



**City of Jasper**  
200 Burnt Mountain Road  
Jasper, GA 30143  
MINUTES | REGULAR COUNCIL MEETING  
Monday, March 3, 2025, 6:00 PM

**MEMBERS PRESENT**

Mayor Kirk Raffield  
Dr. Folsom C. Proctor  
John Foust  
Jim Looney  
Anne Sneve  
Brandon Hannah

**STAFF**

Brandon Douglas  
Kim Goldener  
Lorrie Waters  
Matt Dawkins  
John Sherrer  
Mary Elizabeth Burgess

**GUESTS IN ATTENDANCE**

Mark Leuenberger  
Sean McNeal  
Tina Bolin  
Matthew Dolan  
Mel Mobley  
Joanna Kearns  
Mark Parado  
Bonnie Padgett  
Samuel Sly  
Leslie Johnson  
Florence Potter

**MEMBERS ABSENT**

**LEGAL COUNSEL**

David Syfan

**PRESS**

Mari Livsey – KnowPickens  
Angela Reinhardt – Pickens Progress

**AGENDA ITEM:** Call Meeting to Order/Invocation/Pledge of Allegiance **PRESENTER:** Mayor Kirk Raffield

Mayor Raffield called the meeting to order. Mayor Raffield called on Councilmember Dr. Folsom C. Proctor to confirm a quorum was present. Mayor Raffield called on Ms. Leslie Johnson to provide the Invocation. Mayor Raffield called on Councilmember John Foust to lead the Pledge of Allegiance.

<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
N/A	N/A	N/A

**AGENDA ITEM:** Adopt Agenda **PRESENTER:** Mayor Kirk Raffield

**CONCLUSION:**

Mayor Raffield called for a motion to adopt the agenda. Councilmember Anne Sneve made a motion to approve. Councilmember Dr. Folsom C. Proctor provided a second. The motion to approve passed unanimously.

<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Approved	N/A	N/A

**AGENDA ITEM:** Recognition **PRESENTER:** Mayor Kirk Raffield

Mayor Raffield recognized Ms. Joanna Kearns and Ms. Cassie Rasco for their years of service on the Planning Commission.



As part of the Jasper Planning Commission, we recognize and appreciate your assistance in helping to guide our growth and development in a way that is harmonious with the existing and future needs of our citizens. As part of our organization, we are grateful to you as we've transitioned and continue to transition into an organization that promotes quality development and to implement best practices related to land use and development standards for our residents and businesses.

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

**AGENDA ITEM:** Public Comments **PRESENTER:** Mayor Kirk Raffield

**Discussion:** No one signed up to speak.

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

**AGENDA ITEM:** Public Hearing **PRESENTER:** Mary Elizabeth Burgess – Planning & Development Director  
Elizabeth Brundige - Planner

Public Hearing #1 opened @ 6:08pm

1. Consideration of Request for Variance from the City of Jasper Zoning Ordinance Sec. 94-51(b) Accessory Uses and Structures to allow for an accessory structure on a property that lacks an occupied principal primary building from applicant Sean McNeal for Parcel 031 003 located at 3640 Highway 515 North.

Mr. Sean McNeal on behalf of Land Fratt, LLC/J19 Adventures provided a brief description and presentation on the purpose for the variance request to build a accessory structure (bathroom/shower facility for workers) on the property.

Staff provided staff report/analysis as included in the Council Packets.

Mayor Raffield opened the floor for public comments, hearing none closed the public hearing @ 6:17pm.

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

**AGENDA ITEM:** Consent Agenda **PRESENTER:** Mayor Kirk Raffield

**Consent Agenda Items:**

1. Minutes from 02.03.2025 Regular Council Meeting
2. Minutes from 02.21.2025 Enterprise Workshop
3. Approval of RFP – Construction Services for Fire Station
4. Approval of 2024 Budget Amendments

**Conclusion:**

Mayor Raffield called for a motion to adopt the consent agenda as presented. Councilmember Jim Looney made a motion to approve. Councilmember Anne Sneve provided a second. The motion to approve passed unanimously.

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



<b>AGENDA ITEM:</b> New Business		<b>PRESENTER:</b> Parks Committee –	
#1 Consideration & Approval Consideration and Approval of request for utilization of ballfield.		Councilmembers Hannah and Foust/ Kim Goldener – Deputy City Manager	
<p><b>Discussion:</b> As briefly discussed at the February 27th Work Session, the First Mountain City Baseball Association is interested in entering into an agreement with the City to lease the ballfields at Jasper City Park on a continual basis. The Association is willing to maintain the ballfields during the lease period and has offered to make reasonable improvements to the fields to ensure that they are functional for use.</p> <p>Lease agreements have come up several times over the last year - municipalities are unable to enter sales or lease of municipal properties without going through either a sealed bid process or proposal process. Because the Association is not another government entity, we also cannot enter an IGA with them.</p> <p>The First Mountain City Baseball Association was given an opportunity to provide us with an event application to be approved at this meeting which would have allowed them to move forward with utilizing the ballfields while the RFP was being developed. They did not provide an application for consideration for this meeting.</p> <p>The council discussed moving forward with the Request for Proposal/Qualifications process for the Utilization of the Ballfields and require that the requestor be an approved 501(c)3 organization.</p> <p><b>Conclusion:</b></p> <p>Mayor Raffield called for a motion to approve moving forward with the Request for Proposal/Qualifications for the Utilization of the Ballfields and requiring the requestor to be an approved 501(c)3 organization. Councilmember Brandon Hannah made a motion to approve. Council Member John Foust provided a second. The motion passed unanimously.</p>			
<b>ACTION ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Approved		N/A	N/A

<b>AGENDA ITEM:</b> New Business		<b>PRESENTER:</b> Kim Goldener – Deputy City Manager	
#2 Consideration and Approval of Living Word Church – Good Friday in the Park Easter Egg Hunt			
<b>Discussion:</b> Representatives from Living Word Church were presented and explained how the egg hunt is a community wide event that is free for all. They have seen it grow quite a bit over the past couple of years and would like to continue to see it be an event for all to enjoy.			
Staff provided information as contained on the event application and commented on the celebration of the event.			
<b>Conclusion:</b>			
Mayor Raffield called for a motion to Event Application from Living Word Church for Good Friday in the Park Easter Egg Hunt. Councilmember John Foust made a motion to approve. Council Member Brandon Hannah provided a second. The motion passed unanimously.			
<b>ACTION ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Approved		N/A	N/A



**AGENDA ITEM: New Business**

**PRESENTER:** Mary Elizabeth Burgess –  
Planning & Development Director  
Elizabeth Brundige - Planner

#3 Consideration & Approval of the Request for a Variance from the City of Jasper Zoning Ordinance Sec. 94-51(b) Accessory Uses and Structures to allow for an accessory structure on a property that lacks an occupied principal primary building. The proposed accessory structure will include restroom and shower facilities for on-site property caretakers utilizing a well and septic tank per Environmental Health.

**Discussion:** Applicant Sean McNeal on behalf of Land Frat LLC requests a variance from Sec. 94-51(b) Accessory Uses and Structures to allow for an accessory structure containing two shower and restroom facilities on a property that lacks an occupied principal primary building.

Staff provided the following synopsis:

**PLANNING COMMISSION RECOMMENDATION:** Voted 4-0 to recommend approval of the variance per staff's recommendation with an additional condition to require that the accessory structure cannot be visible from public right-of-way.

**ACTION REQUESTED: APPROVAL**

Based on staff's analysis of this application, using the standards and criteria found in Section 94-210 of the Zoning Ordinance, staff recommends **APPROVAL** of the request for a **VARIANCE** to allow for an accessory structure closer to the street than the primary structure, subject to the following conditions:

1. Applicant shall obtain all required permits prior to commencing construction.
2. The proposed accessory structure shall be served by private well and septic.
3. The applicant shall obtain a business license for the existing private club.
4. The accessory structure shall not be visible from public right-of-way. (Added by the Planning Commission)

**Conclusion:**

Mayor Raffield called for a motion to approve Variance Request from applicant Mr. Sean McNeal for Parcel 031 003 located at 3640 Highway 515 North. Councilmember Jim Looney made a motion to approve. Council Member Anne Sneve provided a second. The motion passed unanimously.

<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Approved	N/A	N/A

**AGENDA ITEM: New Business**

**PRESENTER:** Mary Elizabeth Burgess –  
Planning & Development Director

#4 Consideration & Approval of alcohol license for Publix Super Markets, Inc. #2047

**Discussion:** We received an application on behalf of Publix Super Markets, Inc. #2047 to obtain an alcohol license for beer and wine package sales. The applicant submitted all required paperwork and cleared the required background check with no disqualifying factors. Two signs were displayed at each entrance for 30 days and a legal ad was run for four consecutive weeks in the Pickens Progress.

**ACTION REQUESTED:**

Approve the alcohol license for beer and wine package sales for Publix Super Markets, Inc. #2047.





**Conclusion:**

Mayor Raffield called for a motion to approve alcohol license for Publix Super Markets, Inc #2047. Councilmember Anne Sneve made a motion to approve. Council Member Dr. Folsom C. Proctor provided a second. The motion passed unanimously.

**ACTION ITEMS**

Approved

**PERSON RESPONSIBLE**

N/A

**DEADLINE**

N/A

**AGENDA ITEM: New Business**

**PRESENTER:** Brandon Douglas – City Manager

#5 Approval and Acceptance of submitted RFQ for Auctioneer Services – Zachary Waters Auction

**Discussion:** As you may recall, direction had been provided to move forward with auctioning and/or selling the surplus equipment, etc. through GovDeals, etc. While reviewing the best approach, it appeared that an auction may be the best way to move forward and to solicit an auctioneer.

An RFQ was developed, and 1 respondent was received from Zachary Waters Auction. It has been communicated that since the respondent is an employee of the city, he will be required to "clock out" if he is working on anything relative to the auction as well as carrying the necessary insurance for the auction.

**Conclusion:**

Mayor Raffield called for a motion to accept the submitted RFQ for Auctioneer Services – Zachary Waters Auction. Councilmember Brandon Hannah made a motion to approve. Council Member Anne Sneve provided a second. The motion passed unanimously.

**ACTION ITEMS**

Approved

**PERSON RESPONSIBLE**

N/A

**DEADLINE**

N/A

**AGENDA ITEM: New Business**

**PRESENTER:** Brandon Douglas – City Manager

#6 Consideration of Intergovernmental Agreement with Pickens County and City of Jasper – Public Properties

**Discussion:** As you may recall from the Feb. 27th work session, discussion was held relating to 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" that were remedied and the final document has been provided.

**Conclusion:**

Mayor Raffield called for a motion to approve the Intergovernmental Agreement between Pickens County and City of Jasper for Public Properties. Councilmember Anne Sneve made a motion to approve. Council Member Jim Looney provided a second. The motion passed unanimously.

**ACTION ITEMS**

Approved

**PERSON RESPONSIBLE**

N/A

**DEADLINE**

N/A




<b>AGENDA ITEM:</b> New Business #7 Discussion of Airport Lift Station		<b>PRESENTER:</b> Brandon Douglas – City Manager	
<b>Discussion:</b> Mayor Raffield advised that per his conversation with the County and the documentation needed he is seeking a pause on this item until such time as the information is received.			
<b>Conclusion:</b> Mayor Raffield called for a motion to table the Discussion of the Airport Lift Station. Councilmember Dr. Folsom C. Proctor made a motion to table item. Council Member John Foust provided a second. The motion to table was unanimously.			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Tabled	N/A	N/A	

<b>AGENDA ITEM: Executive Session</b>		<b>PRESENTER:</b> Mayor Kirk Raffield
<b>Discussion:</b> Mayor Raffield called for a motion to go into Executive Session @ 6:58pm for discussion of Legal and Personnel. Councilmember Jim Looney made a motion to go into the Executive Session. Councilmember Brandon Hannah provided a second. The motion passed unanimously.  Mayor Raffield made a motion to end Executive Session @ 8:27pm and go back into council session. Councilmember John Foust made a motion and Councilmember Brandon Hannah provided a second. Motion passed unanimously.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Approved	N/A	N/A

<b>AGENDA ITEM:</b> Adjourn		<b>PRESENTER:</b> Mayor Kirk Raffield	
<b>Discussion:</b> Mayor Raffield called for a motion to adjourn @ 8:29pm. Councilmember Brandon Hannah made a motion to approve. Councilmember John Foust provided a second. The motion to approve passed unanimously.			
<b>ACTION ITEMS</b> Adjourn		<b>PERSON RESPONSIBLE</b> N/A	<b>DEADLINE</b> N/A

  
 Mayor, Kirk D. Raffield

  
 City Clerk, Lorrie Waters



