



City Manager's Monthly Report for May 2025

Habersham County E911 has received a grant to automate our weather siren located at the Wastewater Plant. This means that the siren will be connected directly to NOAA so it will automatically sound whenever there is a severe weather threat. Currently the siren must be manually started by the 911 dispatchers. The upgrades should be completed by the end of the summer.

We were able to get the Splash Pad open for the season on May 16th and it has already been heavily used almost every day that it hasn't rained! The upgrades that we did will cut down on the amount of time that our employees have to spend each day working on the Splash Pad. We will also see a reduction in our maintenance costs because the filters will last a lot longer.

The first event at the new park was a huge success! All the bands did a great job and the headliner, Marty Stuart, was phenomenal! The crowd was estimated to be between 2,000 and 2,500 people. We have received a lot of positive feedback from residents as well as visitors. The Cornelia Hospitality & Tourism Board is already working on a headliner for next year's event which is tentatively scheduled for May 16, 2026.

We awarded the fire hydrant decorating contest winners for this year. The winners were Adalyn Ledford from Tallulah Falls, Audrey Colburn from South Habersham Middle School, and Kylee Cross from Cornelia Elementary. The hydrants that will be painted are on South Main Street across from the fire station, at the corner of Berry and Main Street and across from Dolson Street. The hydrants will be painted sometime this summer.

The fire department along with assistance from Baldwin, Demorest, Lee Arrendale, and the county responded to a fire at Fieldale's rendering plant on May 25th. They were able to contain the fire quickly to keep it from spreading to other parts of the plant. Luckily, they had not begun operations yet so there were only a few people in the plant to

evacuate. I have been in touch with Fieldale, and they are operating the processing plant, but it will take a few weeks to complete the repairs to the rendering plant.

The Police Department conducted 300 traffic stops, worked 60 motor vehicle accidents, 2 fight calls, 22 shoplifting complaints, and 25 alarms. They responded to a total of 983 calls for the month. The Investigative Division opened 6 new cases; they closed 5 cases and made 1 arrest. The Narcotics Division has 7 active cases, they closed 1 case and made 3 arrests. We distributed 9 car seats and trained 16 care givers.

The Building Department issued 52 permits, reviewed 2 sets of plans, and collected \$34,973 in fees. They completed 90 residential inspections, 23 erosion inspections, and 7 commercial inspections. They issued 4 residential certificates of occupancy and 2 commercial certificates of occupancy.

The Municipal Court managed 259 cases in May and collected \$6,226 in fines. The Probation Division has 178 active cases and collected \$5,521 in fines. Probationers completed 40 hours of community service with a value of \$435.

Code Enforcement opened 32 new cases, closed 31 cases, and currently has 15 active cases.

The Fire Department responded to 105 calls and completed 163 hours of training. The Fire Marshal completed 27 commercial inspections.

The Wastewater Plant treated 78.4 million gallons of sewage. The Water Plant treated 85.7 million gallons of drinking water. We recorded 6.79 inches of rain, so the new reservoir level is 27.9 feet which is .6 feet below full pool, and the old reservoir is 2 feet below full pool. The Utilities Maintenance Department repaired 6 water leaks and 5 sewer blockages.

Public Works cleaned the Community House after 15 events. They repaired the handicap ramp and the kitchen sink at the Depot. They made repairs to the Story Book Boxes on the City Park walking trail. They spent much of the month working on the site of the new parking lot and getting the new park ready for the Music Festival.

The Maintenance Department Repaired 43 vehicles and serviced 8 vehicles.

Unfortunately, we had to cancel this month's Summer Nights Festival due to the weather. This month's festival will be June 26th.

PUBLIC SAFETY MONTHLY

May 2025

POLICE DEPARTMENT

UNIFORM PATROL

TRAFFIC	
Traffic Stops	300
Susp.Person/ Veh	93
License Check	3
MVA Accidents	60
NON-TRAFFIC	
Fight Calls	2
Burglary	
Shoplifting/Theft	22
Domestic Calls	38
Drunk/Disorderly	95
Abuse	
Alarms	25
CONTACTS	
Citizen	2740
Motorist	41
Bank/Funeral	3
REPORTS	
Incidents	42
Accidents	29
Citations	1660
TOTAL DISPATCHED CALLS 983	

TRAFFIC UNIT	
Citations Issued	10
DUI	3
DUI Drugs	
Drug Arrests	2
Other Arrest	29

CRIMINAL INVESTIGATIONS

CASES	
NEW	6
OLD	2
TYPES	
Person	5
Property	2
Financial	1
TOTAL	8
DISPOSITION	
Arrest	1
Ex. Clear	1
Inactive	
Active	3
CLOSED	5
Narcotics	
Active	7
Closed	1
Arrest	3
CI's Active	5

NARCAN	
Units Used	

TRAINING	
Virtual Academy	25
Power DMS	
In Service	44
Outside	80
TOTAL	149
CAR SEATS	
Seats Distributed	9
Care Givers Trained	16
Police Trained	
SRO	
Incident Reports	1
Arrest/ Juvenile	
Calls for service	36
Parent Contact	6
Student Contact	29

Ramey's Wrecker has been removed from the on-call list due to not having a business license.

The training division has been holding advance and intermediate level classes at the training center. These classes are needed for the police officers to advance their certifications.

PUBLIC SAFETY MONTHLY

May 2025

Building Department

Permits Issued	52
Fees Paid	\$34,972.68
Plan Reviews	2
Residential Inspection	90
Erosion Inspection	23
Commercial Inspection	7
New Home Permits	46
Commercial C.O.s	2
Residential C.O.s	4

CODE ENFORCEMENT

Cases

New	32
Old	14
Inspections	
Disposition	
Closed	31
Citations	
Active	15

PUBLIC SAFETY MONTHLY

COURT

May 2025

COURT	
Court Cases	259
Fines Paid	\$6,226.00
C.H. Ran	19
C.H. Monies	\$129
Walk In's	82

PROBATION

Fines for Cornelia	\$5,521.00
Community Service	
Hours	60
Value of Hours	\$435
Active Cases	178

NOTES:

40 community service hours were converted to donations of carseats.

Probation was audited this month by the State and was given a 100%.

PUBLIC SAFETY MONTHLY

May 2025

FIRE DEPARTMENT

Fire Department participated in or hosted ten (10) community events, to include but not be limited to going to Cornelia Elementary and the Futures Program; hosting events for the Chamber of Commerce, Young Professionals group, and the Northeast Georgia Training Officers group.

Station 22 was visited by a home-school group during this month.

Hosted an 8hr GEMA class "Command and Control of Train Derailments"

Georgia Firefighter Standards and Training completed an audit and advised that all was well.

- The Fire Marshal completed:

- CO's Issued:
- Inspections: 27
- Violations notice:
- Plan Reviews:
- Investigations:

Fire Department

Fire Recovery Money received YTD – 2,468.00

Monthly Call Response

-105 calls were responded to during the month.

-625 calls responded to during Year.

Monthly training hours

-163 training hours Monthly.

-1,878 training hours YTD.



Utilities Monthly Report

 *Water Pollution Control Plant*

 *Drinking Water Treatment Plant*

 *Water/Sewer/Storm Maintenance*

Water Pollution Control Plant

Report for April 24, 2025 thru May 20, 2025

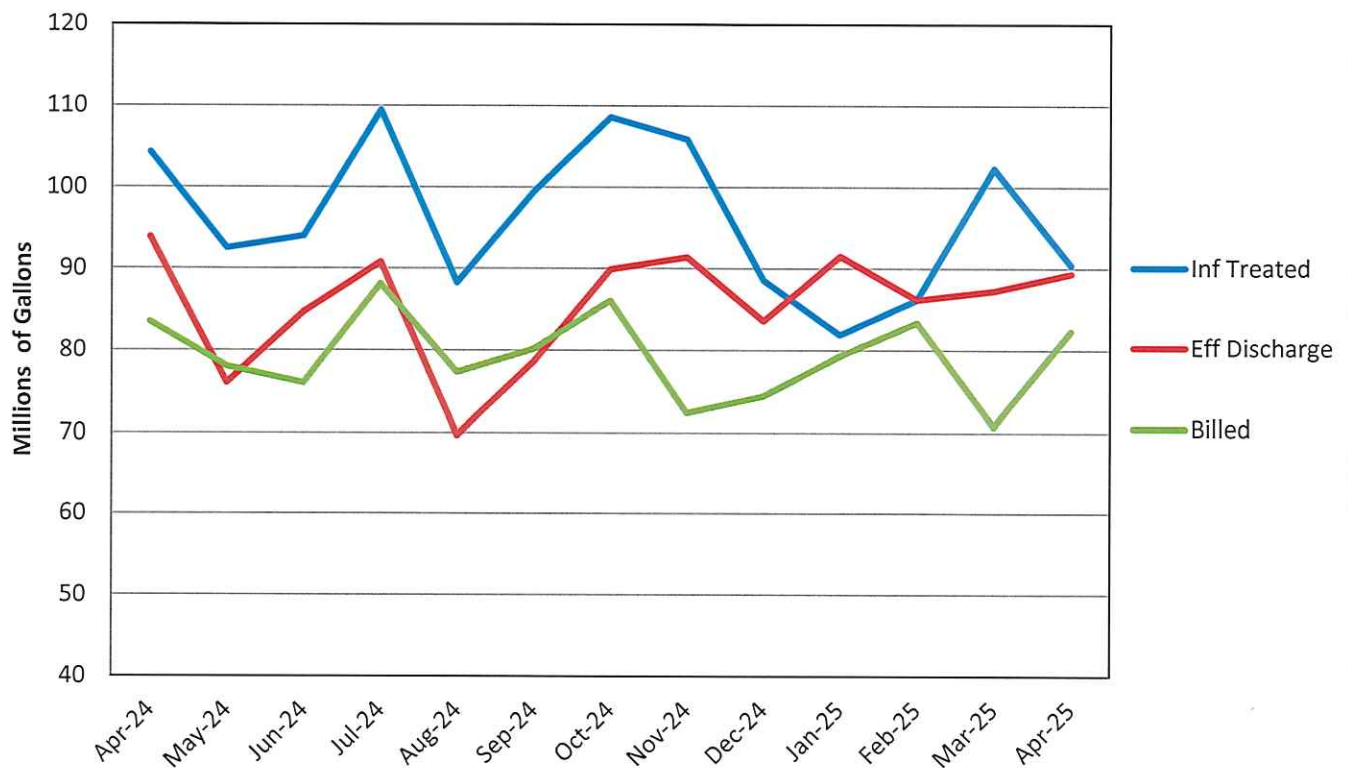
Monthly Treatment Totals

Parameter	Measurement	Units of Measure
Inf Treated	78.4	Million Gallons
Eff Discharged	74.7	Million Gallons
Influent BOD	61.7	Tons
Influent TSS	67.3	Tons
Solids to Landfill	421.1	Wet Tons
Dry Solids Removed	76.5	Dry Tons

Wastewater Treatments Projects & Events

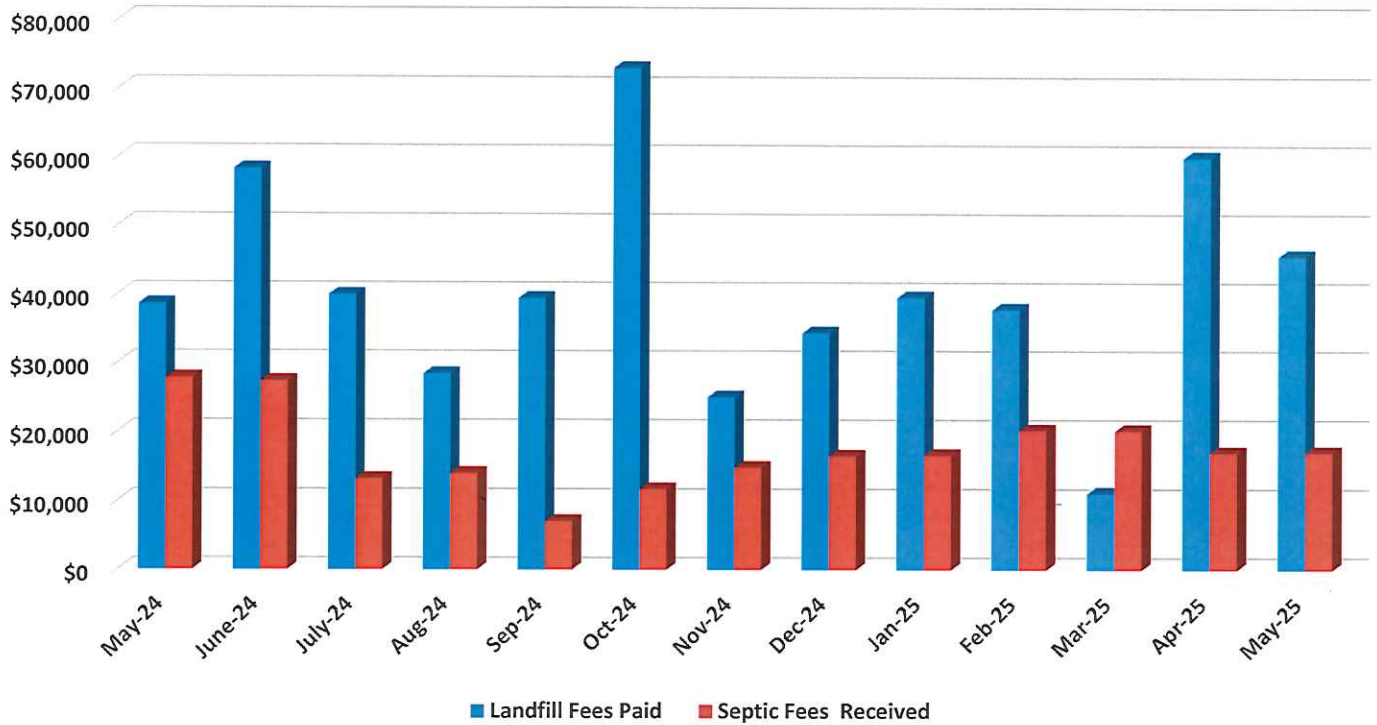
- 100% compliance for May.
- Working on painting all concrete structures
- D&C repaired utility water line

Sewage Treated vs Billed Monthly

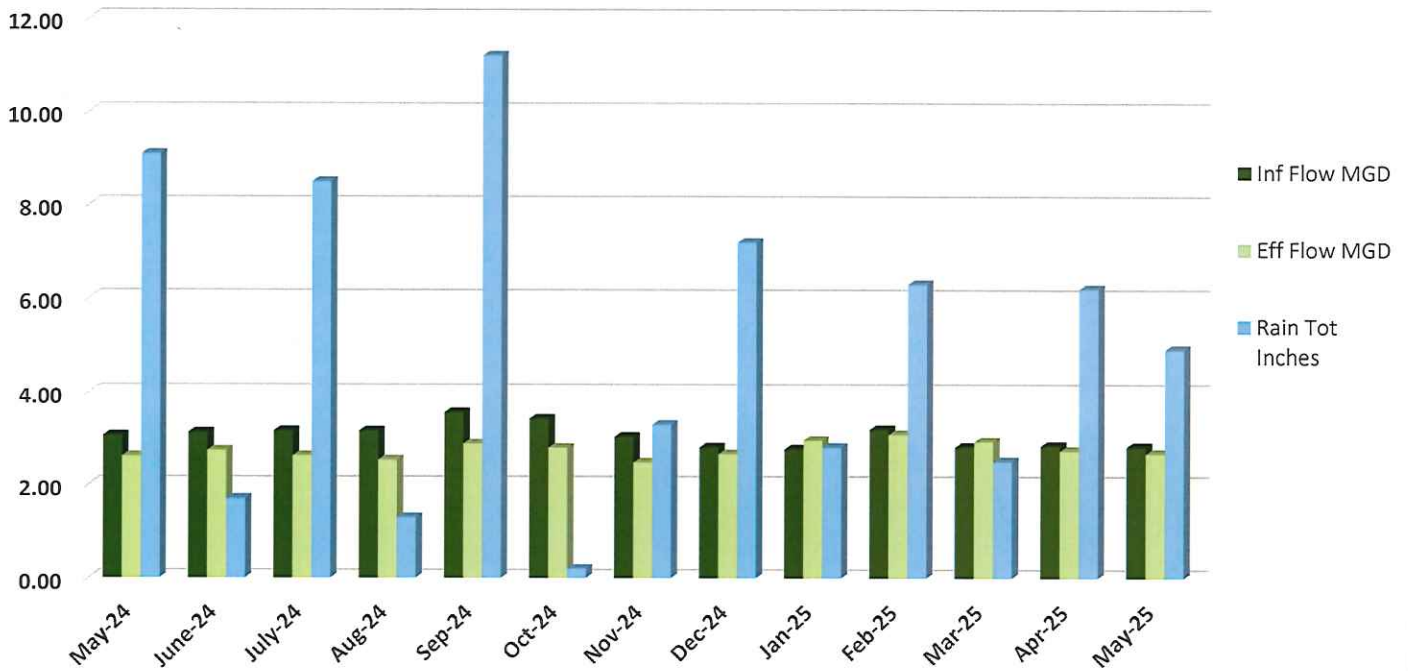


Billed Data for April 2025 May not Available

Landfill Fees Paid vs Septic Fees Received 2025



Influent & Effluent Avg Flow: Total Rain Inches



Industrial Pre-Treatment Violations

Industry	Surcharge Parameter	Violation/Fine	Surcharge
Fieldale	TKN & Amm	Flow & TSS \$500	\$45,700 (waived)
Ethicon	None	None	None
Salford BBI	None	None	None

April Data. May Industrial Reports not due until June 15

Work Orders Wastewater Plant & Lift Station

April 27 - May 24

Generated Work Orders	43
Completed Work Orders	44
Back-log Work Orders	1

Work Orders Commercial Grease Trap Inspection

May 1 - May 31

Grease Traps Scheduled for Pumping	14
Grease Traps Pumped	14
Non-Compliant	0

Plant Operations

- Solids Handling: Normal
- Summary: N/A
- Disk Filters: Normal
- Summary: N/A
- Phosphorous/Ammonia Issues: Normal
- Summary: N/A
- Other: Normal
- Summary: N/A

Water Treatment Plant

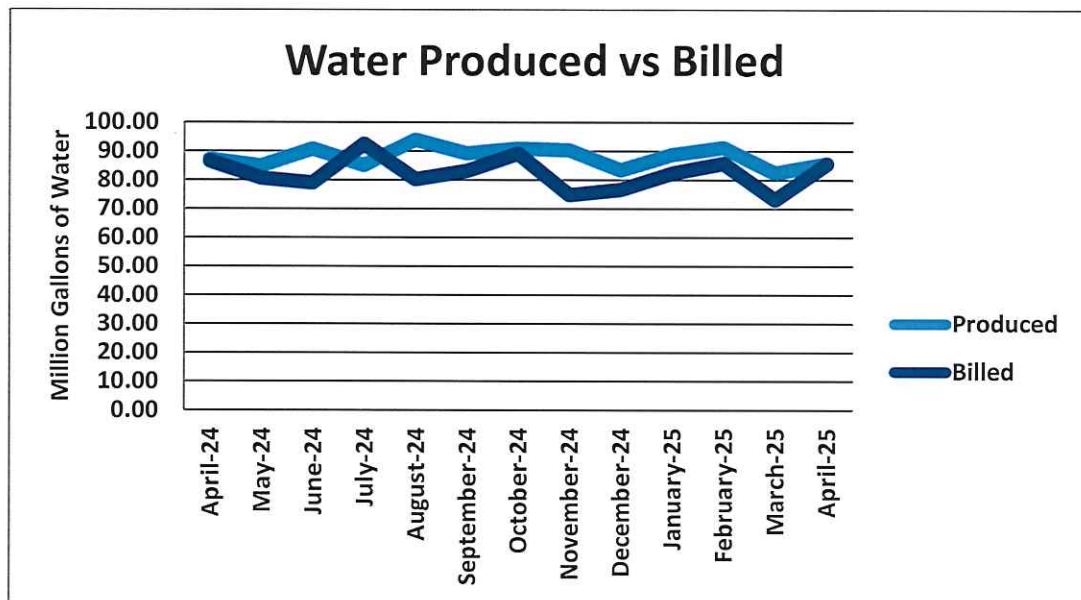
Water Quality

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

Water Quality Concerns	Description of Concern	Action Taken
0	N/A	N/A

Water Production Quantities

- Water Produced in April of 2025 was 85.70 MG.
- Water Billed in April of 2025 was 85.55 MG.
- The WTP recorded 6.79 inches of rain to date for May 2025.
- The Off Stream Impoundment level is 27.9 feet and 0.6 feet below maximum capacity.
- The Reservoir level is 2.0 feet below full pool.



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

Water Treatment Projects/Events

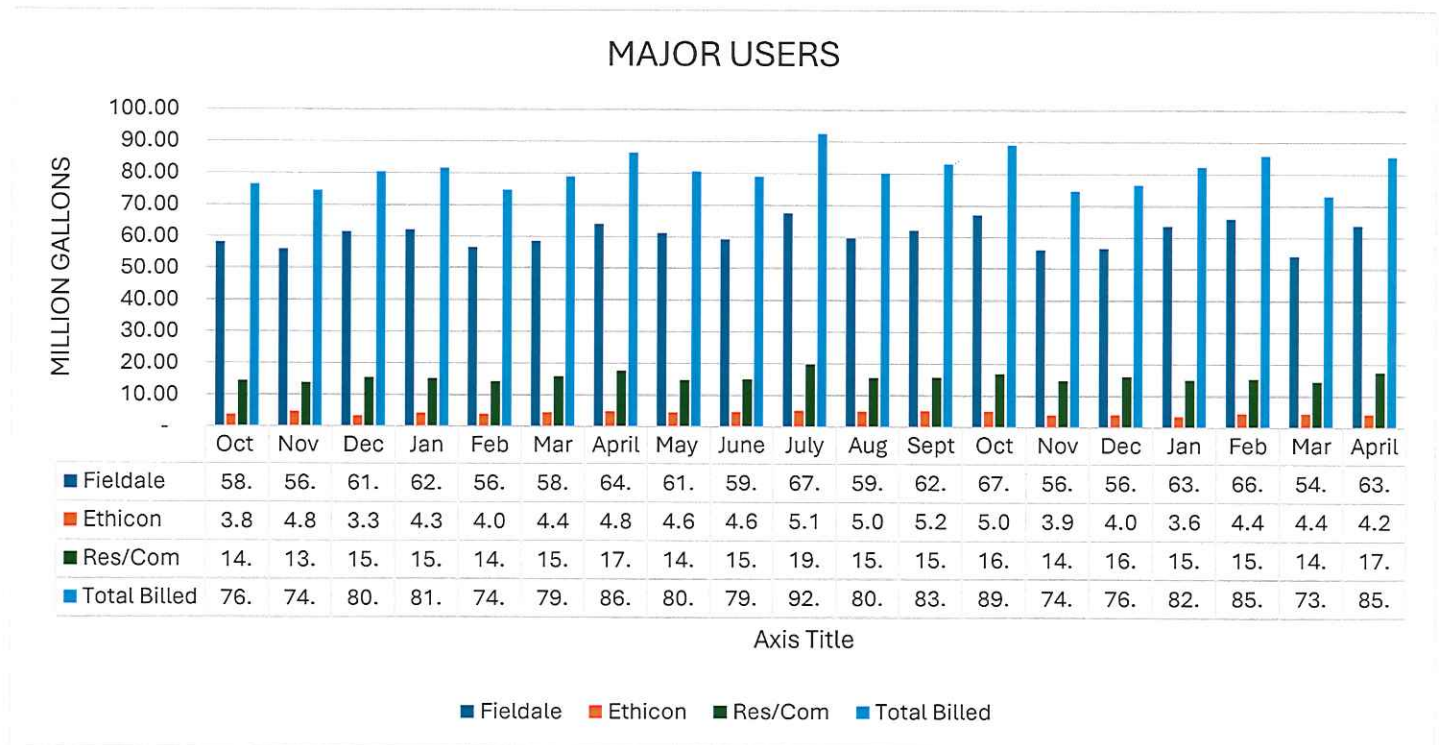
- Routine monthly sampling.
- Scheduled preventative maintenance.
- Monthly EPD reports.
- Routine monthly sampling.
- Scheduled Preventative Maintenance.
- Monthly EPD reports.
- Raw Water Generator - Transfer Switch Controller failed. EmerGen came to troubleshoot.
- Lime Pump 1 & 3 - Scheduled repair service with Burnett Lime.
- Polymer Pump 2 - Replace tubing.
- Lime Pump 1 & 3 - Trouble shoot and repair.
- Lime - Burnett performed annual service on all pumps and mixer.
- Pre-Clearwell PH probe - Replace.
- KMNO₄ tank - Repaired leak with epoxy.
- Lime Tank - Repair 2-inch fill line.
- WTP - Cut grass around Plant.
- Hazel Creek Generator - Replaced Batteries.
- Raw Water Generator - EmerGen replaced transfer switch controller.
- Buildings and Ground - Cut grass at Reservoir and OSI.
- Hazel Creek - Cut path from road to creek.

Water-Sewer-Storm May 2025

Work Orders and Cost Summary

Department	WO Qty	Labor	Part	Supplier	Tool	Misc	Total	Cost %
Wastewater Plant	44	\$432.25	\$0.00	\$0.00	\$0.00	\$0.00	\$432.25	1.07%
Meter/Billing	11	\$1026.00	\$3460.00	\$0.00	\$0.00	\$0.00	\$4486.00	11.08%
Water	19	\$11324.00	\$752.45	\$2962.42	\$20.00	\$0.00	\$15058.87	37.18%
Sewer	2	\$570.00	\$30.95	\$0.00	\$41.00	\$0.00	\$641.95	1.58%
Water Plant 1439	35	\$451.25	\$0.00	\$0.00	\$0.00	\$0.00	\$451.25	1.11%
Lift Station	4	\$2337.00	\$0.00	\$17094.86	\$0.00	\$0.00	\$19431.86	47.98%
Report Totals	115	\$16140.50	\$4243.40	\$20057.28	\$61.00	\$0.00	\$40502.18	

Major Users



General Activity

- 80 hrs. Lift Station Maintenance.
- 409 hrs. Splash pad special project
- 134-811 Locates
- 190-Door Hangers for customers (past due notices)
- 67-Meters On/Off's
- 8-Meter installation
- 6-Water leak Repairs
- 5-Sewer Blocks
- Storm drains maintenance

PROJECTS/EVENTS

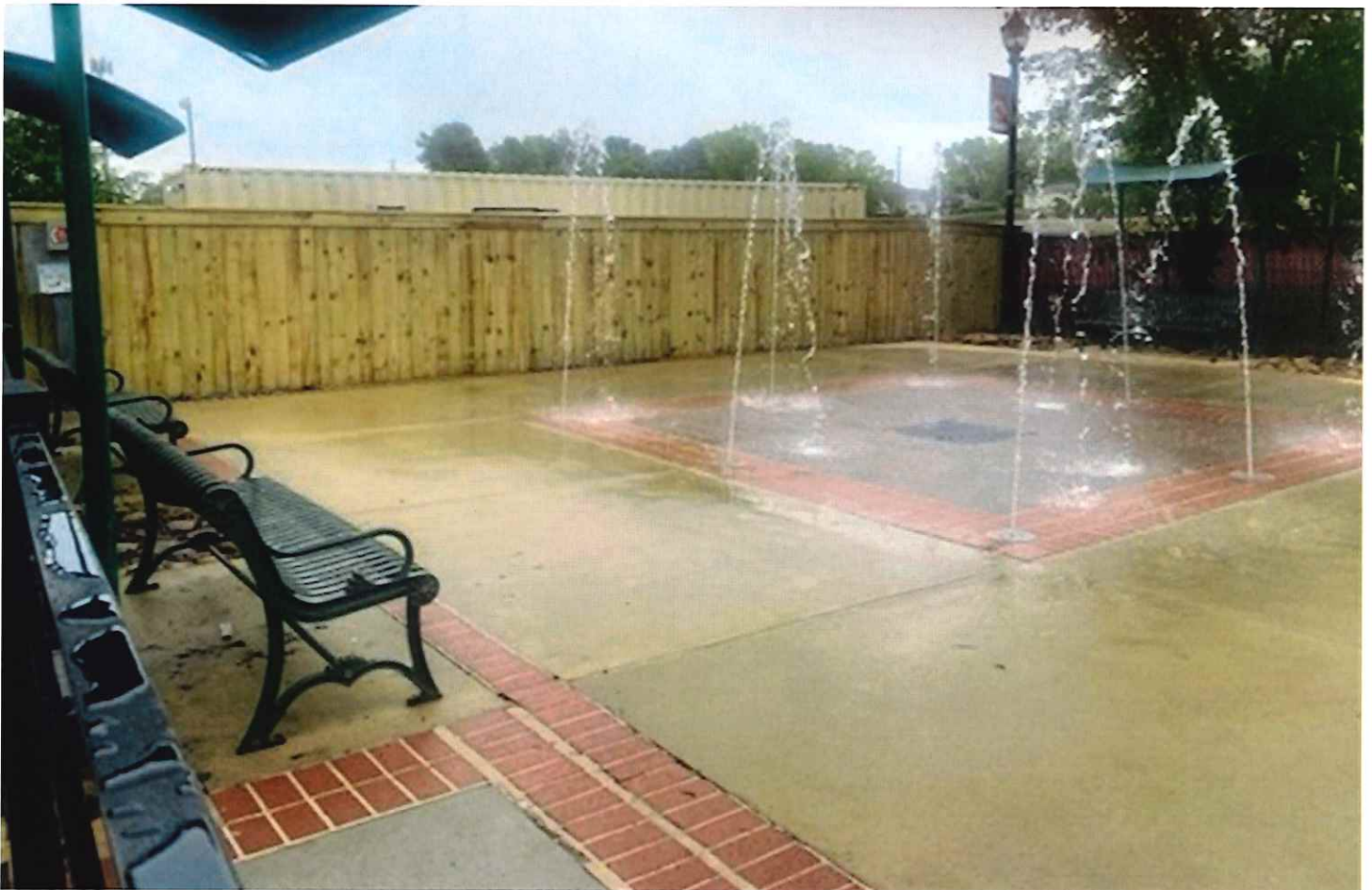
- Splash Pad Project: Splash Pad is OPEN
- Mudslide on Clarkesville St. Blocked off street and cleaned
- Contacted 6 customers for high water usage

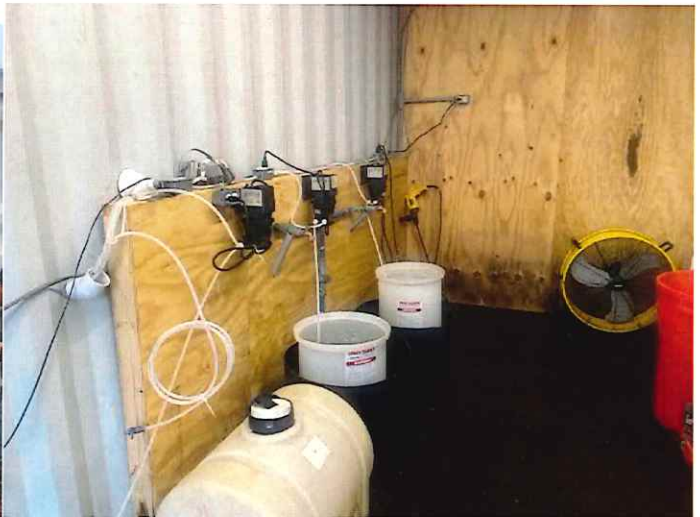
Repaired Water Leaks:

Bath & Body behind store near the dumpster, 1504 Chase Rd., Renew Dental off Hodges St., Mishima express parking lot, 453 Maple St., 513 Ridgeway

Sewer blocks cleared:

519 Wood St., 112 Chatham Ct. Wastewater Treatment Plant, 235 Cash St., 233 Yonah St.







Public Works Monthly Report for May 2025

The backdoor and business routes were completed weekly and roller carts were delivered were needed.

The chipper completed a route.

The landscape crew worked on the route.

Downtown and all the parks were checked, cleaned, and trash cans changed on a weekly basis.

Street R.O.W was cut around the city.

All work orders were completed as they came in – 27

The Community House was cleaned 15 times.

Trash was picked up on city streets as much as possible.

We repaired or replaced street signs as needed.

We worked on the demo at the amphitheater site.

Trees were cleaned up the fell across the road.

We prepared for, held, and cleaned up after the concert.

Repairs were made on the book boxes on the walking trail.

We worked at City Hall repairing a door and a water leak on the irrigation system.

We worked at the Depot repairing a sink and the handicap ramp.

New “no loitering” signs were installed in free parking.

New slow children playing signs and the radar speed sign were installed on Habersham Terr.

We cut the grass and brush around the dam and started cutting around the reservoir.

MONTHLY REPORT

5/1/2025 truck # 10 B95 truck # 42	picked up trk in blairesville welded bucket & replaced bucket teeth & fixed grease fittings fixed mirrors
5/2/2025 truck # 42 car # 115 FD pierce	adjusted brakes service & replaced tires replaced relay valve for parking brakes
5/5/2025 truck # 10 car # 113 truck # 13	replaced PTO cable replaced brakes fixed tire
5/6/2025 truck # 34 car # 103 FD explorer	fixed wipers service fixed tire
5/7/2025 truck # 3 truck # 44 car # 115	fixed strobes replaced tire sensor replaced tires
5/8/2025 JD loader FD 416D backhoe	replaced hydraulic filter welded up frame for FD cleaned out fuel tank & replaced fuel filters
5/9/2025 kubota skid steer truck # 42 car # 117	fixed hydraulic leak replaced batteries & fixed cables replaced brakes front & rear
5/12/2025 massey tractor truck # 13 car # 102	replaced lights on bush hog fixed tire replaced tires
5/13/2025 truck # 16 kubota skid steer car # 120	fixed tarp replaced pins for windshield service
5/14/2025	sick day

MONTHLY REPORT

5/15/2025	sick day
5/16/2025 lawnmower trailer car # 105 truck # 15	replaced taillight service & fixed tire replaced thermostat housing
5/19/2025 B95 backhoe car # 110 truck # 15	fixed work lights fixed strobe wiring fixed tire
5/20/2025 car # 111 truck # 3 FD marion	fixed camera mount replaced window switch fixed siren
5/21/2025 car # 119 old vac trk car # 103	service cranked trk & got hours off of trk replaced rear brakes
5/22/2025 lawnmower car # 115 code enforcement	replaced tube in tire fixed blower fixed tire
5/23/2025 car # 117 lawnmower trailer truck # 26	fixed tire replaced taillight replaced radiator hose
5/26/2025	holiday
5/27/2025 truck # 23 FD marion car # 112	replaced axle seal fixed air leak service
5/28/2025 truck # 20 car # 118 car # 114	fixed tire service service

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Jessie Owensby
Community Development Department
May 29, 2025
Monthly Report

Planning & Zoning

1. Received and reviewed preliminary plat for Willow Song Village development
2. Reviewed and approved Magnolia Villas lot 118
3. Reviewed and requested revision for Magnolia Villas lot 70
4. Published housing needs survey on social media
5. Sent Conditional Use application to realtor as requested
6. Held monthly planning commission meeting for May
7. Facilitated Town Hall meeting for housing needs at Fenders Alley
8. Met with Cook Communities to discuss land under contract and desired outcomes for development
9. Discussed starting a Habersham/White County chapter of the Homebuilders Association with local developers
10. Conducted zoning training for interested parties
11. Received and processed PUD application for Hoyt/Irvin St
12. Met with local builder to discuss being on Housing team and development of properties
13. Met with homeowner regarding allowed uses on his property
14. Housing update meeting with Georgia Conservancy
15. Registered planning commissioners and housing team members for upcoming training
16. Recorded minutes from Planning Commission meeting and sent and published
17. Forwarded correspondence from housing team member to other members regarding concepts from other cities
18. Worked with marketing company to provide housing data for needs assessment as requested
19. Reviewed and approved house plans for Magnolia Villas lot 51
20. Drafted planning commission agenda for April Meeting
21. Developed presentation for Planning and Zoning training for planning commissioners and GICH team
22. Researched Fulcrum and Tolemy to use for window survey
23. Spoke with Ward 4 resident regarding housing team and ways he can help in upcoming weeks
24. Sent sign permit application to new owner of Sugartopia
25. Scanned information and survey data from town hall meetings to send to Georgia Conservancy for analysis
26. Drafted public hearing notice for Conditional Use Application
27. Drafted public hearing notice for Planned Unit Development rezoning application for Hoyt/Irvin St

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28. Drafted public hearing notice for Planned Unit Development rezoning application for 1900 Level Grove Road
29. Posted public hearing notice signs for Planning Commission applications
30. Phone call with engineer regarding site plan for rezoning application
31. Meeting with civil engineer regarding housing team and site concepts
32. Review 167 Cash St. plans and sent revision request asking for further information
33. Phone call and correspondence with East Coast Signs regarding McDonald's sign
34. Researched zoning questions from realtor
35. Received and processed sign permit application for McDonald's
36. Sent certified letters for Planning Commission applications for June
37. Met with Cook Communities to discuss housing types, Planned Unit Developments, and Homebuilder's Association, available partnerships for grants
38. Demonstration of Fulcrum software for window surveys
39. Completed staff analysis for one conditional use application for package sales
40. Completed staff analyses for two rezoning applications for June PC meeting

Economic Development

1. Attended DDA meeting
2. Phone call with property owner re: infrastructure needs
3. Phone call with neighboring community to discuss business incubator needs
4. Spoke with DDA chair and vice chair re: investor interest in warehouse buildings
5. Proposed lease/purchase or purchase agreement for DDA to take ownership of warehouse buildings
6. Facilitated Hispanic Small Business Development Class for month of May
7. Spoke with property owner re: pricing for building space in downtown
8. Sent Orchard Reserve bond request application for bond release
9. Spoke with developer re: commercial uses and recruitment
10. CREATE business incubator meeting to discuss next steps for space preparations
11. Radio interview on WCHM re: current and future economic development projects
12. Coordinated space for June small business development class location
13. Located properties for realtor that would meet minimum qualifications for package sales
14. Gathered stats and data for Main Street monthly report
15. Reviewed and researched documents for property owner for potential sale

Community Development & Special Projects

1. Sent flyer and post cards for Entertainment District as requested
2. Created facebook events and posts for social media and Instagram
3. Phone call with realtor Maria Queriapa re: housing team and Hispanic small businesses
4. Attended and judged marketing and advertising campaign proposals from Piedmont Mass Comm Students
5. Hosted and conducted Leadership Development workshop with Young Professionals group
6. Ordered new signs for Dog Park
7. Facilitated and coordinated space for Chamber of Commerce to host Canva for Beginners class

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Tourism and Special Events

1. Weekly meetings with Noah

NOAH April REPORT

Special Events and Tourism

1. Distributed 2025 Big Red Apple Festival applications to new/previous vendors
2. Distributed 2025 Catch Me in Cornelia applications to new/previous vendors
3. Created social media posts regarding 2025 Big Red Apple Festival, Cornelia Music Festival and Catch Me in Cornelia.
4. Maintained vendor spreadsheets for 2025 Big Red Apple Festival, Cornelia Music Festival and Catch Me in Cornelia Vendors.
5. Collected and filed vendor payments for Big Red Apple Festival, Cornelia Music Festival and Catch Me in Cornelia.
6. Confirmed and secured necessary utilities for the Cornelia Music Festival (Beverage trailer, vehicles, and generators).
7. Attended and helped facilitate the Cornelia Music Festival
8. Communicated with Police and Public Works on needs for Catch me in Cornelia
9. Communicated with vendors on necessary set up times and rules for Catch Me in Cornelia #1

Downtown Development

1. Attended and facilitated the Cornelia DDA meeting.
2. Attended Hospitality and Tourism Meeting.
3. Updated city website with current information.
4. Gathered links, photos, and descriptions for the new Discover Cornelia website.
5. Completed 16 site visits (Circle of Hope Thrift Store, Geek Computer Services, Sharing and Caring, Henry L Simmons Law Office, Hillside Baptist Church, Westbrook Trucking, Westbrook Motors, Waste Away Disposal, Chattahoochee Professional Door Inc, Crossfit Change, Higgins Construction & Realty, Velo Factory, Habersham Storage Solutions, Lifted Spirit Wellness & Massage, Loudermilk Boarding House, Ericks Tires).
6. Completed Community Activity Report for April.
7. Completed Main Street Monthly report for May.
8. Published 4 weekly newsletters.

Community Development & Special Projects.

1. Volunteered at Picklesham Palooza Tournament @ Habersham Aquatic Center
2. Attended Ribbon Cutting @ Freedom Business Management & Cooper Technologies
3. Attended Ribbon Cutting @ Myth and Legend
4. Attended Habersham Power Hour @ Surcheros