal McCoy Concert
- Brainstorming ideas on a volunteer sheet for DDA members
- Got with Stephanie about clean up day/project using community service hours
- Review with Jessie

**UPCOMING:** DDA Awards Thursday, Feb, 3

**City of Cornelia**  
**Public Works**  
**Monthly Report January , 2022**

The sanitation route was completed weekly and roller carts were delivered when needed. The leaf vac has been working on the route. All city parks and downtown were checked and cleaned on a weekly basis. Work orders were completed as they came in. Trash was picked up on city streets and parks. We take turns coming in early every week to blow downtown, clean gutters, or check street lights. The chipper completed a route through the city. Street right-of-way was cut throughout the city and limbs cut back from signs where needed. We worked in the parks making repairs and doing routine maintenance. Pot holes were patched around the city as we found them. We set up and cleaned the Community House as needed. We worked around the shop organizing and cleaning. Equipment was checked and regular maintenance was done. We made repairs and did regular maintenance to city buildings as needed. Our landfill and chip/leaf piles were pushed off regularly. We fixed and replaced street signs around the city as needed. All the Christmas decorations have been taken down. We prepared for and worked during the snow storm. We cleaned up trees that had fallen during the snow storm.

## MONTHLY REPORT

1/3/2022	car # 116 FD tahoe truck # 3 FD chiefs tahoe	service replaced battery fixed headlights service
1/4/2022	car # 102 leaf machine FD brush truck	replaced front brakes fixed suction hose fixed tire
1/5/2022	car # 105 truck # 36 car # 117	replaced taillight assy. fixed ignition replaced tire
1/6/2022	car # 101 car # 103 truck # 18	replaced batteries service fixed marker lights
1/7/2022	leaf machine car # 116 car # 109	fixed fuel solinoid fixed tire fixed radio
1/10/2022	truck # 14 FD tahoe truck # 25	replaced batteries replaced starter welded tipper
1/11/2022	PD explorer car # 105 car # 111	service replaced blend door motor service
1/12/2022	car # 118 car # 117 truck # 13	service replaced motor mounts fixed tire



## MONTHLY REPORT

1/13/2022	snow plow car # 102 truck # 30	worked on plows replaced battery fixed tarp
1/14/2022	leaf machine car # 117 truck # 2	adjusted drive belt replaced brakes fixed tire
1/17/2022	snow plow spreader	replaced blade fixed drive chain
1/18/2022	utility director trk truck # 6 car # 107	service & fixed tire replaced fuel filter service
1/19/2022	truck # 43 car # 109 truck # 7	service service welded cart tipper
1/20/2022	car # 105 truck # 4 truck # 28	service fixed exhaust replaced starter
1/21/2022	truck # 3 truck # 7 hurricane	service & replaced 2 tires replaced 2 tires replaced tires & fixed ignition switch
1/24/2022	shop truck # 5 truck # 45	worked on quotes for message boards & sweeper replaced window regulator replaced plugs & wires
1/25/2022	shop car # 116 truck # 30	worked on quotes service adjusted brakes
1/26/2022	WWTP car # 115 truck # 26	replaced battery in tornado siren service fixed tire



## January 2022 Response & Training Report

### **Monthly Call Response**

- 120 calls responded to during January 2022.
- Please see attached Fire Incident Count Report.

### **Monthly training hours**

- 220 training hours between all CFD Personnel.
- 220 training hours YTD

***"Good Enough, Is Never Good."***

**Assistant Fire Chief  
Shane Bentley**

# CFD Monthly Fire Incident Count

	Basic Incident Month Name	January		
Basic Incident Type Category (FD1.21)	Basic Incident Type (FD1.21)		Count of Fire Incidents Grand Total	Percent of Count of Fire Incidents Grand Total
1 - Fire	Chimney or flue fire, confined to chimney or flue	1	1	0.83%
	Outside rubbish, trash or waste fire	1	1	0.83%
<b>Subtotal</b>		<b>2</b>	<b>2</b>	<b>2%</b>
3 - Rescue & Emergency Medical Service Incident	EMS call, excluding vehicle accident with injury	33	33	27.50%
	Medical assist, assist EMS crew	22	22	18.33%
	Motor vehicle accident with injuries	4	4	3.33%
	Motor vehicle accident with no injuries.	6	6	5.00%
	Rescue or EMS standby	3	3	2.50%
<b>Subtotal</b>		<b>68</b>	<b>68</b>	<b>57%</b>
4 - Hazardous Condition (No Fire)	Arcing, shorted electrical equipment	1	1	0.83%
	Building or structure weakened or collapsed	1	1	0.83%
	Overheated motor	1	1	0.83%
	Phone or Cable TV line down	1	1	0.83%
	Power line down	7	7	5.83%
<b>Subtotal</b>		<b>11</b>	<b>11</b>	<b>9%</b>
5 - Service Call	Animal rescue	1	1	0.83%
	Assist invalid	17	17	14.17%
	Public service	1	1	0.83%
	Tree Down, Weather Related	1	1	0.83%
<b>Subtotal</b>		<b>20</b>	<b>20</b>	<b>17%</b>
6 - Good Intent Call	Dispatched and cancelled en route	5	5	4.17%
	Dispatched and cancelled en route (EMS)	5	5	4.17%
	Dispatched and cancelled en route (Fire Alarm)	2	2	1.67%
	No incident found on arrival at dispatch address	3	3	2.50%
<b>Subtotal</b>		<b>15</b>	<b>15</b>	<b>13%</b>
7 - False Alarm & False Call	Alarm system activation, no fire - unintentional	1	1	0.83%
	Medical Alarm System activation, Unintentional upon arrival	2	2	1.67%
	Smoke detector activation due to malfunction	1	1	0.83%

Subtotal		4	4	3%
Grand Total		120	120	100.00%



CORNELIA FIRE MARSHAL'S OFFICE  
Po Box 785 Cornelia, GA 30531 706-778-4343

January 2022

-I participated in an all-day classroom leadership training at the Community House called Fully Involved.

-Met with the Futures Program leadership along with other City Officials to discuss adding more classroom space behind the existing building. We ask for information to be submitted in writing showing what they want to do. This was received the last week of the month and Robert and I will review the plans and make recommendations to other City Officials.

-Provided coverage and assistance during the winter storm during road clearing operations.

-Met with TJ Maxx contractors on site as they begin building out the space for the new location in the old K-Mart building.

-Discussed possible future plans for the 80,000 square foot warehouse on the old Habersham Hardware property with Mr. Cody.

-Meeting with our lawyers as we prepare for court in February on the ongoing code case concerning the Old Candle Factory building.

-Fire alarm install permit has been issued for Level Grove Baptist Church.

CO's issued- 2

Inspections- 10

Violation Notices issued- 1

Meetings- 5

Plans Reviewed- 1

Investigations- 0

Josh Hazle

Division Chief  
Fire Marshal  
706-778-8585 Ext: 284  
706-949-8837Cell



PERMIT REPORT BY PERMIT NUMBER  
 Permit Date: 01/01/2022 to 12/31/2022

City Of Cornelia  
 FY 2022

Permit #	Address	Status	Owner	Total Value
20210997	952 WAYSIDE ST	Issued	Cleanway	39,000.00
20220001	613 ALSTON LN	Issued	A & A	7,985.00
20220002	126 MARTIN LUTHER KING JR DR	Completed	Habersham Hardware	15,000.00
20220003	157 OLD LEVEL GROVE	Issued	LEVEL GROVE CHURCH	100,000.00
20220004	701 Pondview CT	Issued	COOK RESIDENTIAL	276,000.00
20220005	110 Habersham Village Circle	Issued	NEWMARK GRUBB KNIGHT FRANK	12,000.00
20220006	121 FURNITURE DR	Issued	TACO BALL	44,000.00

TOTAL NUMBER OF PERMITS	7
TOTAL VALUATION	493,985.00
TOTAL FEES CHARGED	2,939.50
TOTAL FEES PAID	2,874.50

1 new Town Home (5) units

8 Plan Reviews

31 Commercial inspections

20 Residential inspections



# Utilities Monthly Report

 *Water Pollution Control Plant*

 *Drinking Water Treatment Plant*

 *Water/Sewer/Storm Maintenance*



# Water Pollution Control Plant

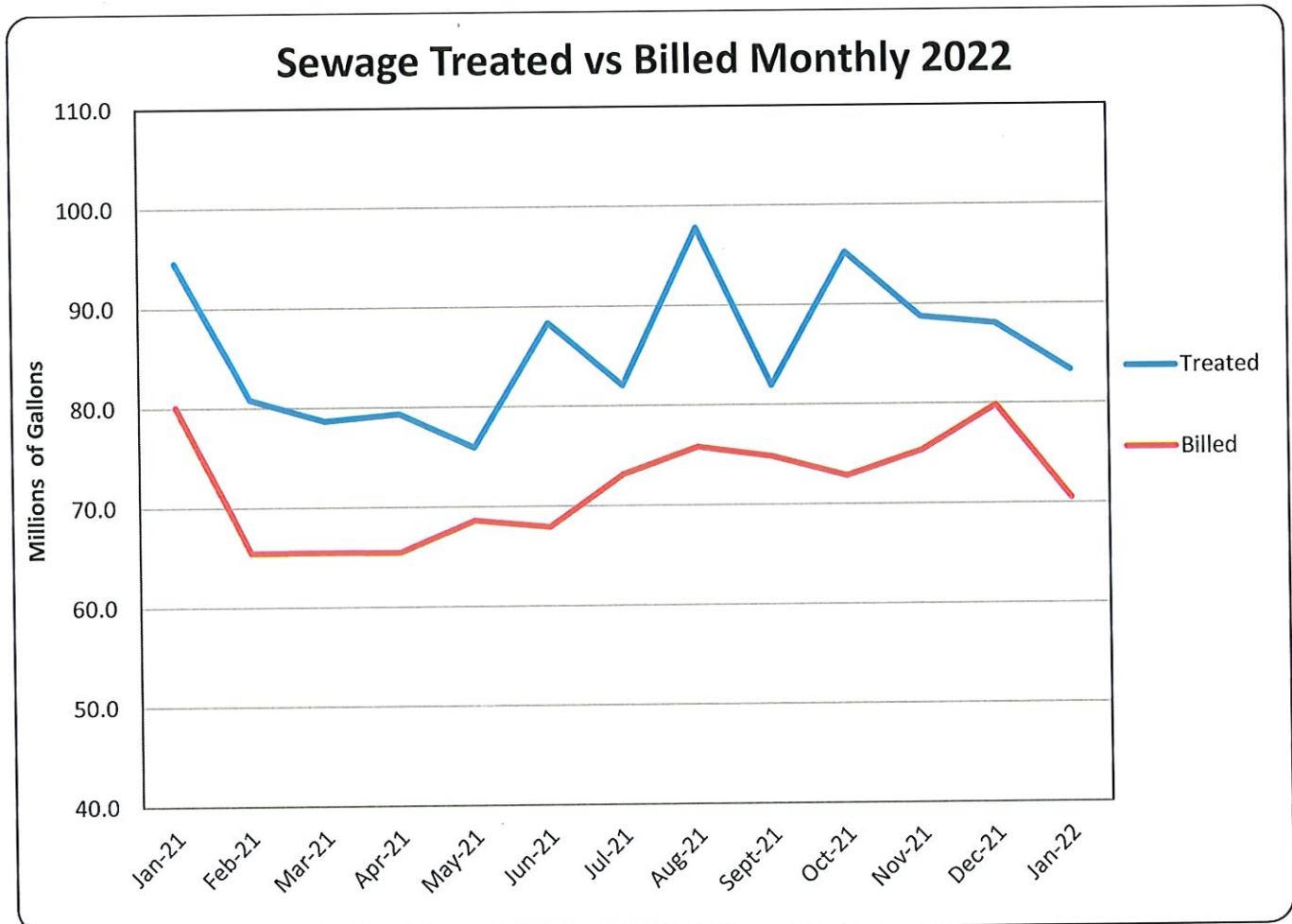
*Report for December 22, 2021 thru January 20, 2022*

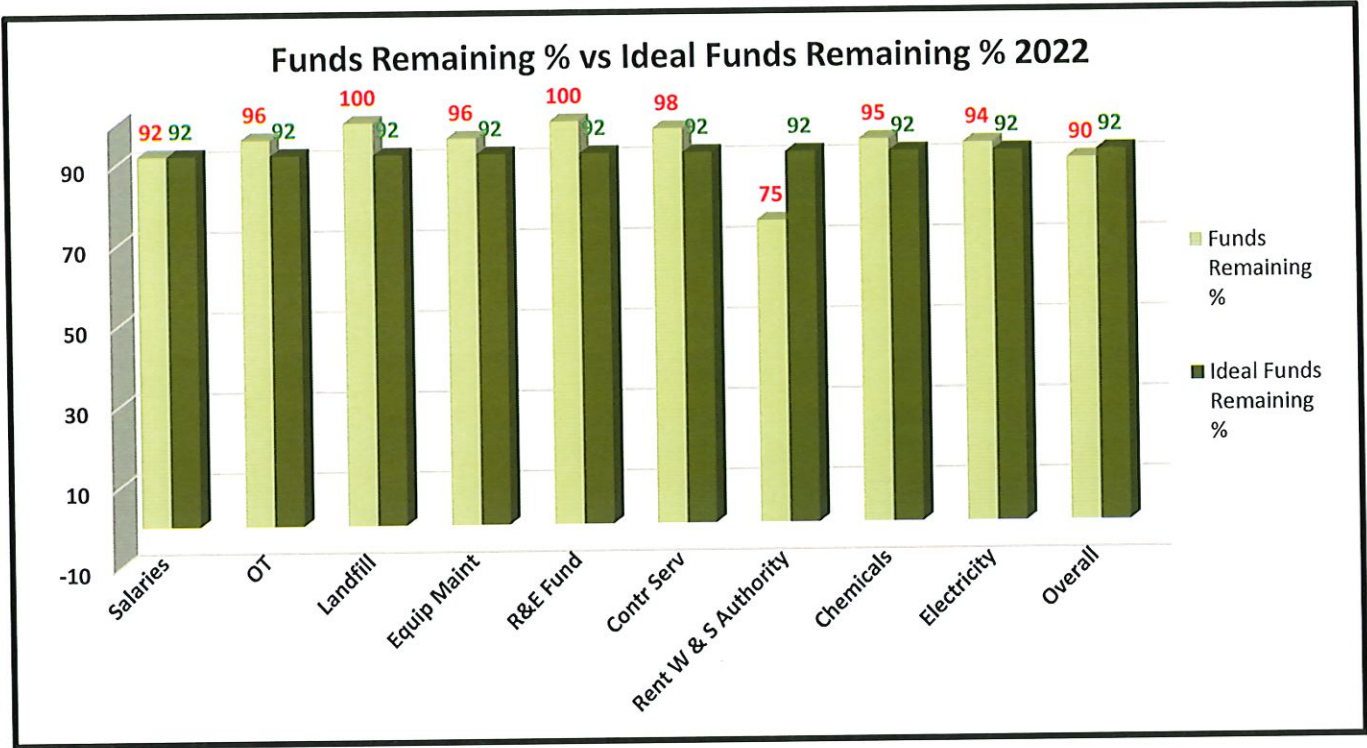
## Monthly Treatment Totals

Parameter	Measurement	Units of Measure
Sewage Treated	83.3	Million Gallons
Influent BOD	38.4	Tons
Influent TSS	24.6	Tons
Solids to Landfill	306.6	Wet Tons
Dry Solids Removed	59.4	Dry Tons

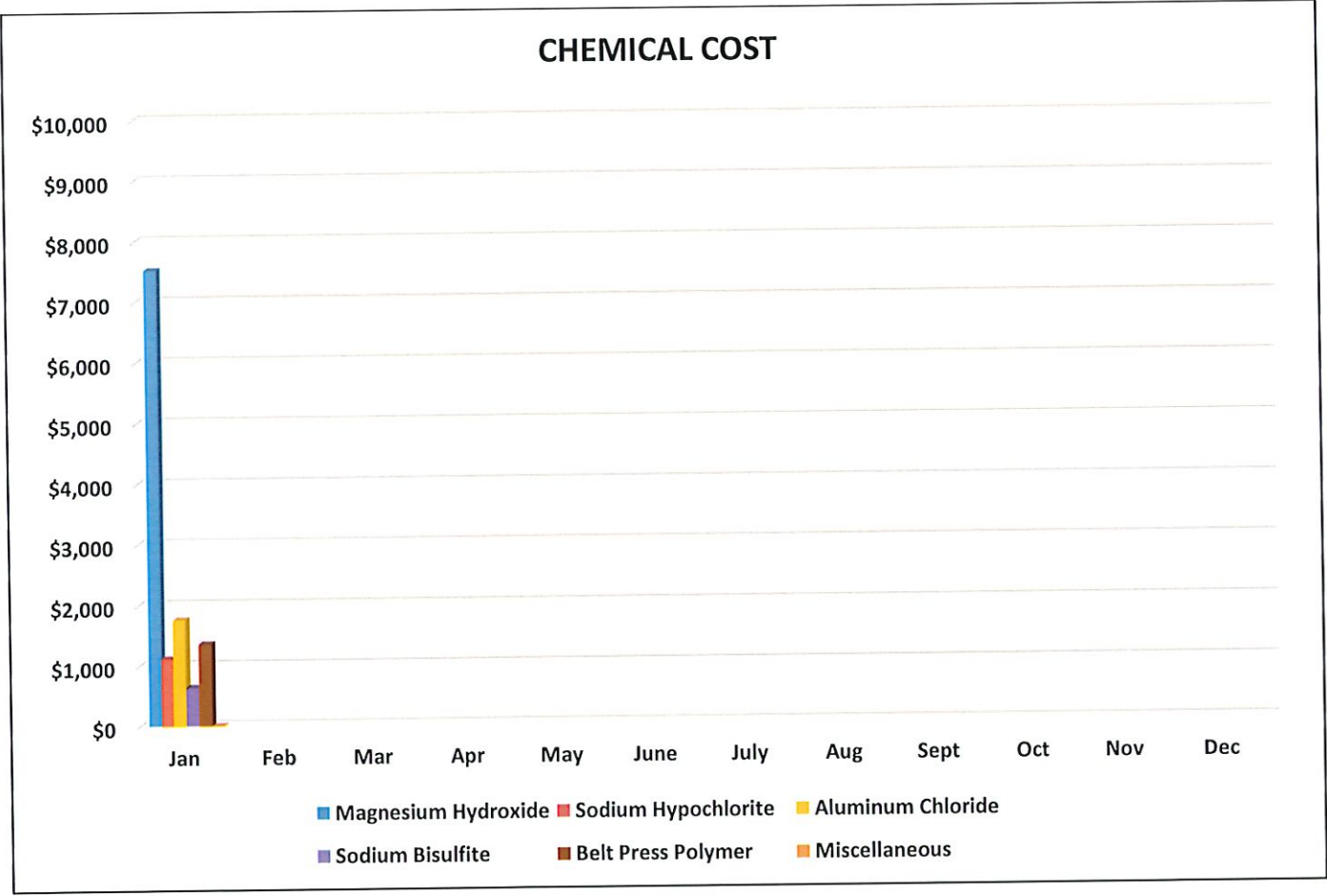
## Wastewater Treatments Projects & Events

- 100% Compliance for January NPDES





*Rent Water & Sewer at 75% (Paid in 25% Increments First of Each Quarter)*



## Equipment Repair, Replacement, & Enhancement

Equipment	Description	Cause	Status	Cost
Sampler	Pump Assembly	End of Life	Repaired	\$650
Flow Meter	Reading Erractic	Needed Calibrated	Repaired	\$750

## Industrial Pre-Treatment Violations

Industry	Surcharge Parameter	Violation/Fine	Surcharge
Fieldale	TKN, Amm, Phos & BOD	TSS, BOD Phos, Flow \$4,950 (waived)	\$60,662(waived)
Ethicon	None	None	None
Salford BBI	None	None	None

## Work Orders Wastewater Plant & Lift Station

Generated Work Orders	42
Completed Work Orders	41
Back-log Work Orders	2

## Work Orders Commercial Grease Trap Inspection

Grease Traps Scheduled for Inspection	21
Grease Traps Inspected	6
Non-Compliant	15

## Plant Operations

- **Solids Handling:** Normal
- **Summary:** N/A
- **Disk Filters:** Display Screen not working & still on time mode for filtering on one filter
- **Summary:** Aqua Aerobic Technician came out and replaced the two pieces of media that had tears in them. A display screen is on order and the time vs flow filtering has not been resolved. Aqua Aerobic is saying the filter is not under warranty anymore. We have had multiple issues with the filter since the install and have not gone longer than 90 days without an issue. Templeton is supposed to be looking into getting the warranty extened for to the poin that it operates without issues for 6 months solid before the warranty goes out.
- **Phosphorous Issues:** Normal

# Water Treatment Plant

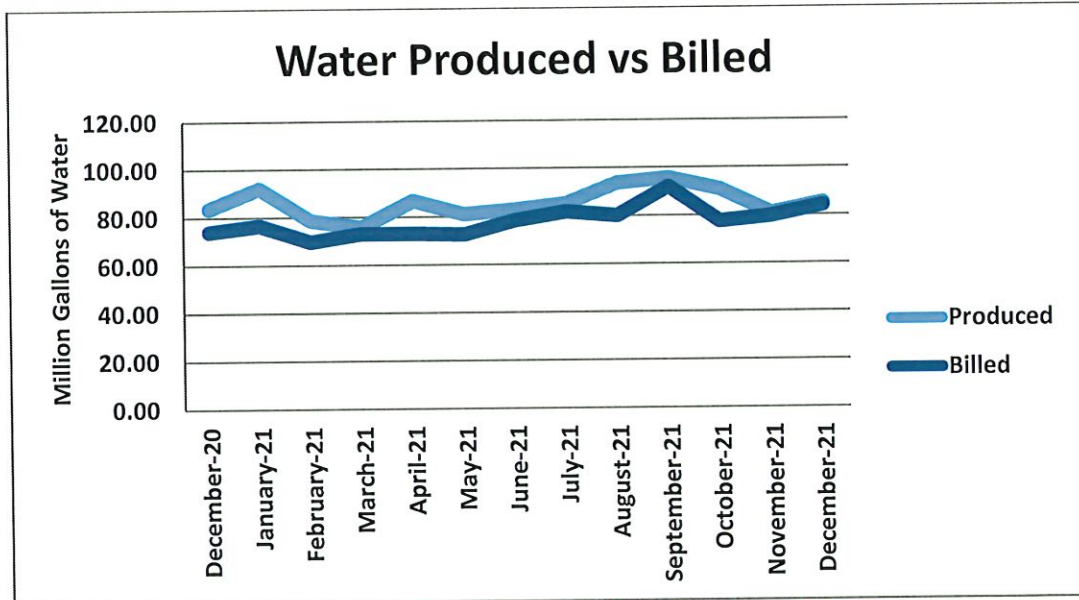
## Water Quality

All measured water quality parameters met State and Federal Guidelines for Drinking Water.

Water Quality Concerns	Determined Cause	Action Taken
0	N/A	N/A

## Water Production Quantities

- Water Produced in December of 2021 was 85.13 MG.
- Water Billed in December of 2021 was 84.01 MG.
- The WTP recorded 4.86 inches of rain to date for January 2022.
- Off Stream Impoundment level is 25.6 feet.
- Reservoir level is 2 feet 9 inches above full pool.

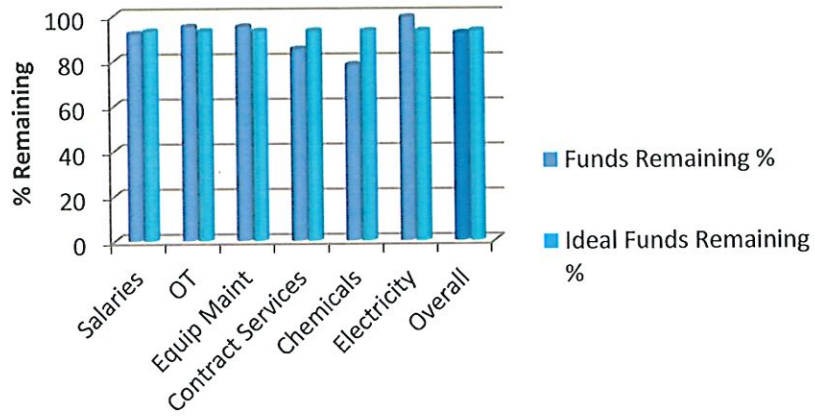


\*Above flow graph and other flow Information based on the billing periods\*

## Water Treatment Projects/Events

- Routine monthly sampling.
- Monthly EPD reports.
- Performed scheduled Preventative Maintenance.
- HACH performed Quarterly calibrations.
- Replaced Filters on AC units.
- Replaced Raw water and Coag PH probes.
- Replaced Tubbing on chemical pumps.
- Repaired KMNO4 feed issue.

### Funds Remaining % vs. Ideal Fund Balance

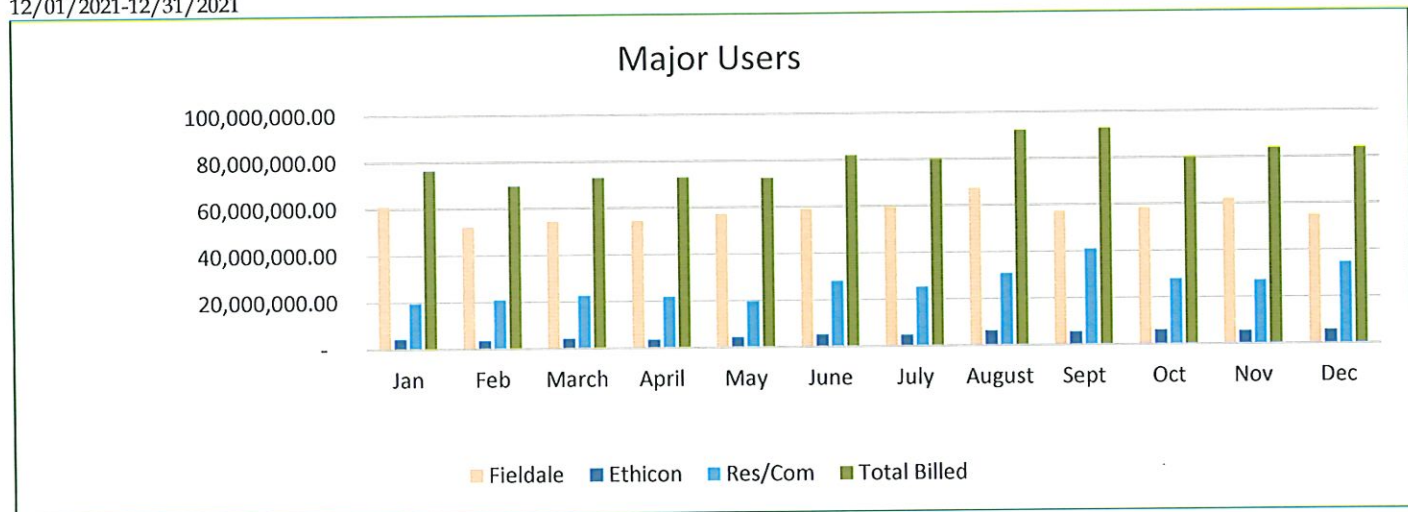


## 2022 Report Water-Sewer January

### Work Cost Summary

Department	WO Qty	Labor	Part	Supplier	Tool	Misc	Total	Cost %
Water Plant	3	\$28.50	\$0.00	\$0.00	\$0.00	\$0.00	\$28.50	0.36%
Wastewater Plant	46	\$669.75	\$0.00	\$0.00	\$0.00	\$0.00	\$669.75	8.39%
Meter/Billing	11	\$1434.50	\$0.00	\$0.00	\$0.00	\$0.00	\$1434.50	17.97%
Water	7	\$2156.50	\$0.00	\$0.00	\$0.00	\$0.00	\$2156.50	27.01%
Sewer	3	\$342.00	\$0.00	\$0.00	\$0.00	\$0.00	\$342.00	4.28%
Storm Water	5	\$503.50	\$0.00	\$0.00	\$0.00	\$0.00	\$503.50	6.31%
Water Plant 1439	48	\$712.50	\$0.00	\$0.00	\$0.00	\$0.00	\$712.50	8.92%
11	7	\$2137.50	\$0.00	\$0.00	\$0.00	\$0.00	\$2137.50	26.77%
<b>Report Totals</b>	<b>130</b>	<b>\$7984.75</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7984.75</b>	

12/01/2021-12/31/2021



### January Work ORDER Summary

Sewer General - 6	Locates - 21
Sewer Blocks-2	Meter - 81
Water General - 19	Storm - 6
Water Breaks - 8	

### General Activity for January

- Maintain Storm Grates
- Lift Station Repairs and maintenance
- Asphalt patch work and repaired gravel drive at old water plant.
- Contacted 11 Customers with high water usage
- Water Breaks Repairs
- Sewer Blocks Repairs
- Storm Projects

---

### **Water leaks/Main breaks**

- 1" leak Copper svc line Old Level Grove Road
- Customer hit line at Walnut St w/excavator
- 3" Leak Wastewater Plant
- 1 ½" Leak Sunshine Circle
- 1 ½" Leak at Mason Ave
- Leak at 778 N Main street (Image Emporium).
- Leak at Irvin street (Fenders) waiting til a later date to fix because water has to be turned off
- 2" water main break at Red Fox Hollow

### **Storm Projects**

- Brookside Creek: Replaced 8 ft 12" storm pipe.
- Forest Street: Storm replacement-Replaced 24" Culvert.
- 167 Sunshine Circle: Filled hole at end of driveway with gravel.
- Issue with leaves raked in culvert stopping up the storm drain at 667 Highland ave.
- Snowstorm Izzy Maintenance

### **Sewer Blocks/Repairs**

- Garden Gate lift station pump 2
- Block at MLK Drive
- Jones street
- Communication faults at Walmart lift station

# Police Department Monthly

Jan 2022

## Patrol

<b>TRAFFIC</b>	<b>188</b>
Traffic Stops	79
Susp.Person/ Veh	71
License Check	1
MVA Accidents	37
<b>NON-TRAFFIC</b>	
Fight Calls	4
Burglary	4
Shoplifting/Theft	11
Domestic Calls	17
Drunk/Disorderly	7
Abuse	1
Alarms	58
<b>CONTACTS</b>	
Citizen	1615
Motorist	55
Bank/Funeral	12
<b>REPORTS</b>	
Incidents	94
Accidents	28
Citations	98
<b>TOTAL DISPATCHED CALLS</b>	<b>974</b>

## Investigations

<b>CASES</b>	<b>12</b>
New	10
Old	2
<b>TYPES</b>	
Person	6
Property	6
Financial	
<b>DISPOSITION</b>	
Closed	<b>5</b>
Arrest	1
Ex. Clear	2
Other	2
<b>Code Enforce</b>	
New	8
Active	5
<i>Disposition</i>	
Closed No action	11
Closed w/ Cit.	2



# Police Department Monthly

## Admin/Court

<b>COURT</b>	
Court Cases	105
Fines Paid	\$7,994.00
C.H. Ran	337
C.H. Monies	\$1,002.00
Walk In's	79

## Child Seat Program

Car Seats Distributed	6
Caregivers Trained	9
Police Personnel Trained	

## PROBATION

Fines for Cornelia	\$2,880
GCVEF Fees	\$9.00
<b>Community Service</b>	
Hours	80
Value of Hours	\$580
Active Cases	106

## NOTES:

All Officers have began using the new online Virtual Academy which provides POST credit for training classes. The Officers can take the classes online during their shifts or at home.

Sgt. Bartholomew has been promoted to the rank of Lieutenant. He is now the Commander of the Investigative Division of the Police Department. Sgt. Hunt has been latterly transferred from Patrol to the Criminal Investigative Division.