

CITY OF CORNELIA
MINUTES OF MEETING
APRIL 4, 2023

The Cornelia City Commission met in a Workshop Session on Tuesday, April 4, 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.

Brenda Garcia from Yonah Street said that she had tried to get a Burn permit from the Fire Department this past weekend. She said she called on Saturday morning and no one answered. Ms. Garcia then called Commissioner Cook, he called them and found they were out on a call. After some discussion Mr. Anderson said that she could purchase a fire pit in which she could burn brush. Ms. Garcia also asked about our CDBG grant that we are applying for, she was concerned that it would be for housing. Mr. Anderson explained that it was for Water & Sewer infrastructure, she thanked them for the information.

Mayor Borrow opened the meeting and said that Janet Parr had called him over the weekend about some roosters and loud music in her neighborhood. Mr. Anderson explained that Code Enforcement Officer, Chris Irvin, had been out and addressed the issues. Mayor Borrow went over some of the items on the agenda stating that Tab H & Tab I were reversed. He went over the Public Hearing for 490 Galloway St. and said that Applicant Zane Stewart would not be able to attend tonight. Mr. Anderson said that he will pay the fee to re-advertise the Public Hearing and requested if it could be tabled until May. The Public Hearing for the CDBG grant was discussed and Mr. Anderson said that Carter & Sloope's Grant Writer, Gabe Morris will be in attendance to provide information about the CDBG Grant. Mr. Anderson explained that the notice that was published in the paper was done as a legal and it needed to be a display ad. Mr. Morris came in and explained that DCA has a point system and since there was an oversight, we are going to take advantage of it. Meaning the more citizen input you have the more points you can get. He said that no action needs to take place tonight, there will be another hearing on April 13th, and he will be at the May meeting again if anyone has questions. Commissioner Reed asked about planting Apple Trees because he said we will always be known as Home of the Big Red Apple. The other items on the agenda were discussed.

Commissioner Reed made the motion to enter executive session for Real Estate purposes at 5:40, seconded by Commissioner Cook. Approved 3 - 0

Commissioner Griggs made the motion to exit the executive session at 6:00, seconded by Commissioner Cook. Approved 3 - 0

No Action Taken!

Debbie Turner, City Clerk

John Borrow, Mayor

CITY OF CORNELIA
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APRIL 4, 2023

The Cornelia City Commission met in a Regular Session on Tuesday, April 4, 2023, at 6 PM in the Cornelia Municipal Courtroom, 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.

Commissioner Reed gave the invocation and Commissioner Cook led the Pledge of Allegiance.

Commissioner Cook made the motion to Approve the Agenda with the Executive Session held in the workshop, seconded by Commissioner Reed. Approved 3 - 0

Commissioner Reed made the motion to approve the March 7th minutes as submitted, seconded by Commissioner Griggs. Approved 3 - 0

City Manager Anderson gave his monthly report, Mr. Anderson said that the Comprehensive Plan Stakeholders Committee has scheduled the first meeting to get input from the Public. The meeting will take place on April 13th at 7:00 PM in the Municipal Courtroom. The Public Works Dept. has refreshed the downtown flowerbeds and Landscape Management will replant the flowerbeds in April. Work has resumed on the Welcome Signs after GDOT made us relocate them due to their concern about the proximity to the travel lanes. A copy of his report is made an integral part of the minutes.

Public Forum: No Comments Heard

Old Business:

Ordinance #03-23-01, Amendment to Zoning Ordinance - Mr. Anderson stated that this ordinance will create a new zoning district. It will allow for a Planned Unit Development; the ordinance has been posted and no comments for or against have been heard. Commissioner Reed made the motion to approve the amendment to the Zoning Ordinance, seconded by Commissioner Cook. Approved 3 - 0

Ordinance #03-23-02, Amendment to Municipal Code Requiring Fire Meters
Mr. Anderson stated that this amendment will require all fire

suppression systems to be metered. The ordinance has been posted and no comments were heard for or against. Commissioner Griggs made the motion to approve the amendment, seconded by Commissioner Reed. Approved 3 - 0

Public Hearings:

Public Hearing for 490 Galloway Street - Mayor Borrow explained that the applicant requested that it be held in May due to him not being able to attend. Commissioner Reed made the motion to move to table the Public Hearing, seconded by Commissioner Griggs. Approved 3 - 0

Public Hearing to Consider Applying for CDBG Funds - Mayor Borrow opened the Public Hearing, Gabe Morris, Grant writer for Carter & Sloope came forward to speak. Mr. Morris told the Mayor and Commissioners that this grant will be for Water/Sewer infrastructure as well as some new fire hydrants in the Alpine Trailer Park. DCA (Department of Community of Affairs) requires that you have a 70% threshold, meaning 70 percent of the residents are low to moderate income. He said that we should have no problem meeting that 70% threshold with the last of the surveys being completed. There is low water pressure in that area as well as some sewage overflow that has been documented with pictures. There is only one fire hydrant going into the trailer park so another one is needed at the back of the park. He explained that they will be applying for the full amount of \$1 million, the federal government requires you match part of that funding. The city's cost would be \$47,500 based on what DCA's formula is. Mr. Morris noted that Cornelia is a **LEP (Limited English proficient)** community. The city is taking steps to comply with the requirements. The next public hearing will be April 13th, at 11:30 AM. Mayor Borrow closed the hearing as no other comments were heard for or against. Commissioner Reed made the motion to apply for the CDBG Grant, seconded by Commissioner Cook. Approved 3 - 0

New Business:

Engagement Letter with Mixon, Mixon, Brown & Tench for the 2022 Audit - Mr. Anderson stated that at the beginning of March we were notified that Duncan & Kitchens will no longer be conducting Governmental Audits. With our Audit due by the end of June we would not have time to do an RFP. He said that he had reached out to Mixon, Mixon, Brown & Tench to see if they would conduct it. Mr. Anderson said they conducted the Financial

Review of the Municipal Complex bonds so they are familiar with the City's financials. They have agreed to do the audit for \$32,500. Commissioner Cook made the motion to approve Mixon, Mixon, Brown & Tench, seconded by Commissioner Reed. Approved 3 - 0

Engineer's Recommendation on the 2023 Paving Project Bids - Mr. Anderson said that we only received one bid for this year's paving project from Garrett Paving in the amount of \$611,525.99. The project will be funded by SPLOST & LMIG and will include the resurfacing of Banks St., Dolson St. and Sunrise Circle. Commissioner Reed made the motion to approve Garrett Paving in the amount of \$611,525.99, seconded by Commissioner Cook. Approved 3 - 0

New Water & Sewer Tap Fee Schedule - Mr. Anderson explained that we have found that we are not charging enough to recoup the cost of Water & Sewer taps. For a standard 6 inch residential tap the cost would be \$9,240. The connection fees and admin fees will remain the same. We also have separated out the cost for the water meter because if a developer is doing the work we do not charge for the cost of the tap. Commissioner Griggs made the motion to approve the increase in the Water & Sewer tap fees, seconded by Commissioner Cook.
Approved 3 - 0

Request for Assistance from GMRC for LWCF Grant Application -
Mr. Anderson stated that he would like to apply for a Land & Water Conservation Fund Grant. The Georgia Mountains Regional Commission would assist with the application for \$1000 and if awarded it would be an additional \$1000 to administer the grant. If we do receive the grant the funding will be used to help with the cost of building a concrete walking path along the Mud Creek greenway and it will also include a playground on the property. Commissioner Reed made the motion to apply for the grant, seconded by Commissioner Griggs. Approved 3 - 0

Agreement with Carter & Sloope for CDBG Project Engineering -
Mr. Anderson said that we are applying for a CDBG Grant to replace the existing infrastructure in Alpine Trailer Park. Carter & Sloope has already been awarded the project. This is the agreement for them to provide the engineering for the project. The cost for their services is

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\$301,700 but if we do not receive the grant, we only pay \$7,000 for the Preliminary Engineering report. Commissioner Reed made the motion to approve the agreement, seconded by Commissioner Cook. Approved 3 - 0

Agreement with Carter & Sloope for CDBG Grant Administration - Mr. Anderson said that are applying for CDBG Grant to replace the existing infrastructure in Alpine Trailer Park. The Grant Administration for the project was awarded to Carter & Sloope at the last Commission Meeting. The cost for their services is \$106,900 but if we don't receive the grant, we will only pay \$12,500 to prepare the grant and \$14,100 for the pre-application surveys. Commissioner Griggs made the motion to approve the agreement, seconded by Commissioner Reed. Approved 3 - 0

Ordinance Amending the GMEBS Retirement Plan - Mr. Anderson stated that at the February Commission Meeting you approved changing the City's retirement plan. The change will allow Public Safety employees to retire at 55 with 25 years of service. This amendment to GMEBS ordinance will reflect this change. Commissioner Reed made the motion to post the ordinance, seconded by Commissioner Griggs. Approved 3 - 0

Agreement with Carter & Sloope for Old Level Grove Water Main Project Mr. Anderson said that you voted to award the engineering for this project to Carter & Sloope. This agreement is for their services for the project at a cost of \$330,100. Commissioner Reed made the motion to approve the agreement, seconded by Commissioner Cook. Approved 3 - 0

Adjourn - Commissioner Reed made the motion to adjourn the meeting at

6:35 PM, seconded by Commissioner Cook Approved 3 - 0

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.

() To discuss with the 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).

(X) 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 April 4,
2023

Notary Public