



**City of Jasper**  
200 Burnt Mountain Road  
Jasper, GA 30143  
MINUTES | COUNCIL WORK SESSION MEETING  
Thursday, June 26, 5:30 PM

**MEMBERS PRESENT**

Mayor Kirk Raffield  
Sonny Proctor, MD  
Anne Sneve  
Brandon Hannah

**STAFF**

Brandon Douglas  
Kim Goldener  
Lindsey Williams  
Matt Dawkins  
John Sherrer  
Mary Elizabeth Burgess  
Carly Glaze

**GUESTS IN ATTENDANCE**

Justin Brown – GA EPD  
Sydni Ladd – GA EPD  
Katie Meade – GA EPD  
Maggie Buffington – GA EPD  
Samuel Sly  
Jackson O'Brien – Butler & Snow

**MEMBERS ABSENT**

Jim Looney  
John Foust

**LEGAL COUNSEL**

David Syfan

**PRESS**

Mari Livsey – Know Pickens  
Dan Pool – Pickens Progress

<b>AGENDA ITEM I: Call Meeting to Order/Invocation/Pledge of Allegiance</b>		<b>PRESENTER: Mayor Kirk Raffield</b>
Mayor Raffield called the meeting to order. Mayor Raffield called on the Councilmember Brandon Hannah to confirm a quorum was present.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None	N/A	N/A

<b>AGENDA ITEM II: Adopt Agenda</b>		<b>PRESENTER: Mayor Kirk Raffield</b>
<b>CONCLUSION:</b> Mayor Raffield called for a motion to adopt the agenda. Councilmember Sonny Proctor, MD made a motion to approve. Councilmember Anne Sneve provided a second. The motion to approve passed 3 to 0.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Approved	N/A	N/A

<b>AGENDA ITEM III: Executive Session</b>		<b>PRESENTER: Mayor Kirk Raffield</b>
<b>Discussion:</b> Mayor Raffield called for a motion to go into Executive Session @ 5:32pm for discussion of Legal and Real Estate. Councilmember Sonny Proctor, MD made a motion to go into Executive Session. Councilmember Brandon Hannah provided a second. The motion passed 3 to 0.  Mayor Raffield made a motion to end Executive Session @ 6:07pm and go back into council session understanding that council will return to executive session before adjourning the meeting. Councilmember Brandon Hannah made a motion and Councilmember Anne Sneve provided a second. Motion passed 3 to 0.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Approved	N/A	N/A

<b>AGENDA ITEM IV: Public Hearing - Macon-Bibb County Housing Authority</b>		<b>PRESENTER: David Syfan- City Attorney</b>
<b>Public Hearing opened @ 6:08pm</b> <b>Discussion:</b> Mr. Syfan provided an explanation of the statutory authority held by housing authorities. This will be a public hearing for Macon-Bibb County Housing Authority to provide a bond issue for a property that is located within the city limits of Jasper. Mr. Jackson O'Brien is here on the behalf of Macon-Bibb County Housing Authority to answer any questions you may have. A requirement of the statutory authority is that the City in which a property is within has to provide a supporting resolution before the bond issuance can occur. This bond issuance does not require anything of the city other than the supporting resolution.		

The bond is for the renovation of Brooks Hollow Apartments.

Mary Elizabeth Burgess stated that the city was already working with Brooks Hollow on their renovation.

Mayor Raffield pointed out an error in the list of projects provided by Macon-Bibb County Housing Authority and noted that the item the city is concerned with is Item #11 Brooks Hollow 40 units located at 100 Brooks Hollow Way, Jasper, GA.

Mayor Raffield called for anyone else present to speak about this bond issuance. Hearing none, the hearing was closed.

**Public Hearing closed at 6:16pm.**

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	N/A	N/A

**AGENDA ITEM V: Planning Commission Update** **PRESENTER: Mary Elizabeth Burgess – Planning & Development Director**

**Discussion:** Planning Commission hear a Special Use Permit from a company requesting use of a facility located at 229 Confederate Way for processing of metal fabrication not to include any type of painting.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	N/A	N/A

**AGENDA ITEM VI: City Manager's Office Updates** **PRESENTER: Brandon Douglas**

**Discussion:**

1. Project Bid Updates
  - a. Perrow Park Project – We received five (5) bids today, June 26<sup>th</sup> and forwarded those to Goodwyn, Mills and Cawood (GMC) for their review and recommendation. We expect to receive GMC's recommendation by early next week and hope to place it on the July 7<sup>th</sup> agenda for approval.
  - b. GEFA Sewer Rehab Project – This is for a sewer rehab with our collection system that is specifically the Infiltration and Inflow (INI) remedy project for one quarter of the north-northwest basin. Bids will be opened on Tuesday, July 1<sup>st</sup> @ 2:00pm. If we can get a recommendation from Goodwyn, Mills and Cawood (GMC) for this project our intent is to bring this before the council on July 7<sup>th</sup> meeting for approval so that the contractor can go ahead and get to work on this project.
  - c. Stormwater Project – This is our third project that we have been working on and that is our stormwater project request for proposal (RFP). This project consists of three (3) areas: Indian Forest and Squall Valley, Stegal and the corner of Stegal and Mary Streets. We have brought this project to you before, however, we feel that by bundling the three projects together it might be more attractive to a provider than having them separately. We are hoping to use some of our Local Maintenance and Improvement Grant (LMIG) monies to take care of this project, and this bid opening will be on July 21<sup>st</sup>.

Mr. Douglas stated that we do have another project that we are working on, it is not a big project, it's just something that we will be partnering with one of our contractors to complete. This project is behind some of the main street businesses and in the lawn at Whitfield and DB Carol Street. This project has some challenges. We have four Downtown Live Events as well as many other events that take place in our downtown on the weekends and so we have been working with the contractor to get this one scheduled. The contractor has looked at their schedule and wanted to go ahead with the project this week and we stopped them due to all the unknowns because it could take up to weeks with an open trench and we could not do this while hosting a July 4<sup>th</sup> parade and then the next Downtown Live on July 12<sup>th</sup>. We also had to recognize that schools start back on Friday, August 1<sup>st</sup>. So, we are looking at the second Monday in August to get started. Kim will be notifying all the businesses in the affected area. We with Public Safety about the coordinating our efforts with the school system.

2. GDOT Lighting – In your packages you will find some information from GDOT about the light poles and their specifications for State Route Hwy 53 widening project with the proposed roundabout here at Walgreens. They are looking at the light poles and light fixtures for the proposed roundabout area only.

3. '25 Budget Amendments – We have all discussed and I think last year we talked extensively about the budget process and amendments and so I advised you to not be surprised if we do budget amendments for 2025 because this is best practices. We met with the administrative committee, Councilmember Jim Looney and Councilmember Ann Sneve, to discuss the proposed budget amendments for 2025. Those amendments and information are included in your packets, and I have emailed them to you as well. Our hope is that the information provided will help to provide you with an understanding of our budget process. However, if you would like to take a deeper look at any item we can do so.
4. '26 Budget Calendar – We have provided you with a draft 2026 budget calendar. This is a look at what we will need to get accomplished over the next few months. September 18<sup>th</sup> and October 2<sup>nd</sup> could possibly be Special Called Meetings.
5. Fire Services MOUs – Chief John Sherrer provided an update on the Motorola radio project. As we roll this project out, we need to partner with some of our surrounding agencies and their governing entities to get Memorandum of Understanding for use signed prior to being able to utilize their frequencies so that we can get our radios programmed. As you are probably aware the FCC governs communications and for use to be above board and follow best practice we need to reach out to our neighboring counties and cities to obtain permission to operate off of their frequencies and bandwidth. This is based off of the SEC's interpretation of what we need to have. We will be reaching out to Dawson, Cherokee, Bartow, Gilmer and Gordon counties. We do have a standard one that Mr. Syfan is currently reviewing.
6. Jasper DDA Updates – Carly Glaze provided some information that the Downtown Development Authority (DDA) voted unanimously to adopt a proposed process for event vendors. Due to our current authority is city wide we have developed a 4-tiered system for our event vendors: 1<sup>st</sup> tier – Downtown Business, 2<sup>nd</sup> tier – City-wide businesses, 3<sup>rd</sup> tier County Businesses and 4<sup>th</sup> tier – Outside Businesses, if space is available. Our goal is to allow as many business vendors as possible without duplication of types.
7. Development Updates –
  - a. Kim Goldener discussed the request from Georgia Power for a utility easement due to the Hwy 53 Widening project at Lee Newton Park. We receive a document from Georgia Power and have sent it to Mr. Syfan for his review. We do not think we will have this ready for the July 7<sup>th</sup> meeting.
  - b. Mary Elizabeth Burgess discussed a request from Georgia Power for utility easement from our pump station to the location of West Church Street and Noah Drive where the West Church Street gas station and Crenshaw Auto.

Mayor Raffield discussed the public comment section of the regular council meeting agenda. This is where a citizen would sign up before the meeting to speak on specific topic.

Discussed appointments for Jasper Housing Authority and Planning Commission. There will be a DDA appointment on the July 7<sup>th</sup> meeting.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	N/A	N/A

#### AGENDA ITEM: Executive Session

**PRESENTER:** Mayor Kirk Raffield

##### Discussion:

Mayor Raffield called for a motion to return to Executive Session @ 6:48pm for discussion of Legal and Real Estate. Councilmember Brandon Hannah made a motion to return to the Executive Session. Councilmember Anne Sneve provided a second. The motion passed 3 to 0.

##### Conclusion:

Mayor Raffield made a motion to end Executive Session @ 6:59pm and go back into council session. Councilmember Brandon Hannah made a motion and Councilmember Sonny Proctor, MD provided a second. Motion passed 3 to 0.

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

<b>AGENDA ITEM:</b> Adjourn		<b>PRESENTER:</b> Mayor Kirk Raffield	
<b>Conclusion:</b> Mayor Raffield called for a motion to adjourn @ 7:01pm. Councilmember Anne Sneve made a motion to approve. Councilmember Brandon Hannah provided a second. The motion to approve passed 3 to 0.			
<b>ACTION ITEMS</b>		<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Adjourned		N/A	N/A

  
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Mayor, Kirk D. Raffield

  
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City Clerk, Lorrie Waters

