



City of Jasper

200 Burnt Mountain Road

Jasper, GA 30143

MINUTES | SPECIAL CALLED MEETING-WORK SESSION

Thursday, February 27, 2025, 6:00 PM

Mayor Kirk D. Raffield
Folsom C. Proctor
John Foust (late 6:03pm)
Jim Looney
Anne Sneve
Brandon Hannah

STAFF
Brandon D. Douglas
Kim Goldener
Lorrie Waters
John Sherrer
Mary Elizabeth Burgess

GUESTS IN ATTENDANCE

MEMBERS ABSENT

LEGAL COUNSEL

PRESS

Mari Livsey – KnowPickens

AGENDA ITEM I: Call Meeting to Order/Invocation/Pledge of Allegiance

PRESENTER: Mayor Kirk Raffield

Mayor Raffield called the meeting to order. Mayor Raffield called on Councilmember Jim Looney to verify that a quorum was present. Councilmember Jim Looney confirmed that a quorum was present. Mayor Raffield stated that Councilmember John Foust was running a little late but is expected in just a few minutes.

ACTION ITEMS

None

PERSON RESPONSIBLE

N/A

DEADLINE

N/A

AGENDA ITEM II: Adopt Agenda

PRESENTER: Mayor Kirk Raffield

CONCLUSION:

Mayor Raffield called for a motion to adopt the agenda as presented and distributed. Councilmember Jim Looney made a motion to approve. Councilmember Anne Sneve provided a second. The motion to approve passed 4 to 0. Councilmember John Foust was not present at the time of the vote.

ACTION ITEMS

Approved

PERSON RESPONSIBLE

N/A

DEADLINE

N/A

AGENDA ITEM III: Approval of 02.14.2025 Special Called Meeting Minutes

PRESENTER: Mayor Kirk Raffield

Discussion:

Conclusion: Mayor Raffield called for a motion to approve the 02.14.2025 Special Called Meeting Minutes. Councilmember Anne Sneve made a motion to approve. Councilmember Dr. Folsom C. Proctor provided a second. The motion to approve passed 3 to 0. Councilmember Dr. Folsom C. Proctor, Councilmember Ms. Anne Sneve and Councilmember Mr. John Foust vote for the motion. Councilmember Jim Looney and Councilmember Brandon Hannah did not vote due to not being present at the meeting.

ACTION ITEMS

Approved

PERSON RESPONSIBLE

N/A

DEADLINE

N/A

AGENDA ITEM IV: Planning & Development Preview		PRESENTER: Mary Elizabeth Burgess – Planning & Development Director
<p>Discussion: Ms. Burgess provided an update on upcoming items. There will be two items on the 03.03.2025 meeting. One will be a variance request for an accessory dwelling without a primary structure. Ms. Burgess provided the explanation as to why there is a request for an accessory dwelling (bath house) on this large parcel of land. She stated that the owner is currently planting fruit trees and using this property as an outdoor activities site. The bathhouse would be used by workers and will be on an approved well and septic system. The second item will be an alcohol license application for Publix Store #2047.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A	N/A	N/A

AGENDA ITEM V: Parks and Properties Update		PRESENTER: Councilmember Brandon Hannah and Councilmember John Foust
<p>Discussion: Councilmember Brandon Hannah discussed the potential opportunities for leasing and maintenance of the ball fields at City Park. This process would need to include a Request for Proposals and/or Qualifications to occur prior to awarding the potential lease to someone. As an option for current use, we could allow for a temporary use utilizing an events application until a formal Request for Proposal and/or Qualifications could be developed and released.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A	N/A	N/A

AGENDA ITEM VI: City Manager’s Office Update		PRESENTER: Brandon D. Douglas – City Manager Kim Goldener – Deputy City Manager
<p>Discussion:</p> <ul style="list-style-type: none"> a. RFP – Second Fire Station – Mr. Brandon Douglas provided some background on the need to split the lot where the Fire Station will be built. JFD would like to present an RFP for the construction of Fire Station 14. This RFP will encompass site work, foundation, and building construction. The City of Jasper will act as the general contractor for the overall project subletting septic, landscaping, and eventually interior work to the cabin structure. Mayor Raffield called for Council to provide any objects to this item being placed on Consent Agenda for March 3rd meeting. Hearing none, this item will be listed as a consent agenda item. b. Auctioneer Services – The city released a Request for Qualifications for Auctioneer Services on January 30, 2025, with a final submittal date of February 20, 2025. We received only one response and that was from Mr. Zachary Waters - Zachary Waters Auction GA #3978. The city reviewed Mr. Waters qualifications and his proposal. For transparency, the city does want to go on record to note that Mr. Zachary Waters is a current employee of the city, however, this is his personal business that he conducts outside of his employment with the city and while not actively working for the city. The City has made it clear that should he receive this opportunity he must keep the work with the city separate from his work on the auction. 		

Ms. Anne Sneve asked about insurance and how the auctioneer would be paid. Mr. Waters agreed to obtain the requested insurance policy. The auctioneer fees are absorbed by the purchaser. Mayor Raffield stated this item needs to be placed on the 03.03.2025 Regular Meeting as a new business item.

- c. 2024 Budget Amendments – Mr. Douglas provided some background on this item. The FY2024 Budget was balanced using a projected amount of \$219,629 of fund balance, however, by the July budget amendment it looked like it might need to be an approximate amount of \$823,407. On December 31st it looked as though we would be utilizing \$602,424. The proposed unaudited amendment request will be for the amount of \$382,476.
- d. IGA – Public Owned Properties – Discussed the possibility of the City and the County working together on an IGA. This would essentially indicate that the County could make improvements to their property (buildings, etc.) in accordance with their standards even if the property is located within the City limits. Legal has reviewed and found the document to be in proper order beyond some "typos" which will be worked on by the County and the final document will be provided prior to or at the Monday meeting.

Dr. Folsom Proctor called for a Point of Order stating that he did not want anyone to assume that we are pushing for a piece of property in unincorporated limits to be placed within our city limits. He stated that we need to confirm whether a piece of property was either annexed or deannexed by a prior council so that we know if the property is or is not within the city limits.

Dr. Folsom Proctor had a concern as to what building standards and fire suppression codes are and if both the city and county follow the same standards.

- e. Airport Lift Station – Pickens County constructed a sanitary sewer lift station in and around 2020/2021 at 925 Upper Salem Church Road within the area we affectionately call the "horseshoe" west of the Airport runways. Pickens County does not have a POTW (Publicly Owned Treatment Works) and is unable to operate the lift station. This station is well within the City's Service Delivery area, and the discharge force main ties into a City owned and maintained sanitary manhole on Airport Business Court. There is a business owner that has constructed a hangar on the horseshoe near where the new Airport terminal is being constructed and has paid the requisite water and sewer tap/connection fees. The project is nearly completed; however, the City cannot set the water meter until they have operational sewer. Operational sewer requires that the County's lift station be turned over to the City for ownership and maintenance.
- f. Events Update – We expect to have at least one event application from the baseball association so that they may utilize the ball fields until we can develop a request for proposal process. We may have another event application for Long Table on Main which is tentatively scheduled for May 3rd, however, this may need to be moved to the April meeting.

- g. Public Works Weather Events Update – Mr. Douglas wanted to update council on various weather events that have occurred recently including the opening of Emergency Operations Center. The team has continued to pull together and address each concern as it arises. He wanted to commend staff, especially Josh, Chief Sherrer, Chief Dawkins and their teams for continuously stepping up as these events occur.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A	N/A	N/A

AGENDA ITEM: Adjourn		PRESENTER: Mayor Kirk Raffield
Discussion: Conclusion: Mayor Raffield called for a motion to adjourn @ 6:44pm. Councilmember Brandon Hannah made a motion to approve. Councilmember John Foust provided a second. The motion to approve passed unanimously.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Adjourn	N/A	N/A



Mayor, Kirk D. Raffield



City Clerk, Lorrie Waters

