



City of Jasper
200 Burnt Mountain Road
Jasper, GA 30143
MINUTES | WORK SESSION
Thursday, March 27, 2025, 6:00 PM

MEMBERS PRESENT

Mayor Kirk D. Raffield
Sonny Proctor, MD
John Foust
Jim Looney

STAFF

Brandon D. Douglas
Kim Goldener
Lorrie Waters
John Sherrer
Elizabeth Brundige

GUESTS IN ATTENDANCE

MEMBERS ABSENT

Brandon Hannah
Anne Sneve

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 Sonny Proctor, MD to verify that a quorum was present. Councilmember Sonny Proctor, MD confirmed that a quorum was present		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	N/A	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 Sonny Proctor, MD provided a second. The motion to approve passed 3 to 0. Councilmember Brandon Hannah and Councilmember Anne Sneve were not present at the meeting.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Approved	N/A	N/A

AGENDA ITEM III: Planning & Development Preview		PRESENTER: Elizabeth Brundige - Planner
Discussion: Ms. Elizabeth Brundige provided an update on the upcoming three (3) items from the Planning Commission who voted unanimously to approve the items. <ul style="list-style-type: none">Request to annex approximately 1.46 acres located at 2101 Waleska Highway 108 into the City of Jasper.Request to rezone approximately 1.46 acres located at 2101 Waleska Highway 108 from Pickens County Highway Business (HB) district to City of Jasper General Commercial (C-2) district.Request for a variance from the City of Jasper Sign Ordinance Secs. 95-17(b)(3)(a)(4) to increase the allowed number of building elevations with signage from two (2) to four (4).		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A	N/A	N/A

AGENDA ITEM IV: LRA/LMIG- Project(s)		PRESENTER: Brandon Douglas – City Manager
Discussion: LRA / LMIG Projects: <ul style="list-style-type: none">Stegall Drive Road/Culvert repair ...under the heading of street/culvert repair...Elizabeth Street has scheduled work next week (or week of April 7th) ...we solicited for 3 written quotes and received 2.<ul style="list-style-type: none">T Stanco - \$27,825.00Johnson Pavin - \$29,925.00N. GA Grading – no bid due to schedule constraints		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A	N/A	N/A

AGENDA ITEM V: Janitorial Services		PRESENTER: Brandon Douglas – City Manager
Discussion: Janitorial Services has a budgeted amount of \$16,000 in '25. We have spent or encumbered \$3,300 thereby leaving \$12,700. We can attempt to secure a cleaning service through RFP/quotes but the last amount we paid was \$2,100 monthly. If we pursued a part time position at \$20 an hour for 20 hours a week...we could potentially secure an individual for the remainder of the year as a part-time employee within the allocated amount. Any preference on which option to pursue. Mayor Raffield requested for a draft job description and a draft RFP by the next meeting. Advanced to the next council meeting.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A	N/A	N/A

AGENDA ITEM VI: Administration & Finance Committee Update		PRESENTER: Councilmember Jim Looney and Councilmember Anne Sneve
Discussion: Administration & Finance Committee discussed the following items: <ul style="list-style-type: none"> • Auditor recommended '24 budget amendments for Municipal Technology Fund & Confiscated Assets fund • Auditors also advised we would need a single audit conducted for '22, '23, '24 due to the USDA funds received. • Additional need to amend '25 budget in the May/June timeframe due to various things (trees, worker's comp, liability insurance expenses + less franchise fee received). • Perhaps amend the training budget for courses throughout the year for PZ 101 training through CVOIG. • Personnel Handbook has been discussed, and biggest change is the concept of PTO vs current arrangement of Sick time + annual leave...GASB had a pronouncement that the "sick" time would need to start being booked as a liability (annual already is) and therefore most places have converted to PTO as it is easier to manage. Additional changes relate to disciplinary appeals... 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A	N/A	N/A

AGENDA ITEM VII: Parks & Properties Committee Update		PRESENTER: Councilmember John Foust and Councilmember Brandon Hannah
Discussion: Parks & Properties Committee discussed the following items: <ul style="list-style-type: none"> • City Parks illustrate completed work and items left to do: <ul style="list-style-type: none"> ○ Peace Park...partnership with KPB – great progress ○ Lee Newton...work on preparing for BRAG in the immediate (electric pedestals...) ○ Perrow Park....60% went out via email 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A	N/A	N/A

AGENDA ITEM VIII: Enterprise Committee Update		PRESENTER: Councilmember Sonny Proctor, MD and Councilmember Jim Looney
Discussion: <ul style="list-style-type: none"> • Enterprise Committee discussed the following items: • Wastewater plant completion pushed back to May '25 • The city filed an insurance claim with our provider on the chemical feed building • Water line projects continue to be designed as discussed in our last workshop • Along with any improvements to the Water Treatment plant • Meeting with Kimley Horn and GMC in the next 2 weeks to discuss GEFA projects. • Tyler Technologies has informed us this week that they have identified a challenge with the devices in the field related to work orders. They fall off the tablets after 14 days vs. Customer Service team may still have an active file on it. Tyler is working on a solution to sync better. Staff have done a good job with such a small team. They completed 32 work orders in March. 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A	N/A	N/A

AGENDA ITEM IX: Public Safety Committee Update			PRESENTER: Councilmember Anne Sneve and Councilmember Brandon Hannah
Discussion: Public Safety has been completing various types of training.			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
N/A	N/A	N/A	

AGENDA ITEM XI: Development & Infrastructure Committee Update			PRESENTER: Councilmember Sonny Proctor, MD and Councilmember John Foust
Discussion: Development & Infrastructure discussed the following items:			
<ul style="list-style-type: none"> • Development Dept. item from PZ • Signage Ordinances – several variance requests for signs • Stormwater projects • Spring Street – culvert and grates uncovered • Stegall Street - • Elizabeth Street – gas line hopefully will be installed next week during Spring Break with our schools. • Wall Street – potentially making it a one way 			
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 John Foust made a motion to approve. Councilmember Sonny Proctor, MD provided a second. The motion to approve passed 3 to 0.			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Adjourn	N/A	N/A	


 Mayor, Kirk D. Raffield


 City Clerk, Lorrie Waters



