



Jackson County Board of Commissioners
Meeting Minutes

Monday, November 1, 2021 • 6:00 P.M.

The Jackson County Board of Commissioners met on Monday, November 1, 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
Marty Seagraves, Commissioner District 4

Commissioners Absent: Chas Hardy, Commissioner District 2
Ralph Richardson, Jr., Commissioner District 3

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:**

Commissioner Marty Seagraves led the Pledge of Allegiance.

D. **APPROVAL OF MINUTES:**

A motion was made by Commissioner Hix, seconded by Commissioner Seagraves, to approve the minutes for October 18, 2021. The vote was taken and the motion passed unanimously. (Vote 3 – 0)

E. **CITIZEN INPUT:**

Babs McDonald, 1119 Hwy. 330, addressed the board. She told the board Athens-Clarke County Government was inviting and encouraging citizens to volunteer and serve on boards,

commissions, and other committees. She noticed there was no item on tonight's agenda to discuss or approve the three (3) citizens who volunteered to serve on the Impact Fee Committee. Ms. Babs wanted to know when the individuals would be appointed. Chairman Crow explained the board want the initial seven members to get started and then make a determination if other members were needed. It was reiterated the committee could consist of up to ten members and 50% or more should be in the building/real estate field. Chairman Crow expressed his appreciation to those who served as volunteers.

F. **REPORTS:**

None

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

None

H. **CONSENT AGENDA:**

None

I. **UNFINISHED BUSINESS:**

None

J. **NEW BUSINESS:**

Chairman Crow reported there was a need to add an item concerning the Paul Hill property: A motion was made by Chairman Crow, seconded by Commissioner Seagraves, to add this to the agenda for consideration. The vote was taken and the motion passed unanimously. (Vote 3 – 0)

Paul A. Hill Property:

County Manager Kevin Poe reminded members the board approved the purchase of property from Paul Hill for a park, referred to as River Glen Park. He explained since the board will pay for the purchase of the park over two (2) years, a public hearing was required to officially approve the purchase. Mr. Poe anticipated the closing will be held on November 15, 2021. He also confirmed a property boundary survey, an Environmental Phase 1 study, and title work were completed. He asked the board for approval to hold a public hearing on November 15, 2021 regarding the purchase and authorize staff to advertise the public hearing. There were no questions.

Chairman Crow made the motion to approve the recommendation and hold a public hearing concerning the purchase of the Paul Hill property at the November 15, 2021 meeting and authorize staff to advertise as required by law. Commissioner Seagraves seconded the motion. The vote was taken and the motion passed unanimously. (Vote 3 – 0)

K. **ADJOURN:**

Chairman Tom Crow adjourned the business meeting at 6:12 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 6:12 p.m.

M. **UNFINISHED BUSINESS:**

None

N. **NEW BUSINESS:**

- 1) **Resolution Declaring Certain Real Property as Surplus Property:** (Kevin Poe)
Approve a resolution that would declare the real property identified at Parcel B02 011 (0.35 acres) as surplus property

County Manager Kevin Poe Kevin advised during the course of acquiring right-of-way for the Zion Church Road project, the County purchased a piece located at Hwy. 124 and Hwy. 53. However, a remnant parcel remained identified as Parcel B02 011 and consisted of 0.35 acres. Mr. Poe told members there had been a number of inquiries on the property. After a review, Mr. Poe determined the parcel did not have any value to the County and there were no plans to utilize it for any public purpose. He recommended approval of a resolution authorizing the sale of the property by sealed bids.

- 2) **Airport Annual Capital Improvement Plan Submission:** (Kevin Poe)
To approve the Annual Capital Improvement Plan submittal for the Jackson County Airport

Kevin Poe, County Manager, reported each year every public use airport in Georgia was required to update and submit a 5-year Capital Improvement Plan to the Georgia Department of Transportation. For any project to be considered for state and F.A.A funding must be included in the 5-year Capital Improvement Plan. Mr. Poe said the pavement rehabilitation and airport layout plan were probably the two projects the County would receive funding for. He noted there was also interest in the runway extension. \$200,000 was budgeted this year to help with the pavement rehabilitation project. Mr. Poe further stated this plan was recommended by the Airport Authority.

- 3) **GIS Department Fee Schedule:** (Kevin Poe)
To request that the Board of Commissioners approve a fee schedule for the GIS Department

Kevin Poe, County Manager, recommend an update to the fee schedule for the GIS Department and add new fees related to addressing and data sales. He said this was needed because there was an increase in activity and the funds would offset some of the cost. Joel Logan, GIS Manager, spoke and explained the increase in the volume of addressing work for

the county and the cities. He also shared the proposed fees were in-line with other governments. Chairman Crow asked staff to review fees to ensure they were sufficient.

- 4) **Increase in Ambulance Rates:** (Kevin Poe)
To request an increase in current ambulance fees. The increase in fees will be effective January 1, 2022

Kevin Poe, County Manager, advised staff had not reviewed the EMS Fee Schedule since 2015. Mr. Poe reviewed the fees for surrounding counties. The proposed, new fees were close to the average for several jurisdictions. Mr. Poe acknowledged a review of these fees should be conducted more often. There was a brief discussion concerning how the Medicare rates had not changed since the early 1990's. Although, Medicare planned to increase their rates, Mr. Poe said this still did not cover the full cost of service.

- 5) **Revision of the Solid Waste Transfer Station Tipping Fee Schedule:** (Kevin Poe)
To request that the Board of Commissioners approve a revised tipping fee schedule for the Solid Waste Transfer Station

Kevin Poe, County Manager, presented the staff report. He said there was a need to increase the tipping fee schedule for the Solid Waste Transfer Station to keep with operational costs and to provide additional revenue to make significant changes to the transfer station. Mr. Poe noted in October 2020, the County processed 6,500 tons of garbage; however, in October 2021, 10,000 tons were processed.

He also reminded members staff continued to work with engineering consultants to make improvements and a develop a new area for household garbage and yard waste. The proposed cost increase across the board was \$6.50 per ton.

- 6) **Professional Design Services for EMS Station 3 Addition:** (Kevin Poe)
To consider contracting with Precision Planning, Inc. to provide professional design services for EMS Station 3 addition

Kevin Poe, County Manager, presented the staff report and reported in the FY22 budget, the board approved an addition to EMS Station 3 with anticipation the part-time unit will eventually go to full-time. He said Precision Planning was the architect that completed the original building. They submitted a proposal to provide completing the design, bidding and construction administration. Precision Planning proposed a fee on an hourly basis not to exceed \$75,000 plus reimbursable expenses. There was a brief discussion concerning the reimbursables. Mr. Poe confirmed the reimbursable expenses included mileage, photographic enlargements, reductions, reproductions, blueprinting, and courier services.

- 7) **Agreement for Lease of Braselton Christian Academy Gym:** (Kevin Poe)
To approve a lease agreement between Steve N. Payne dab LRNASULAY, Inc. and Jackson County Board of Commissioners for use of the gym at Braselton Christian Academy (BCA)

Kevin Poe, County Manager, advised Parks & Recreation was running out gym space for various programs particularly on the west side of the County. The County had rented the gym at Braselton Christian Academy (BCA). Mr. Poe reported staff was interested in entering into a five-year lease for the gym to be used by the Parks & Recreation Department. The monthly lease will start out \$1,000 per month for the first year and increase to \$1,500 in the fifth year.

Mr. Poe said the lessor, Mr. Steve Payne will be responsible for maintaining the building including electrical, mechanical (HVAC) and plumbing systems. He will also be responsible for paying for the utilities. Jackson County will pay a flat rate of \$300/month for utilities. Additionally, the lease will allow the County to make new capital improvements such as new flooring, scoreboards, bleachers, and/or goals. However, if the County terminated the lease after five years, the County would get some of the costs reimbursed less 5% depreciation per year.

Ricky Sanders, Parks & Recreation Director, reviewed the potential usage for the facility. He also reviewed the proposed improvements for the facility which included new flooring. Currently the floor was carpeted. Other possible improvements included the installation of new scoreboard. The entire facility included approximately 6,000 square feet. If approved, the County will have exclusive use of the facility.

O) **EXECUTIVE SESSION:**

None

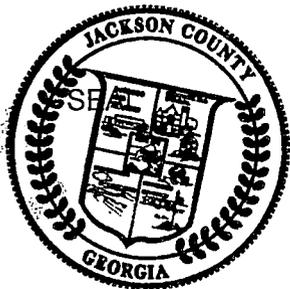
P) **ADJOURN:**

Chairman Tom Crow declared the meeting adjourned at 6:47 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, November 15, 2021

JACKSON COUNTY BOARD OF COMMISSIONERS

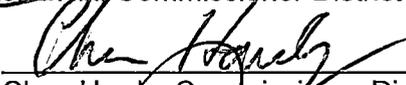




Tom Crow, Chairman



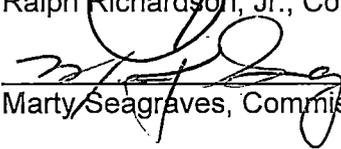
Jim Hix, Commissioner District 1



Chas Hardy, Commissioner District 2



Ralph Richardson, Jr., Commissioner District 3



Marty Seagraves, Commissioner District 4

Attest: 

Ericka Johnson, Deputy Clerk