

Jackson County Board of Commissioners
Meeting Minutes

Monday, October 4, 2021 • 6:00 P.M.

The Jackson County Board of Commissioners met on Monday, October 4, 2021 at 6:00 p.m. in the Jury Assembly Room at the Jackson County Courthouse, 5000 Jackson Parkway, Jefferson, Georgia.

Commissioners Present: Tom Crow, Chairman
Jim Hix, Commissioner District 1
Ralph Richardson, Jr., Commissioner District 3
Marty Seagraves, Commissioner District 4

Commissioners Absent: Chas Hardy, Commissioner District 2

Staff Present: Kevin Poe, County Manager
Gina Roy, Assistant County Manager
Ericka Johnson, Deputy Clerk

Press: Mike Buffington, Jackson Herald/Mainstreet News

A. **CALL TO ORDER:**

Chairman Tom Crow called the meeting to order at 6:01 p.m.

B. **INVOCATION:**

Kevin Poe, County Manager, gave the invocation.

C. **PLEDGE OF ALLEGIANCE:**

Chairman Tom Crow led the Pledge of Allegiance.

D. **APPROVAL OF MINUTES:**

Commissioner Hix made the motion to approve the minutes for September 20, 2021. There was a second by Commissioner Seagraves. Hearing no discussion, the vote was taken and the motion passed unanimously. (Vote 4 – 0)

Commissioner Hix made the motion to approve the minutes for September 29, 2021. Commissioner Seagraves seconded the motion. Hearing no discussion, the vote was taken and the motion passed unanimously. (Vote 4 – 0)

E. **CITIZEN INPUT:**

Babs McDonald, 1119 Hwy. 330, Athens, GA thanked the board for approving the 12-month housing moratorium. She thought it was a wise decision and expressed her appreciation to the board. She also asked the board to consider social, cultural, and environment impacts when contemplating the implementation of impact fees.

F. **REPORTS:**

None

G. **RECOGNITIONS, APPOINTMENTS AND SPECIAL ITEMS:**

- 1) **Create and Appoint Members to Impact Fee Committee:** (Gina Roy)
To move forward with the study and implementation of impact fees. Legislation requires the BOC appoint an Impact Fee Committee.

Gina Roy, Assistant County Manager, presented the staff report to create and appointment members to serve on an Impact Fee Committee. The committee must consist of no more than ten (10) and 50% of the members need to come from the building, development, banking community. She presented seven (7) members for consideration: Bryan Allen, Walter Barnett, Marty Clark, Bill Cornell, Keith Hayes, Donald Roberts, and Steve Wittry. Ms. Roy also advised there were four other citizens willing to serve: Mary Adams, Shawn Adams, Tawny King, Debbie Caffin.

Chairman Crow made the motion to appoint the seven (7) members recommended to the Committee with the understanding the board could add members so long as the membership does not exceed ten (10) as required. Commissioner Hix seconded the motion. Hearing no discussion, the vote was taken and the motion passed unanimously. (Vote 4 -0)

H. **CONSENT AGENDA:**

None

I. **UNFINISHED BUSINESS:**

None

J. **NEW BUSINESS:**

- 2) **Vacation Leave Buy Back Program:** (Kevin Poe)
To consider a proposal to buy back up to 80 hours of vacation leave from full-time County employees. Receiving the buy back pay would be voluntary on behalf of the employee.

Kevin Poe, County Manager, presented a recommendation for the approval of a one-time buyback of up eight (80) hours of vacation leave from any employee who had more than eight

(80) hours of leave time accrued as long as the remaining balance of their accrued leave time remained at eight 80 hours. He explained if an employee had 100 hours of vacation leave accrued, they would get paid for 20 hours of vacation time, leaving a balance of 80 hours.

Mr. Poe explained there were three primary reasons for the proposal. He reported the county was in financial position to be able to afford it at this time. He noted in the 4th Quarter, employees try to take extra time off so they don't lose any of their vacation time. He believed this would hurt some departments considering the number of vacancies within various departments. Lastly, he believed the buydown of the vacation leave would create additional pay for eligible employees and subsequently improve employee morale. If approved, participation in the buyback program will be voluntary for all employees. Commissioner Richardson encouraged all employees to take vacations. There was a brief discussion regarding when the payments will be processed and the deadline to apply for the program.

Chairman Crow made the motion to approve the Vacation Leave Buy Back Program and the authorized the County Manager to set deadline. Commissioner Richardson seconded the motion. Hearing no discussion, the vote was taken and the motion passed unanimously. (Vote 4 - 0)

K. **ADJOURN:**

Chairman Tom Crow adjourned the business meeting at 6:17 p.m.

WORK SESSION MEETING

This portion of the meeting is to facilitate a discussion on matters requiring a more in-depth review, explanation, and analysis. No formal action will be taken by the Board of Commissioners on any of the items listed below.

L. **CALL TO ORDER:**

Chairman Crow called the work session to order at 6:17 p.m.

M. **UNFINISHED BUSINESS:**

None

N. **NEW BUSINESS:**

3) **Resolution to Adopt the Northeast Georgia Regional Solid Waste Management Plan:**
(Kevin Poe)

Approve and authorize the Chairman to sign a resolution adopting the Northeast Georgia Solid Waste Management Plan.

Kevin Poe, County Manager, explained the purpose of the plan was to meet compliance requirements of the Solid Waste Management Act which handled by the Regional Commission. He reported a public hearing was required and held at the Administrative Building on August 30, 2021. All public participation and procedural requirements had been met. He recommended approval and to authorize the Chairman to sign the resolution

adopting the Northeast Georgia Regional Solid Waste Management Plan. There were no questions from the board.

- 4) **Jackson County Drug & Alcohol Zero Tolerance Plan – Update:** (Kevin Poe)
Approve the Drug & Alcohol Zero Tolerance Plan with updates for Jackson County Transit.

Kevin Poe, County Manager, advised this was a request to approve the Drug and Alcohol Zero Tolerance Plan with the updates. This was required in order to be in compliance with the rules and regulations for funding for the County's Section 5311 Rural Transit Program. He added the policy was updated to reflect a change in Medical Review Officer, lab, and Substance Abuse Professional. There were no questions from the board.

- 5) **Jackson County Transit Title VI Plan Update:** (Kevin Poe)
Approve the updated Title VI of the Civil Rights Act of 1964 for Jackson County Transit.

Kevin Poe, County Manager, explained this was an update to the Title VI of the Civil Rights Act of 1964 to be in compliance with federal regulations for the County's Section 5311 Transit Program. The update included new Census estimates and a limited English Proficiency Plan. There were no questions from the board.

- 6) **Jackson County Transit Procurement Policy Update:** (Kevin Poe)
Approve the updated Procurement Policy for Jackson County Transit.

Kevin Poe, County Manager, advised this was a request to update the County's Transit Department's procedures to conform to the provisions of the federal procurement regulations that govern the Transit Department's use of Federal Transit Administration (FTA) and Georgia Department of Transportation (GDOT) funds. Mr. Poe noted these policies and procedures only pertained to the Transit Department's purchases made with FTA funds for the Transit program. Purchases made with local funds will comply with the County's purchasing policies. There were no questions from the board.

- 7) **Jackson County Transit – Section 5311 Grant Application of SFY 2023:** (Kevin Poe)
Approve and authorize the SFY 2023 Grant Application for the Section 5311 Rural Transit Program with the Georgia Department of Transportation.

Kevin Poe, County Manager, presented the request to approve and authorize the grant application for operating assistance funds for the Section 5311 Rural Transit Program for SFY 2023 in the amount of \$63,126. Mr. Poe reported this funded the bulk of the County's Transit Program. There were no questions from the board.

- 8) **Award Bid for Phase 1 Expansion of Animal Shelter:** (Gina Roy)
Authorize the bid award and approve a contract with Spratlin & Son for Phase 1 of the Animal Shelter expansion project. Original submittal \$1,885,000 and after value engineering with staff \$1,595,000.

Gina Roy, Assistant County Manager, reported this was for the consideration of a bid from the low bidder, Spratlin & Son. This was the second bid process for the Animal Shelter expansion. Due to increased construction prices, the bids were extremely high in the initial bid process. Ms. Roy said the project was separated into smaller phases and rebid. The original low bid was \$1,885,000; however, as a result of reevaluation of engineering, the bid

was reduced to \$1,595,000. This will be for Phase 1 which included all outside work and mandatory Georgia Department of Agricultural items such as roofing, insulation, and a new front area designated for adoptions, cats, viewing, and visiting area. Ms. Roy confirmed Phase 2 will include the work in the rear of the building for the additional of kennels. Chairman Crow asked how many additional animals could be housed. Ms. Roy advised Phase 1 was specifically for an adoption area and this would not increase housing capacity. There was no other discussion.

- 9) **Create New Commission District in Conjunction with the 2020 United States Census:** (Gina Roy)
Approve the Chairman to sign a resolution authorizing the Georgia General Assembly to adopt an amendment to the County Charter to allow for an additional fifth district member to the Board of Commissioners.

Gina Roy, Assistant County Manager, stated Jackson County's population in 2010 was 60,485; however, with the current growth the County's population was 75,907. With the new population total, GIS Manager Joel Logan, tried to redistrict with current commission districts. The County's concentration of growth was in the West Jackson area. Ms. Roy added to meet certain policies and guidelines of the Census and redistricting, it was hard to get the deviation under the required 5%. She further stated the data indicated that a fifth district should be added to create an even distributed deviation of population. Districts 2 and 4 had the largest land mass, but the population would be distributed equally.

If the board adopted the resolution at the next meeting, the process would proceed through local legislation and introduced in a special session in January. Ms. Roy explained the new district map was staff generated. Staff was required to follow Census blocks and groups that contain population. Joel Logan spoke and explained a Census block was a small geographical area generally bound by streets and/or creeks. There was a brief discussion on if there was enough time for the legislature to act on this. Mr. Logan reiterated there was a special session in January 2021 and the goal was to get it in that session. There was also a discussion regarding the development of additional maps for the board's consideration.

Chairman Crow made the motion to approve the resolution to create the new commission district in conjunction with the 2020 United States Census with the exception of the district lines which will be approved at the next meeting in two weeks. He added this will allow staff to move forward in order to get this to the special session of the Georgia General Assembly. Hearing no discussion, the vote was taken and the motion passed unanimously. (Vote 4 – 0)

- 10) **Propose a Charter Amendment to Align with the Proposed New BOC District:** Gina Roy)
Approve Chairman to sign a resolution on behalf of the Jackson County Board of Commissioners authorizing the Georgia General Assembly to adopt an amendment to the County Charter to allow for the staggered election process and allow for voting criteria with an additional fifth district member.

Gina Roy, County Manager, presented the staff report for a proposed Charter amendment that would align with a new fifth district. This will allow for the fifth district to be voted on by the public and allow for the Chairman to make motions and vote. She reported with the added fifth district, the board would require a quorum of four to pass any item of business. If there was a tie vote, the motion would die. Chairman Crow said a correction was needed in the amendment stating that the Chairman was required to vote and be able to make motions. There was no other discussion.

Chairman Crow made the motion to approve the Charter amendment to align with the proposed new district. Commissioner Richardson seconded the motion. Hearing no discussion, the vote was taken and the motion passed unanimously. (Vote 4 – 0)

11) **Approve Professional Services Contract for the Development of Impact Fees:** (Gina Roy)

To approve a professional services contract for the development of impact fees with Jerry Weitz & Associates collaborating with RS&H in which the contract is a not to exceed amount of \$98,280.

Gina Roy, Assistant County Manager, said with the adoption of the moratorium, staff was moving forward with the action items requested by the commission. She advised impact fees within the state required a special role and there were only two consultants in the state that conducted this type of work. The two consultants were interviewed. Staff recommended Jerry Weitz and Associates in collaboration with RS&H

Ms. Roy explained a transportation planner was required because part of the impact fee in unincorporated Jackson County would help fund roads and their maintenance. The proposed contract was not to exceed in the amount of \$98,280, billed hourly, which could result in being less than the quoted amount. Staff recommended approval. There was a question concerning the role of the Impact Fee Committee. Ms. Roy explained the role and duties of the committee. There were no other questions from the board.

12) **Tower and Ground Lease Agreement – Arcade Site:** (Kevin Poe)
To consider approval of a Tower and Ground Lease Agreement with the Jackson County Water & Sewerage Authority (JCWSA) for the purpose of installing and operating a public safety radio communications tower and related equipment.

Kevin Poe, County Manager, advised a Tower and Ground Lease Agreement was drafted between the County and the Jackson County Water & Sewerage Authority for property located behind the Arcade City Hall. This was a former site of a water tower. It was determined this was an ideal site for the County's new public safety radio communications tower. The cost will be \$1 per year. There were no questions from the board.

13) **Tower Lease Agreement – Commerce Site:** (Kevin Poe)
To consider approval of a Tower Lease Agreement with Georgia Power Company for the purpose of installing and operating public safety radio communications related equipment on an existing Georgia Power tower.

Kevin Poe, County Manager, advised this was an agreement for a tower site in Commerce. He believed the best option was to enter into a tower lease agreement with Georgia Power. Approval of the lease agreement will grant the County access to the tower and allow the County to install necessary equipment on the tower and store other equipment in the equipment room located on the property. The initial term of the lease was fifteen years, with two, five-year renewals. The rent was \$300 per month and will increase 5% per year throughout the term of the agreement. There were no questions from the board.

O) **EXECUTIVE SESSION:**

None

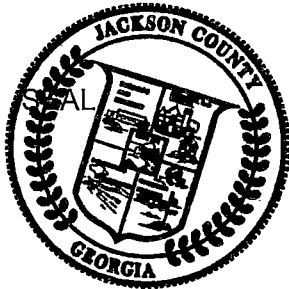
P) **ADJOURN:**


Chairman Tom Crow declared the meeting adjourned at 7:06 p.m.

All printed material/documentation presented is filed in Board Minute Addendum Book No. 13-Q and hereby becomes a part of the official minutes.

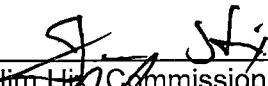
Minutes Approved: Monday, October 18, 2021

JACKSON COUNTY BOARD OF COMMISSIONERS

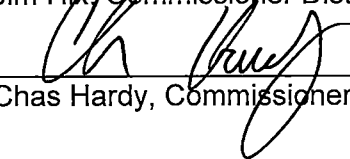




Tom Crow, Chairman




Jim Hick, Commissioner District 1



Chas Hardy, Commissioner District 2

Ralph Richardson, Jr., Commissioner District 3

Attest: 

Ericka Johnson, Deputy Clerk



Marty Seagraves, Commissioner District 4