



Jackson County Board of Commissioners

September 18, 2023 at 6:00 PM
Jury Assembly Room - County Courthouse

MINUTES

1. Call to Order - Chairman Tom Crow

Chairman Tom Crow called the meeting to order at 6:00 PM.

Commissioners Present: Chairman Tom Crow
Commissioner Jim Hix, District 1
Commissioner Chas Hardy, District 2
Commissioner Chad Bingham, District 3
Commissioner Marty Seagraves, District 4
Commissioner Marty Clark, District 5

Staff Present: Chip Ferguson, County Attorney
Kevin Poe, County Manager
Gina Roy, Assistant County Manager
Jamie Dove, Public Development Manager
Ericka Johnson, Deputy Clerk

Press: Mike Buffington, Mainstreet News/Jackson Herald

2. Invocation - Kevin Poe, County Manager

Kevin Poe, County Manager gave the invocation.

3. Pledge of Allegiance - Commissioner Marty Clark

Commissioner Marty Clark led the Pledge of Allegiance.

4. Approval of Minutes

A. August 21, 2023 Draft Minutes

To approve the minutes for August 21, 2023

Commissioner Bingham moved to approve the minutes for August 21, 2023. Commissioner Seagraves seconded the motion. The vote was taken and the motion passed unanimously. (Vote 6 – 0)

B. September 6, 2023 Draft Minutes

To approve the minutes for September 6, 2023

Commissioner Clark moved to approve the minutes for September 6, 2023. Commissioner Seagraves seconded the motion. The vote was taken and the

motion passed unanimously. (Vote 6 – 0)

C. September 13, 2023 Draft Minutes

To approve the minutes for September 13, 2023

Commissioner Bingham moved to approve the minutes for September 13, 2023. Commissioner Hardy seconded the motion. The vote was taken and the motion passed unanimously. (Vote 6 – 0)

5. Citizen Input

Each speaker is provided up to four (4) minutes to address the board on any item that is not listed on this agenda.

There were no comments.

6. Reports

From Commissioner Chad Bingham:

- Reported he and the county manager participated in a Washington D.C fly-in with members of the Jackson County Chamber of Commerce. He thanked them, along with Jackson EMC officials, for their efforts to organize the event.

7. Recognitions, Appointments, and Special Items

**A. Recognize Commissioner Marty Clark as a Certified County Commissioner
To recognize Commissioner Clark for the successful completion of the required courses needed to become a Certified County Commissioner**

Chairman Crow recognized and congratulated Commissioner Marty Clark on the successful completion of the required courses to become a certified county commissioner.

8. New Business

**A. Adopt Fiscal Year 2024 Budget Resolution
To adopt the fiscal year 2024 budget resolution**

Kevin Poe, County Manager, presented the proposed resolution for the adoption of the FY 2024 Budget. This budget included the General Fund, Special Revenue Fund, Enterprise Fund, and Capital Projects Fund. All budgets were balanced and compliant with the county code. The budget was balanced with some available Fund Balance; however, there were still approximately four (4) months of reserves in the Fund Balance. Mr. Poe noted the budget included a full rollback of the millage rate.

Chairman Crow moved to approve the resolution adopting the Fiscal Year 2024 Budget. Commissioner Clark seconded the motion. The vote was taken and the motion passed unanimously. (Vote 6 – 0)

B. Adopt 2023 Tax Levy Resolution

To approve the 2023 Tax Levy Resolution to adopt ad valorem tax rate for the tax year 2023/fiscal year 2024

Kevin Poe, County Manager, presented the resolution to adopt the various millage rates. He proposed a County millage rate of 7.748 mills for the incorporated area and a levy of 6.17 for the unincorporated area. The resolution also included the rates for the Jackson County Board of Education, who set their millage rate at 15.49 mills for M&O and levied 2.6 mills for school bond payments. The resolution also included the recommended millage rates for all of the various fire districts.

Chairman Crow moved to approve the 2023 Tax Levy Resolution. Commissioner Bingham seconded the motion. The vote was taken and the motion passed unanimously. (Vote 6 – 0)

Chairman Crow then moved to approve the PT-35 Form as prepared.

Commissioner Bingham seconded the motion. The vote was taken and the motion passed unanimously. (Vote 6 - 0)

C. Creation of a Street Light Special Tax District for Southwind Subdivision

To authorize the Chairperson to establish a special tax district for street lights for Southwind. An application has been submitted by Angie Wiggins as authorized representative.

Jamie Dove, Public Development Director, presented the staff report for the creation of a special tax district for streetlighting for Southwind Subdivision. Ms. Dove reported at final plat, the development will have a total of 135 total lots with 47 streetlights. Chip Ferguson, County Attorney, opened the public hearing for comment. There were no comments in support of the application and there was no opposition. The public hearing was closed. Commissioner Clark moved to approve the special tax district for Southwind Subdivision. Commissioner Seagraves seconded the motion. The vote was taken and the motion passed unanimously. (Vote 6 – 0)

D. Transit 5311 SFY25 Grant Application

To continue 5311 transit operating and capital assistance for state fiscal year 2025

Gina Roy, Assistant County Manager, presented a request for approval of the Transit 5311 SFY25 Grant Application with the Georgia Department of Transportation. This year the program was eligible to receive \$86,161. Chairman Crow moved to approve the Transit 5311 SFY25 Grant Application. Commissioner Hix seconded the motion. The vote was taken and the motion passed unanimously. (Vote 6 – 0)

E. Jackson County Transit SFY24 NEGRC/DHS Contract Approval

To approve the SFY24 NEGRC contract for DHS coordinated transportation.

Gina Roy, Assistant County Manager, presented the request for the approval of the SFY24 Transit Program with the Northeast Georgia Regional Commission.

This program was a part of the Public Works Department. Chairman Crow moved to approve the Jackson County Transit SFY24 NEGRC/DHS contract. Commissioner Seagraves seconded the motion. The vote was taken and the motion passed unanimously. (Vote 6 - 0)

F. **Consider the SFY 2024 Multi-funded Aging Services Contract with the Northeast Georgia Regional Commission**

Attached is the SFY 2024 Multi-funded Aging Services Contract for your county with the Northeast Georgia Regional Commission. This agreement goes from July 1, 2023, to June 30, 2024.

Gina Roy, Assistant County Manager, presented the request to the board. This contract was for state and federal funding for Aging Services at the Jackson County Senior Center in the amount of \$357,911.07. The County's match was \$18,886. Chairman Crow moved to approve the SFY 2024 Multi-funded Aging Services contract with the Northeast Georgia Regional Commission. Commissioner Clark seconded the motion. The vote was taken and the motion passed unanimously. (Vote 6 – 0)

G. **SFY24 Senior Center Transportation Services MOU Agreement with the Regional Commission**

SFY 2024 Transportation Services MOU Agreement for the Senior Center with the Northeast Georgia Regional Commission to provide transportation to eligible Department of Human Services clients

Gina Roy, Assistant County Manager, presented the request for approval of the contract with the Northeast Georgia Regional Commission to provide transportation for seniors. Chairman Crow moved to approve the SFY24 Senior Center Transportation Services MOU Agreement with the Regional Commission. Commissioner Clark seconded the motion. The vote was taken and the motion passed unanimously. (Vote 6 – 0)

H. **Award bid for Senior Center Additions and Renovations Project**
To award bid to complete renovations and additions located at the Senior Center

Kevin Poe, County Manager, reported that staff accepted bids for the renovation and addition for the Senior Center. This was a Community Development Block Grant (CDBG) to help with the construction. Three (3) bids were received, and the low bidder was Sunbuilt Builders, Inc. who submitted a bid in the amount of \$2,294,000. Mr. Poe said there was an alternate bid to replace the freezer/cooler in the amount of \$95,407. He confirmed there were funds available to cover the cost. The total amount of the bid, including the freezer, was \$2,389,407.

Chairman Crow moved to award the contract to Sunbuilt Builders, Inc. Commissioner Bingham seconded the motion. The vote was taken and the motion passed unanimously. (Vote 6 – 0)

I. **Select Construction Vendor for Animal Shelter Phase II Renovations and Additions Project**

Kevin Poe, County Manager, reported staff had accepted bids for the Phase II

renovations and addition to the Animal Shelter. The bids were over budget, so Mr. Poe asked the board to officially reject all bids. He added staff planned to make revisions to the project scope. Chairman Crow moved to reject all bids. Commissioner Bingham seconded the motion. The vote was taken and the motion passed unanimously. (Vote 6 – 0)

J. Capital Improvement Element (CIE) and Community Work Program Annual Update

An annual update of the Capital Improvement Element (CIE) and Community Work Program is required by the Georgia Department of Community Affairs (DCA)

Jamie Dove, Public Development Director, presented the staff report. She explained this would be an annual update moving forward after the initiation of the Impact Fees. Each year, the Capital Improvement Element and the Community Work Program will be updated as required by the Georgia Department of Community Affairs (DCA). Ms. Dove reported staff had amended the four tables that were within that detail the "schedule of improvements" for the four categories/service areas that collect impact fees. The tables were within a five-year range, so they needed to be amended to show said schedules from 2024-2028. Funds within Park and Open Space Land Acquisition was amended in terms of start and end date and the Skelton Road and SR 332 full-scale intersection improvements were moved to an earlier start and end date.

Ms. Dove further stated this was a public hearing and she asked for authorization to transmit the update to the Northeast Georgia Regional Commission (NEGRC) and DCA. Chip Ferguson, County Attorney, opened the public hearing for comment. There no comments and the public hearing was closed. Chairman Crow moved to approve the request. Commissioner Bingham seconded the motion. The vote was taken and the motion passed unanimously. (Vote 6 – 0)

K. Change order with Reeves Young for purchase of generator for the new Administration Building.

To approve a change order with Reeves Young to purchase a generator for the new Administration Building

Kevin Poe, County Manager, reported the purchase of the generator for the new Administration Building was not part of the Reeves Young contract. He added the intention was for the County to directly purchase the generator for the project. Purchasing had put the generator out to bid twice; however, no bid was received. He stated County staff then turned to Reeves Young to see if they could put the generator out to bid and add this item to their overall construction contract.

They received several bids and those bids were reviewed by Reeves Young and county staff. The cost to add the generator to the Reeves Young contract was \$270,632. Mr. Poe further stated it was important to get the generator ordered as soon as possible since there was a 12-month lead time to get the generator delivered.

Chairman Crow moved to approve the change order with Reeves Young for the purchase of the generator for the new Administration Building. Commissioner Seagraves seconded the motion. The vote was taken and the motion passed unanimously. (Vote 6 – 0)

9. Zoning Related Business

New Business:

1. **MA-23-0122 : Lu Hsu, Woods Bridge Road, Commerce; 13.96 acres (Map 048/Parcel 013B)**

Request to change the Character Area Map from "Rural" to Suburban

Jamie Dove, Public Development Director, presented the staff report for MA-23-0122. This request was for a map amendment to change the character area map from rural to suburban. A concept plan was not required. Water was available for the property, but sewer was not. The Planning Staff recommended denial of the request. The Planning Commission recommended approval.

Chip Ferguson, County Attorney, opened the public hearing for comment. Lu Hsu addressed the board in support of the application. There was no opposition and the public hearing was closed. Commissioner Hardy moved to approve MA-23-0122. Commissioner Hix seconded the motion. The vote was taken and the motion passed unanimously. (Vote 6 – 0)

2. **RZ-23-0189 : Denise Craymer, 5183 Holly Springs Road, Pendergrass; 9.29 acres (Map 089/Parcel 066)**

Request to Rezone from A-2 (Agricultural Rural Farm District) to AR (Agricultural Residential) in order to subdivide into 3 tracts

Jamie Dove, Public Development Director, presented the staff report for RZ-23-189. She explained the applicant desired a rezoning from A-2 to A-R in order to provide the property into three (3) tracts. Water was available on the property; however, sewer was not. Staff recommended approval with one (1) condition.

1. A shared driveway shall be utilized for two of the proposed tracts; therefore, there shall be a total of two driveways instead of three.

The Planning Commission recommended approval with the same condition. Chip Ferguson, County Manager, opened the public hearing for comment. Denise Craymer, 74 Georgia Avenue, Maysville, GA addressed the board and explained that she wanted to divide the property to give to their children. There was no opposition to the request and the public hearing was closed. Commissioner Clark moved to approve RZ-23-0189 with the one (1) recommended condition

A Commissioner Seagraves seconded the motion. The vote was taken and the motion passed unanimously. (Vote 6 – 0)

10. Adjournment

Chairman Tom Crow declared the meeting adjourned at 6:40 p.m.

Jackson County Board of Commissioners
Approved: October 2, 2023



Tom Crow

Tom Crow, Chairman

Jim Hix

Jim Hix, District 1 Commissioner

Chas Hardy, District 2 Commissioner

Chad Bingham

Chad Bingham, District 3 Commissioner

Marty Seagraves

Marty Seagraves, District 4 Commissioner

Marty Clark

Marty Clark, District 4 Commissioner

Attest: *Ericka Johnson*
Ericka Johnson, Deputy Clerk

