



**City of Jasper**  
**200 Burnt Mountain Road**  
**Jasper, GA 30143**  
 MINUTES | WORK SESSION MEETING  
 Thursday, March 31, 2022, 6:00 PM

**MEMBERS PRESENT**

Mayor Steve Lawrence  
 Folsom C. Proctor, M.D.  
 Kirk Raffield  
 Anne Sneve  
 Jim Looney  
 John Foust

**STAFF**

Sonia Jammes  
 Kim Goldener  
 Josh Davis  
 Tara Benson  
 David Hall  
 Stacy Johnson  
 Lindsey Williams

**GUESTS IN ATTENDANCE**

Mark Baumgart  
 Scott Gordon

**MEMBERS ABSENT**

None

**PRESS**

Mari Livsey – KnowPickens  
 Dan Pool – Pickens Progress  
 Fetch Your News

**LEGAL COUNSEL**

R. David Syfan

<b>AGENDA ITEM:</b> Call Meeting to Order		<b>PRESENTER:</b> Mayor Steve Lawrence
<b>DISCUSSION:</b> Mayor Lawrence seeing a quorum called the meeting to order. Mayor Lawrence called on Councilmember John Foust to give the invocation. Councilmember Kirk Raffield led the Pledge of Allegiance.		
<b>ACTION ITEMS</b> None	<b>PERSON RESPONSIBLE</b> N/A	<b>DEADLINE</b> N/A

<b>AGENDA ITEM:</b> Adopt Agenda		<b>PRESENTER:</b> Mayor Steve Lawrence
<b>DISCUSSION:</b> Mayor Lawrence modified the agenda to add executive session at the end for legal purposes.		
<b>CONCLUSION:</b> Mayor Lawrence called for a motion to adopt the agenda as amended. Councilmember Raffield made a motion to approve. Councilmember Jim Looney provided a second. Motion to approve passed unanimously.		
<b>ACTION ITEMS</b> None	<b>PERSON RESPONSIBLE</b> N/A	<b>DEADLINE</b> N/A

<b>AGENDA ITEM:</b> Old Business #1 Consideration and approval of revisions to alcohol ordinances #2022-02		<b>PRESENTER:</b> Sonia Jammes
<b>DISCUSSION:</b> City Manager Sonia Jammes provided background information to evaluate some of the economic needs and long-term viability and sustainability of our downtown (CBD). Staff is asking to amend the alcohol ordinance to make allowances for some new types of business that are wanting to open in our vibrant downtown. Staff has worked with City Attorney David Syfan on updating outdated ordinance that were set in place in 1979. Mr. Syfan reviewed the proposed items in consideration. Sec. 10-29. – Application Sec. 10-35. – Review of application by city council Sec. 10-39. – Term of license; fees. Sec. 10-40. – License renewal. Sec. 10-130. – Package and on premises sales restrictions Sec. 10-136. – Happy hour and other promotions prohibited		

Sec. 10-309. – Permitted locations; access  
 Sec. 10-315. – Patios and open areas

Mr. Syfan asked Mayor and Council for feedback and direction on the changes such as assistant living pouring license as well as other facilities such as high-end beer without food. Discussion of food sale requirement and if food trucks would be in consideration.

**CONCLUSION:**

Mr. Syfan to review Council feedback to bring to April 4<sup>th</sup> council meeting.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	N/A	N/A

<b>AGENDA ITEM:</b> Old Business #2 Discussion of conceptual drawing from CPL for downtown restrooms.	<b>PRESENTERS:</b> Mark Baumgart Scott Gordon
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**DISCUSSION:**

Scott Gordon with CPL Team reviewed the drawings of the downtown restrooms. Council discussed wanting to preserve the historical look to Main Street as well as safety issues with internal space. Further discussion on changing the roof lines and possibility replacing exterior walls to separate bathroom stalls for men, woman and unisex. Council expressed different opinion on having all the bathrooms as unisex.

Mayor Lawrence asked for information on how much more time would this take to be re-engineered and be able to send out to a contractor. Mr. Gordon stated if everyone can reach a consensus and everyone is happy, it would be weeks not months. Mr. Baumgart added that with all the changes and new building codes, it may set them back to square one. Mr. Gordon suggested that a committee be set up to design moving forward. Mr. Gordon added that the original goal was speed, swiftness, and cost effectiveness.

**CONCLUSION:**

CPL team will work with Kim Goldener, Councilmember Jim Looney, and Councilmember Folsom Proctor in the design for the downtown restrooms.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Create a new design for the bathrooms.	CPL Team	N/A

<b>AGENDA ITEM:</b> New Business #1 Consideration and approval of ArcGIS additional user license and upgrades -\$27,000	<b>PRESENTER:</b> Sonia Jammes
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**DISCUSSION:**

Ms. Jammes request the purchase of a second ArcGIS license. This will allow for multiple editors of the city database. Staff has already started collecting information in the field and a second license will allow for timely updates in the ArcGIS. The system stores information of plans, GPS points, and state plane coordinates. The system will help provide developers with more accurate information on infrastructure. Having a second license to edit will require an addition of an ESRI ArcGIS centralized server to manage the edits. The server will allow the viewer workstations to update on a nightly basis instead of quarterly. Staff is requesting the purchase of the second license with an upgrade to existing license, and the addition of a cloud based ESRI ArcGIS server. The cost to add the license and server and upgrading the existing license is \$27,625. The annual recurring cost for maintenance and support is \$18,700.

**CONCLUSION:**

Councilmember Raffield made a motion to approve proposed upgrades to the City’s ESRI ArcGIS System in the amount of \$27,625. Council member Sneve provided a second. After discussion Councilmember Raffield amended the motion to include the annual recurring cost for maintenance and support. Councilmember Sneve provided a second. Motion to approve passed unanimously.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Add license and server with maintenance and support.	N/A	N/A

**AGENDA ITEM:** New Business  
 #2 Consideration and approval Fog Policy Ordinance #2022-03 **PRESENTER:** Kim Goldener

**DISCUSSION:**

Mrs. Goldener approached Mayor and Council with a FOG Policy. (Fats, Oils, and Grease Management) This would be a revision to the existing Code Section 82-270. The FOG policy will formalize requirements regarding the installation and maintenance of a grease interceptor system (commonly referred to as grease traps) to protect the City’s wastewater collection system, treatment plant, and water of the state. This policy will allow our Planning & Development Department the framework to make consistent decisions and directives regarding installation requirements when evaluating new developments, as well existing sites undergoing renovations. The policy also defines the expectations that the customers or “users” must follow regarding routine maintenance and repair and provide a progress scale for the City to use when addressing noncompliance issues with the policy. Staff proposes revisions to Section 82-270 “Separators, Interceptors, and Traps” of Code which incorporates the new FOG policy into the ordinance by reference and establishes that uses are bound by the most current version of the policy. A statement has also been added to the ordinance that violations of the ordinance and policy are subject to the maximum fees and penalties allowed by City. The City’s Attorney, R. David Syfan, has also reviewed the proposed policy and ordinance revisions, and given the okay on the language included within.

**CONCLUSION:**

Mayor Lawrence called for a motion to approve Ordinance 2022-03 FOG policy. Councilmember Sneve made a motion to approve. Councilmember Raffield provide a second. Motion to approve passed unanimously.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Adopt FOG Policy	N/A	N/A

**AGENDA ITEM:** New Business  
 #3 Consideration and approval of purchase of Raw Water Pump **PRESENTER:** David Hall

**DISCUSSION:**

Mr. Hall requested the approval of replacement of #1 RWP from ProPump Solutions in the amount of \$40,386.25 and D. Wilson Electric in the amount of \$12,000. Mr. Hall stated that the money would be coming from bonds that previous City Manager received from paying off GEFA loan.

**CONCLUSION:**

Councilmember Looney made a motion to approve purchase of Raw Water Pump from Pro-Pump Solutions in the amount of \$40,386.25 and the electric in the amount of \$12,000 from D. Wilson Electric. Councilmember Raffield provided a second. Motion to approve passed unanimously.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**AGENDA ITEM:** New Business  
 #4 Consideration and approval of purchase of Inventory Parts for the Waste-Water Plant **PRESENTER:** David Hall

**DISCUSSION:**

Mr. Hall is seeking approval to order bearings from B&D Industrial to have stock for the wastewater treatment plant if repairs need to be made to the aeration system. The recent breakdown in the supply chain led to a four-month lead time for delivery.

**CONCLUSION:**

Councilmember Raffield made a motion to approve the purchase of inventory parts for Waste-Water Plant in the amount of \$13,675.15. Councilmember Sneve provided a second. Motion to approve passed unanimously.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	N/A	N/A

<b>AGENDA ITEM:</b> New Business		<b>PRESENTER:</b> David Hall
#5 Consideration and approval of Zero Turn Mower		
<b>DISCUSSION:</b>		
Mr. Hall is questioning the purchase of a new Zero Turn mower to be used at water treatment plant, wastewater treatment plant, lift stations, booster pump stations, Tate plant, water tanks and water supply stations. The current mowers being used have been passed down from the street department. This item has been in the budget.		
<b>CONCLUSION:</b>		
Councilmember Looney made a motion to approve the purchase of a Zero Turn Mower from Nelson Tractor in the amount of \$14,856.00. Councilmember Sneve provided a second. Motion to approve passed unanimously.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None	N/A	N/A

<b>AGENDA ITEM:</b> New Business		<b>PRESENTER:</b> David Hall
#6 Consideration and approval of purchase of meter inventory for water distribution.		
<b>DISCUSSION:</b>		
Mr. Hall is requesting meter stock for distribution. Due to the break down in supply chain in recent years, there is a need to have a stock of meters to keep inventory for the distribution department. Mr. Hall is requesting \$23,187 to purchase from Consolidated Pipe & Supply Co.		
<b>CONCLUSION:</b>		
Councilmember Raffield made a motion to approve the purchase of meter inventory for water distribution in the amount of \$23,187. Councilmember Sneve provided a second. Motion to approve passed unanimously.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Approved-\$23,187	N/A	N/A

<b>AGENDA ITEM:</b> New Business		<b>PRESENTER:</b> Mayor Steve Lawrence
#7 Consideration and approval of conditional offer of employment		
<b>DISCUSSION:</b>		
Mayor Lawrence thanked Council and staff on the work that went into this process.		
<b>CONCLUSION:</b>		
Mayor Lawrence called for a motion to approve the conditional offer of employment of John Sherrer, III for Fire Chief. Councilmember Raffield made a motion to approve. Councilmember Sneve provided a second. Motion to approve passed unanimously.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None	N/A	N/A

<b>AGENDA ITEM:</b> New Business		<b>PRESENTER:</b> Mayor Steve Lawrence
#8 Consideration and approval of conditional offer of employment		

**DISCUSSION:**

Mayor Lawrence stated that after a national search of over thirty-five applicants, Council is happy to have found Matt Dawkins.

**CONCLUSION:**

Mayor Lawrence called for a motion to approve the conditional offer of employment of Matt Dawkins for Police Chief. Councilmember Foust made a motion to approve. Councilmember Sneve provided a second. Motion to approve passed unanimously.

**ACTION ITEMS**

None

**PERSON RESPONSIBLE**

N/A

**DEADLINE**

N/A

**AGENDA ITEM: New Business**

#9 Consideration and approval of Perrow Cabin removal

**PRESENTER: Sonia Jammes**

**DISCUSSION:**

Ms. Jammes provided Mayor and Council with background information. A steering committee has been formed that consists of members of City Council, members of other community organizations, and representatives of the citizenry to collaborate on the future development of Perrow Park. The committee was tasked with considering and making a recommendation to City Council on the existing structure on that property referred to as Perrow Cabin. After a lengthy discussion, the steering committee is recommending to City Council to remove the structure from the grounds as its current location does not fit into the intended development of the property. The steering committee would like to incorporate some of the stone from the foundation and the fireplace into various sites of the property to pay homage to the Perrow family. The committee would also like to erect a dedication plaque to Dr. Perrow at a location to be determined at a later date.

**CONCLUSION:**

Mayor Lawrence called for a motion to remove the removal of the Perrow Cabin. Councilmember Raffield made a motion to approve. Councilmember Sneve provided a second. Motion to approve passed unanimously.

**ACTION ITEMS**

None

**PERSON RESPONSIBLE**

N/A

**DEADLINE**

N/A

**AGENDA ITEM: New Business**

#10 Consideration and approval of adoption of Mountain Way

**PRESENTER: Lonnie Waters**

**DISCUSSION:**

Mr. Waters is requesting that the city adopt Mountain Way off West Church Street. Mr. Waters stated that when the city was resurfacing streets, it was the understanding that Mountain Way off of West Church Street was also a City Street. Since then, a developer has purchased the land behind Ingles and discovered that the Wigington family still had possession of the street. The developer now owns Mountain Way and has a plat and a legal description of the street. As the new owners, they are asking for the city to take over the possession of Mountain Way. Mayor Lawrence asked if the street meets the city's current requirements. Mr. Waters stated "yes." Mr. Syfan asked if the development was completed. Mr. Waters stated that the work has not been started. Further discussion on the damage to the road from the construction over the next few years.

**CONCLUSION:**

Mayor Lawrence called for a motion to table for a month. Councilmember Raffield made a motion to table. Councilmember Sneve provided a second. Motion to table passed unanimously.

**ACTION ITEMS**

Table for a Month

**PERSON RESPONSIBLE**

N/A

**DEADLINE**

N/A

<b>AGENDA ITEM:</b> New Business		<b>PRESENTER:</b> Lonnie Waters
#11 Consideration and approval of Veterans Association		
<b>DISCUSSION:</b>		
Mr. Waters approached Mayor and Council with the request of DAV to hold a training session at Lee Newton Pak at the Veterans Memorial in the month of May. This class will be for the 4th-6th grade students on May 24 <sup>th</sup> .		
<b>CONCLUSION:</b>		
Councilmember Looney made a motion to approve the Veterans training session at Lee Newton Park. Councilmember Sneve provided a second. Motion to approve passed unanimously.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
	N/A	

<b>AGENDA ITEM:</b> New Business		<b>PRESENTER:</b> Sonia Jammes
#12 Consideration and approval of separation of job description		
<b>DISCUSSION:</b>		
Ms. Jammes requested to approve the separation of job duties and create a Director of Finance position and a City Clerk position. With the extensive amount of work required from the singular position of Director of Finance/City Clerk, the City Manager is requesting that City Council consider splitting the position into separate stand-alone jobs. City Council was provided the separate job descriptions for review. Council discussed the support of the importance of separating the positions.		
<b>CONCLUSION:</b>		
Mayor Lawrence called for a motion to approve the separation of job duties and create a Director of Finance position and a City Clerk position. Councilmember Sneve made a motion to approve. Councilmember Looney provide a second. Motion to approve passed unanimously.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Separation of job description	Sonia Jammes	N/A

<b>AGENDA ITEM:</b> New Business		<b>PRESENTER:</b> Sonia Jammes
#13 Consideration and approval of job description reclassification		
<b>DISCUSSION:</b>		
Ms. Jammes is requesting that City Council consider reclassification of the Special Projects Coordinator position to an Assistant City Manager position. The City of Jasper is growing at an unprecedented rate. In accordance with that growth, the local government operational oversight responsibility is increasing at a commensurate rate. City Council has been provided with proposed job description and salary scale for consideration. Discussion of the rebuilding the foundation of a modern city from a place of employment and delivering services. Council is proud to turn this organization into something to be proud.		
<b>CONCLUSION:</b>		
Mayor Lawrence called for a motion to approve job reclassification. Councilmember Sneve made a motion to approve. Councilmember Raffield provided a second. Motion to approve passed unanimously.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None	N/A	N/A

AGENDA ITEM: Executive Session		PRESENTER:
<b>DISCUSSION:</b>  Legal		
<b>CONCLUSION:</b>  Councilmember Raffield made a motion to go into executive Session. Councilmember Proctor provide a second. Motion to approve passed unanimously. Councilmember Raffield made a motion to come out of executive Session. Councilmember Sneve provided a second. Motion to approve passed unanimously.		
<b>ACTION ITEMS</b> None	<b>PERSON RESPONSIBLE</b> N/A	<b>DEADLINE</b> N/A

AGENDA ITEM: Adjourn		PRESENTER: Mayor Steve Lawrence
<b>DISCUSSION:</b>  Mayor Lawrence called for a motion to adjourn.		
<b>CONCLUSION:</b>  Councilmember Looney made a motion to adjourn the meeting. Councilmember Foust provided the second. Motion to approve passed unanimously. Mayor Lawrence adjourned the meeting.		
<b>ACTION ITEMS</b> None	<b>PERSON RESPONSIBLE</b> N/A	<b>DEADLINE</b> N/A

  
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Mayor  
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City Clerk