



**City of Jasper**  
200 Burnt Mountain Road  
Jasper, GA 30143  
MINUTES | REGULAR COUNCIL MEETING  
Monday, June 2, 2025, 6:00 PM

**MEMBERS PRESENT**

Mayor Kirk Raffield  
Sonny Proctor, MD  
John Foust  
Jim Looney  
Anne Sneve  
Brandon Hannah

**STAFF**

Brandon Douglas  
Kim Goldener  
Lindsey Williams  
Matt Dawkins  
John Sherrer  
Mary Elizabeth Burgess  
Joshua Davis  
Charles Jones

**GUESTS IN ATTENDANCE**

See Attachment "A"

**MEMBERS ABSENT**

**LEGAL COUNSEL**

David Syfan

**PRESS**

Mari Livsey – Know Pickens  
Angela Reinhardt – Pickens Progress

<b>AGENDA ITEM:</b> Call Meeting to Order/Invocation/Pledge of Allegiance		<b>PRESENTER:</b> Mayor Kirk Raffield
Mayor Raffield called the meeting to order. Mayor Raffield called on the Councilmember Sonny Proctor, MD confirmed a quorum was present. Mayor Raffield called on Brandon Douglas, City Manager, 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>
None	N/A	N/A

<b>AGENDA ITEM:</b> Adopt Agenda		<b>PRESENTER:</b> Mayor Kirk Raffield
<b>CONCLUSION:</b> Mayor Raffield called for a motion to adopt the agenda. Councilmember Ann Sneve made a motion to approve. Councilmember Brandon Hannah 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

<b>AGENDA ITEM:</b> Special Guests – BRAG (Bicycle Ride Across Georgia)		<b>PRESENTER:</b> Mayor Kirk Raffield
Mayor Raffield officially welcomed BRAG to the City of Jasper. Mr. Franklin Johnson, who is a representative of BRAG, provided additional information about their organization. This is our 45 <sup>th</sup> Bicycle Ride Across Georgia. We will ride from Rome to Hartwell over the course of seven (7) days. We enjoy stopping at each local city along the way. Our goal is to provide family friendly and safe bike riding time. Our estimated total riders this year is approximately nine hundred. We change our route each year to keep it fresh and enjoyable. We are very appreciative of all the hospitality the city has provided.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
N/A	N/A	N/A

<b>AGENDA ITEM:</b> Presentations		<b>PRESENTER:</b> Mayor Kirk Raffield
1. Rushton and Company – Auditor's Presentation provided by Sam Latimer, Rushton, and Company  Mayor Raffield called for a motion to accept the presentation. Councilmember Jim Looney made a motion to accept the audit presentation and for the audit report to be submitted to the state. Councilmember John Foust provided a second. The motion passed unanimously.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Approved	N/A	N/A

<b>AGENDA ITEM:</b> Presentations			<b>PRESENTER:</b> Mayor Kirk Raffield
2.Kimley-Horn Presentation – Water Treatment Plant Rehab provided by Matt Dunagin, P.E.			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
N/A	N/A	N/A	

<b>AGENDA ITEM:</b> Consent Agenda			<b>PRESENTER:</b> Mayor Kirk Raffield
1. Minutes from 05.05.2025 2. Minutes from 05.22.2025  <b>Conclusion:</b> Mayor Raffield called for a motion. Councilmember Jim Looney made a motion to approve. Councilmember 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	

<b>AGENDA ITEM:</b> Public Hearings			<b>PRESENTER:</b> Mary Elizabeth Burgess – Planning and Development Director and Elizabeth Brundige - Planner
<b>Public Hearing opened at 6:33pm</b> 1. JC's Family Market Variance Request for Parcel JA07 008 located at 55 Burnt Mountain Road request a variance from the City of Jasper Sign Ordinance Sec. 95-17(b)(3)(b)(1) to increase the allowed building sign area from 24.1 square feet to 32 square feet for tenant signage on the front façade of JC'S Family Market.  2. Predl, Inc Variance Requests for Parcel JA03 109 located at 453Hood Road for variances from the City of Jasper Zoning Ordinance, including: 1) Variance to Sec. 94-96(c)(1)(c) to increase the allowed metal on publicly-visible exterior building facades from 10% to 80%; 2) Variance to Sec. 94-96(c)(1)(c) to utilize prohibited stock pre-engineered metal building (PEMB) skins; 3) Variance to Sec. 94-96(c)(2)(a) to reduce the required fenestration on publicly-visible exterior building facades from 35% to 6%; and, 4) Variance to Sec. 94-96 (c)(2)(b) to eliminate the requirement to provide fenestration or entryways every 20 linear feet along the southeast building façade.  <b>Public Hearing closed at 7:06pm</b>			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
N/A	N/A	N/A	

<b>AGENDA ITEM:</b> New Business Item #1			<b>PRESENTER:</b> Kim Goldener – Deputy City Manager
Consideration of Special Event Request Application from Jasper Merchant's Association for the Christmas Parade  <b>Discussion:</b> Presentation on the Jasper Merchant's Association's event application for the Annual Night of Lights Christmas Parade, scheduled for December 7th.  <b>Conclusion:</b> Mayor Raffield called for a motion. Councilmember Brandon Hannah made a motion to approve. Councilmember Jim Looney provided a second. The motion passed unanimously.			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
Approved	N/A	N/A	

<b>AGENDA ITEM:</b> New Business Item #2 Consideration of Variance from City of Jasper Sign Ordinance Sec. 95-17(b)(3)(1) to increase the allowed building sign area from 24.1 square feet to 32 square feet for tenant signage on the front facade of JC's Family Market.		<b>PRESENTER:</b> Mary Elizabeth Burgess – Planning and Development Director and Elizabeth Brundige - Planner
<b>Discussion:</b> Request for a variance from the City of Jasper Sign Ordinance Sec. 95-17(b)(3)(b)(1) to increase the allowed building sign area from 24.1 square feet to 32.0 square feet for tenant signage on the front façade of JC'S Family Market.  <b>Planning Commission</b> recommended unanimous (4-0) approval at their meeting on May 27 <sup>th</sup> subject to the following condition: 1. The total sign area shall not exceed 32.0 square feet for wall signage on the front façade. <b>Staff</b> recommend denial of the request for a variance to increase the allowed sign area on the front tenant facade from 24.1 square feet to 32.0 square feet. <b>Conclusion:</b> Mayor Raffield called for a motion. Councilmember Brandon Hannah made a motion to approve signage with one condition that it shall not exceed 32 square feet. Councilmember Anne Sneve provided a second. The motion passed 4 to 1. Councilmember Sonny Proctor, MD voted nay.		
<b>ACTION ITEMS</b> Approved	<b>PERSON RESPONSIBLE</b> N/A	<b>DEADLINE</b> N/A

<b>AGENDA ITEM:</b> New Business Item #3 Consideration of Variance Requests from Predl, Inc.		<b>PRESENTER:</b> Mary Elizabeth Burgess – Planning and Development Director and Elizabeth Brundige - Planner
<b>Discussion:</b> Consideration of Variance Requests from Predl, Inc. 1. Variance to Sec. 94-96(c)(1)(c) to increase the allowed metal on publicly visible exterior building facades from 10% to 80%. Planning Commission recommended denial. 2. Variance to Sec. 94-96(c)(1)(c) to utilize prohibited stock pre-engineered metal building (PEMB) skins. Planning Commission ended in a tie vote and did not move forward. 3. Variance to Sec. 94-96(c)(2)(a) to reduce the required fenestration on publicly visible exterior building facades from 35% to 6%; and, Planning Commission ended in tie vote and did not move forward. 4. Variance to Sec.94-96 (c)(2)(b) to eliminate the requirement to provide fenestration or entryways every 20 linear feet along the southeast building façade. Planning Commission recommended denial. The staff's recommendation is the denial of these variance requests. <b>Conclusion:</b> Mayor Raffield called for a motion on the #1 Variance Request. Councilmember Brandon Hannah made a motion to approve. Councilmember Anne Sneve provided a second. The motion to approve failed 1 to 4. Councilmember Brandon Hannah voted for the motion. Councilmember Sonny Proctor, Councilmember Jim Looney, Councilmember Anne Sneve and Councilmember John Foust voted against the motion. Mayor Raffield called for a motion on the #1 Variance Request. Councilmember John Foust made a motion to deny Variance Request #1. Councilmember Jim Looney provided a second. Motion to deny passed 4 to 1. Councilmember Jim Looney, Councilmember John Foust, Councilmember Sonny Proctor, MD, and Councilmember Anne Sneve voted for the motion to deny. Councilmember Brandon Hannah voted against the motion to deny. Mayor Raffield called for a motion on the #2 Variance Request. Councilmember John Foust made a motion to deny the variance request. Councilmember Anne Sneve provided a second. The motion passed 4 to 1. Councilmember Brandon Hannah voted nay. Mayor Raffield called for a motion on the #3 Variance Request. Councilmember Anne Sneve made a motion to deny the variance request. Councilmember Sonny Proctor, MD provided a second. The motion passed 4 to 1. Councilmember Brandon Hannah voted nay. Mayor Raffield called for a motion on the #4 Variance Request. Councilmember Jim Looney made a motion to deny the variance request. Councilmember Anne Sneve provided a second. The motion passed 4 to 1. Councilmember Brandon Hannah voted nay.		
<b>ACTION ITEMS</b> Denied	<b>PERSON RESPONSIBLE</b> N/A	<b>DEADLINE</b> N/A

<b>AGENDA ITEM:</b> New Business Item #4		<b>PRESENTER:</b> Brandon Douglas – City Manager
Discussion of request for street acceptance – Piedmont Village		
<p><b>Discussion:</b> As you may be aware, during the latter part of 2019, a request had been made by the owner/developer of Piedmont Village (townhomes) relating to the streets being public. At the time there was still construction activity occurring and the building of the units. Last month, the owner/developer (Neil Hughes) advised that they had finalized the development and that they had placed the topcoat on the road. Mr. Hughes inquired about the street dedication. Staff have visited the site and concluded that there are a few additional items that would be needed; however, in good faith, are moving forward to bring finality to this matter.</p> <p><b>Conclusion:</b></p> <p>Mayor Raffield called for a motion. Councilmember John Foust made a motion to table the item. Councilmember Jim Looney provided a second. The motion to be tabled passed unanimously.</p>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Tabled	N/A	N/A

<b>AGENDA ITEM:</b> New Business Item #5		<b>PRESENTER:</b> Brandon Douglas – City Manager
Consideration of the Certification of Anticipated Millage Rate		
<p><b>Discussion:</b></p> <p>On Friday, May 23rd, the Tax Assessor requested us to provide them with an estimated roll back rate (millage) so that they could get the Notice of Assessment's (NOA) out to the residents. Due to a level of uncertainty staff would recommend that we utilize the current millage rate as our estimated "roll back rate". If we utilize a "lower" number as the estimated rate and then ultimately used the existing millage rate (6.221 mills) as the final millage rate, then that could create confusion. With this being the 1st year of HB 581 implementation and the recent passage of HB 92 (2025) there are still some learning curves for communities. As a synopsis the way that it is supposed to work for cities is the following upon request from the Tax Commissioner:</p> <p>Option 1 = a local government provides an estimated roll back rate to be included on the NOA (through a vote of the elected body). It is to be transmitted to the tax assessor no less than 15 days prior to the annual postmark of the NOA. If this process is followed...the NOA will "show" the value of the property and will NOT include the estimate of the taxes owed....(this is to eliminate some confusion for people when they get a "higher" estimate than previous years due to no exemptions being calculated, etc.)</p> <p>Option 2 = if a local government does not provide an estimated roll-back then the "current year" millage rate is used on the Notice of Assessment (NOA) and the estimate of taxes will be shown.</p> <p>There is still some uncertainty as to when we receive the digest and determine the "true" roll back number if we will have to conduct the 3 public hearings if we leave the millage rate the same and not roll back from last year. That process will still be later this summer as the final millage rate will have to be adopted once we receive all the information. As you are aware, the idea about not opting out of HB581 was that the digest would be "capped" by whatever CPI number the state uses thereby providing some level of "protection" to taxpayers against high valuations of their property.</p> <p>Council is requested to approve to utilize the current millage rate (6.221) as the City's estimated rollback rate.</p> <p><b>Conclusion:</b></p> <p>Mayor Raffield called for a motion. Councilmember Jim Looney made a motion to approve. Councilmember Brandon Hannah 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 Item #6		<b>PRESENTER:</b> Brandon Douglas – City Manager	
Consideration of purchase of two HD3500 WT for Public Works and Water Departments			
<b>Discussion:</b>			
<p>As you may recall, the City conducted an auction in April and received proceeds of approximately \$157,000. During the May meeting, a portion of those proceeds were reinvested back into the employees through retention incentives. The balance of the funds have been absorbed into the respective funds (General &amp; Water); however, there is a need to invest the balance into a couple of capital needs of the Public Works Department along with the Water Department. As you are aware, both Directors in these Departments are “working” directors and as such they have the need to utilize vehicles to accommodate the transport of equipment, etc. on job sites. Although the Water Director’s vehicle could accommodate some level of towing capacity, the Public Works Director’s is inadequate. The auction provided an opportunity to explore the purchase of 2 vehicles that could accommodate some of the equipment that is needed, and the pricing is such that it is highly competitive with a step below. Charles at our request solicited quotes from dealers and was able to secure 2 (the third failed to quote). The most competitive bid was our local Chevrolet Dealer (Day’s) and they were able to secure (2) HD 3500 WT that each fall just below \$53,000.00. This total investment of \$110,000.00 would enable the Departments to continue using the Directors’ trucks all the while providing Josh and Charles with vehicles that can accommodate their needs along with the City’s. The PW F-150 would be placed in service pool and Charles vehicle would also be placed down to Zach Waters whereby allowing Zach’s vehicle to go to the new Sewer Maintenance employee (Taylor...doesn’t have a vehicle).</p>			
Action Requested: Consideration and potential approval of the purchase of two (2) HD 3500 Work Trucks.			
<b>Conclusion:</b>			
<p>Mayor Raffield called for a motion. Councilmember Jim Looney made a motion to approve the purchase of two (2) 3500 HD Work Trucks and with a not to exceed the amount of \$110,000. Councilmember Brandon Hannah 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 Item #7		<b>PRESENTER:</b> Fire Chief John Sherrer and Police Chief Matt Dawkins	
Consideration of Motorola Radio Purchase			
<b>Discussion:</b> JFD and JPD have worked with Motorola solutions to develop a lease-purchase agreement that will allow our public safety personnel to acquire and use public safety compliant portable radios. The proposal provides twenty (20) public safety rated radios to JPD and twelve (12) public safety radios that are rated for extreme environments to JFD. In addition, the proposal provides for the installation of a radio patch for both department's respective channels to integrate the current VHF channels with LTE cell service. This agreement provides for no payments until June of 2026 and no interest throughout the five-year agreement.			
Action Requested: Council is requested to consider and approve the execution of the lease-purchase agreement for new communication equipment.			
<b>Conclusion:</b> Mayor Raffield called for a motion. Councilmember John Foust made a motion to approve the execution of the lease-purchase agreement for new communication equipment. Councilmember 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



<b>AGENDA ITEM:</b> New Business Item #8 Consideration and Approval to Utilize City Property for Public Safety Training Purposes		<b>PRESENTER:</b> John Sherrer – Fire Chief and Matt Dawkins – Police Chief	
<b>Discussion:</b> JFD and JPD need to establish and develop facilities to perform hands-on training for all public safety personnel. JFD had identified the property behind Water Line Maintenance on Pioneer Road to be suitable property to develop training facilities for future use. JPD has identified the Cove Road property as being a suitable location to perform law enforcement training and joint agency training with both JFD and JPD.			
<b>Conclusion:</b> Mayor Raffield called for a motion. Councilmember Jim Looney made a motion to authorize the use of City owned property located on Pioneer Rd and Cove Road for the purpose of Public Safety Training. Councilmember 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

<b>AGENDA ITEM:</b> New Business Item #9 Consideration of requested SPLOST list		<b>PRESENTER:</b> Mayor Kirk Raffield and Brandon Douglas, City Manager	
<b>Discussion:</b> As you may recall from our Work Session last week, the County has requested the Mayors of Jasper, Nelson, & Talking Rock to meet on June 10 <sup>th</sup> to discuss the list of projects for a 5-year SPLOST. Pursuant to the direction received last week, staff has prepared a list of projects to illustrate some of the needs that could be fulfilled through the SPLOST initiative. The project list is included in your packets. The way the state law is written is that it is 100% up to the county to control. They have essentially said that they are going to move forward with a 5-year SPLOST versus doing an Intergovernmental Agreement which would provide for a 6-year SPLOST. For every dollar spent would provide the city with 12% or 12 pennies. The city portion is based on its population which is approximately 4,000, however, we serve over 16,000 water customers. Mayor Raffield is requesting approval to negotiate for a higher percentage for the city.			
<b>Conclusion:</b> Mayor Raffield called for a motion. Councilmember John Foust made a motion to authorize the mayor to negotiate for a higher percentage for the city. Councilmember Jim Looney provided a second. The motion passed unanimously.			
<b>ACTION ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Approved		N/A	N/A

<b>AGENDA ITEM:</b> New Business Item #10 Consideration of Personnel Policy		<b>PRESENTER:</b> Councilmember John Foust	
<b>Discussion:</b> Mayor Raffield asked Mr. Syfan if there was anything in the Personnel Policy that we would need to be discussed in an executive session. Mr. Syfan stated that it was a generic policy and does not affect any specific employee, so I don't think there is any need to discuss it in an executive session. Councilmember John Foust stated that he would like to set up a council work session to review and discuss the policy. Councilmember Sonny Proctor, MD called a point of order and the Mayor acknowledged it. Sonny Proctor, MD stated "Mr. Mayor, I apologize y'all this has been through committee for months and months and it has been before council and was put on the consent agenda and now we're going to turn around and take it back to, I don't know who we are taking it to." Mayor Raffield stated that he had to recognize that it was placed on the consent agenda and was pulled off consent based on Mr. Foust's feedback. The council that was present at that meeting approved it to be placed on the consent agenda. The Mayor advised Council of his intent to call for a vote on this personnel policy and asked for any further discussion on the policy. Hearing no additional discussion, the Mayor yielded the floor for a motion.			
<b>Conclusion:</b> Mayor Raffield called for a motion. Councilmember Jim Looney made a motion to approve the personnel policy. Councilmember 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: Executive Session		PRESENTER: Mayor Kirk Raffield
<p><b>Discussion:</b>  Mayor Raffield called for a motion to go into Executive Session @ 8:42pm for discussion of Legal. Councilmember Jim Looney made a motion to go into the Executive Session. Councilmember Brandon Hannah provided a second. The motion passed unanimously.</p> <p>Mayor Raffield made a motion to end Executive Session @ 10:02pm and go back into council session. Councilmember Jim Looney made a motion and Councilmember Brandon Hannah provided a second. Motion passed unanimously.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Approved	N/A	N/A

AGENDA ITEM: Adjourn		PRESENTER: Mayor Kirk Raffield
<p><b>Discussion:</b>  Mayor Raffield called for a motion to adjourn. Meeting adjourned at 10:03pm.  Councilmember Jim Looney made a motion to approve. Councilmember Brandon Hannah provided a second. The motion to approve passed unanimously. Meeting adjourned at 10:03pm.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Adjourned	N/A	N/A

  
Mayor, Kirk D. Raffield



  
City Clerk, Lorrie Waters

