



CITY OF JASPER
STAFF / COUNCIL RETREAT MINUTES
FRIDAY, FEBRUARY 6, 2026
9:00 AM – 4:00PM
MEETING WILL BE HELD AT:
CHATAHOOCHEE TECH – APPALACHIAN CAMPUS
CLASSROOM 318
100 CAMPUS DRIVE, JASPER, GA 30143

I. Call Meeting to Order

Mayor Raffield

Mayor Raffield called the meeting to order @ 9:03am and called on Councilmember Brandon Hannah to verify that a quorum was present. Councilmember John Foust was absent from the meeting.

II. Adopt Agenda

Mayor Raffield

Mayor Raffield called for a motion to approve the agenda as presented. Councilmember Brandon Hannah made a motion to approve the agenda as presented. Councilmember Jim Looney provided the second. Motion passed 4 to 0. Councilmember John Foust was absent.

III. Welcome

Mayor Raffield

Short 4-minute video - shown

Brandon

Brief remarks

Kim

IV. Police Department

Chief Dawkins

Provided power point presentation...illustrated operational matters with personnel, etc. Addressed hiring practices and cultural changes along with continued need for technology + equipment (i.e. vehicles). Pursuing grant through GOHS...one goal of grant is to help with highway enforcement with DUIs, speed, etc. Question: How do we reduce traffic accidents...? Discussion held...What are the needs of the department (operational) - 4 additional officers + evidence tech (civilian).

V. Fire Department

Chief Sherrer

Provided power point presentation...illustrated historical of where the department came from to current. Discussed fire service delivery and how County essentially "took" back their area that had been previously covered by City. Calls for service discussed (i.e. medical calls and volume thereof). Organizational chart/personnel discussion along w/ vehicle fleet. Communication challenges discussed along w/ list of priorities and goals associated with capital needs + personnel (min. 3 positions).

VI. Development Department

Mary Elizabeth

Provided power point presentation....described the services that the department offers along w/ outsourcing at the moment with only 2 persons (Director + Permit Tech) currently handling workload. Process of planning and zoning illustrated along w/ the site plan review/development process + Land disturbance & E/S permit. Highlights of number of applications and permits. Discussion of building inspections process as well as the business & alcohol licensing process. Future goal to add 3 positions (Adm Asst, Construction Insp., and GIS).

VII. Lunch



CITY OF JASPER
STAFF / COUNCIL RETREAT MINUTES
FRIDAY, FEBRUARY 6, 2026
9:00 AM – 4:00PM
MEETING WILL BE HELD AT:
CHATTAHOOCHEE TECH – APPALACHIAN CAMPUS
CLASSROOM 318
100 CAMPUS DRIVE, JASPER, GA 30143

VIII. Public Works

Josh Davis

Provided power point presentation...discussed the general operations of the department encompassing the various divisions of the department. Predominate focus of the conclusion of the power point centered around events and the number + staffing. Possible suggestions for utilizing part-time along w/ if 4 additional personnel would be of value for events/parks, etc.

IX. Water/Sewer

Charles

Two handouts provided which illustrated the service area of water(sewer) along w/ a picture of water line from intake. Director provided comprehensive synopsis of the challenges associated w/ covering the service area in its totality w/ the number of budgeted positions (vs. historical years). The cost associated with addressing needed infrastructure and the challenges of supply + interconnects thoroughly discussed as well as the possibility of addressing service area size with county. Rate adjustments needed to address ongoing inflationary costs...Needed personnel to address challenges with service area = 6 additional (+).

X. Administration

Lindsey/Lorrie

Provided Power Point presentation illustrating the composition of the finance department & customer service team(s). Look back of 2025 work relating to budget, audit, invoices (AR & AP) along with customer interactions along with service orders. Requested need for better working area along with an additional position in finance (1). Lorrie continued discussion re: insurance premium history (health + property/casualty). Comprehensive duties discussed regarding City Clerk & Human Resources with workload of preparing for council meeting (before & after) along w/ the needed support function to departments for personnel related matters (disciplinary and otherwise). Need for record retention resolution + software for agenda & ORR. Pay and class study (job descriptions) desired but would need to be coupled with commitment to fully fund recommendations.

XI. Adjourn

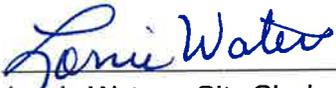
Mayor Raffield

Mayor Raffield called for a motion to adjourn. Councilmember Brandon Hannah made a motion to a adjourn the meeting. Councilmember Steve Lawrence provided the second. Motion passed 4 to 0. Councilmember John Foust was absent. Meeting adjourned @ 15:44pm.



Mayor Kirk D. Raffield





Lorrie Waters, City Clerk