



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

**MEMBERS PRESENT**

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

**STAFF**

Brandon Douglas  
Kim Goldener  
Lorrie Waters  
Lindsey Williams  
Matt Dawkins  
John Sherrer  
Mary Elizabeth Burgess  
Josh Davis  
Elizabeth Brundige  
Stacy Johnson

**GUESTS IN ATTENDANCE**

Samuel Sly  
Pam Briordy  
Danny Douglas  
Erica Johnston  
Jim Johnson  
Craig Meffert  
Tisha Garren  
Doug Sherrill

**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 Jim Looney to confirm a quorum was present. Mayor Raffield called on Nelson's Mayor Sylvia Green to provide the Invocation. Mayor Raffield called on City Manager Brandon Douglas who led the Pledge of Allegiance.

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

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

**Discussion:** Mayor Raffield requested to amend the agenda to include Item A under new business to appoint two members to the Downtown Development Authority and to amend the executive session to include discussion of real estate.

**Conclusion:**

Mayor Raffield called for a motion to adopt the amended agenda. Councilmember Dr. Folsom Proctor, III made a motion to approve the amended agenda. Councilmember Jim Looney provided a second. The motion to approve passed unanimously.

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

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

1. Georgia Local Government Personnel Association (GLGPA) Certified Human Resources Certificate – Stacy Johnson
2. Public Safety Employees who were recognized at the annual Public Safety Appreciation Dinner
  - a. Fire Lt. Matthew Bagley – Medal of Valor
  - b. Police Officer Caleb Steed – Employee of the Year
  - c. Firefighter Thomas Jenkins – Employee of the Year

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

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

**Unfinished Business**

1. Request to rezone approximately 0.21 acres located at 38 Mary Street from C-2 General Commercial to R-1 Low Density Single-Family Residential to allow for an existing single-family residence. (Continued from November 4, 2024)
2. Request for a Special Use Permit to allow for a drive-thru as an accessory use to a proposed convenience store with fuel pump service at 2101 Waleska Highway 108. (Continued from November 4, 2024)

3. Request to rezone approximately 1.2 acres located at 205 and 215 Stegall Drive from C-2 General Commercial to R-1 Low Density Single-Family Residential to allow for the subdivision of land for two existing single-family residences. (Continued from November 4, 2024)
4. Request for variances to Secs. 94-16, 94-111(f), and 94-114(a) to reduce the required lot frontage from 110' to 0' and eliminate the requirement for frontage on a public or private street to allow for the subdivision of land for two existing single-family residences. (Continued from November 4, 2024)

**New Business**

1. Request for variance from City of Jasper Zoning Ordinance Secs. 94-132 – Streetscape(a) and (b)(2) to eliminate the requirement to provide a sidewalk zone.

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

**AGENDA ITEM: Consent Agenda**

**PRESENTER: Mayor Raffield**

1. Minutes from 10.24.2024 Special Called Meeting-Work Session
2. Minutes from 11.04.2024 Council Meeting

**Conclusion:**

Mayor Raffield called for a motion to approve the consent agenda. Councilmember Jim Looney made a motion to approve. Councilmember Brandon Hannah provided a second. The motion passed unanimously.

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

**AGENDA ITEM: Unfinished Business**

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

#1 Consideration & Approval to Rezone 38 Mary Street Parcel # JA11 007

**Discussion:** Consideration and Approval of Request to rezone approximately 0.21 acres located at 38 Mary Street from C-2 General Commercial to R-1 Low Density Single-Family Residential to allow for an existing single-family residence. (Continued from November 4, 2024). Staff and the Planning Commission are recommending approval.

**Conclusion:**

Mayor Raffield called for a motion to approve the rezoning of 38 Mary Street Parcel # JA11 007 from C-2 to R-1 with conditions. Councilmember Jim Looney made a motion to approve. Councilmember Dr. Folsom Proctor, III provided a second. The motion passed unanimously.

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

**AGENDA ITEM: Unfinished Business**

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

#2 Consideration & Approval of Request for Special Use Permit (SUP) for Parcel # 064 006 2101 Waleska Highway 108

**Discussion:** Consideration and Approval of Request for a Special Use Permit to allow for a drive-thru as an accessory use to a proposed convenience store with fuel pump service at 2101 Waleska Highway 108. (Continued from November 4, 2024). Staff and the Planning Commission are recommending approval.

**Conclusion:**

Mayor Raffield called for a motion to approve the Special Use Permit to allow for a drive-thru as an accessory use for Parcel #064 006 with conditions. Councilmember Brandon Hannah made a motion to approve. Councilmember Jim Looney provided a second. The motion passed unanimously.

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

**AGENDA ITEM: Unfinished Business**

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

#3 Consideration & Approval to Rezone Parcel # JA12 117 located at 205 and 215 Stegall Drive from C-2 to R-1 and to allow for the subdivision of land for two existing single-family residences.

**Discussion:** Consideration and Approval Request to rezone approximately 1.2 acres located at 205 and 215 Stegall Drive from C-2 General Commercial to R-1 Low Density Single-Family Residential to allow for the subdivision of land

for two existing single-family residences. (Continued from November 4, 2024). Staff and the Planning Commission are recommending approval.

**Conclusion:**

Mayor Raffield called for a motion to approve with conditions the rezoning and subdivision of land for Parcel # JA12 117 located at 205 and 215 Stegall Drive. Councilmember Anne Sneve made a motion to approve. Councilmember Jim Looney provided a second. The motion passed unanimously.

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

**AGENDA ITEM:** Unfinished Business

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

#4 Consideration & Approval of Request for Variances to Secs. 94-16, 94-111(f), and 94-114(a) for Parcel # JA12 117 located at 205 and 215 Stegall Drive

**Discussion:** Consideration and Approval of Request for variances to Secs. 94-16, 94-111(f), and 94-114(a) to reduce the required lot frontage from 110' to 0' and eliminate the requirement for frontage on a public or private street to allow for the subdivision of land for two existing single-family residences. (Continued from November 4, 2024). Staff and the Planning Commission are recommending approval.

**Conclusion:**

Mayor Raffield called for a motion to approve variance request with conditions for Parcel #JA12 117 located at 205 and 215 Stegall Drive. Councilmember Brandon Hannah made a motion to approve. Councilmember Dr. Folsom Proctor, III provided a second. The motion passed unanimously.

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

**AGENDA ITEM:** New Business

**PRESENTER:** Mayor Kirk Raffield

Item A: Appointment of two Downtown Development Authority Board Members

**Discussion:** Mayor Raffield made his recommendation to appoint Pam (Watkins) Briordy and Brian Rittenberry to the Downtown Development Authority Board.

**Conclusion:**

Mayor Raffield called for a motion to approve the appointments: 1<sup>st</sup> Appointment – Pam (Watkins) Briordy Councilmember John Foust made a motion to approve. Councilmember Anne Sneve provided a second. 2<sup>nd</sup> Appointment - Brian Rittenberry Councilmember John Foust made a motion to approve. Councilmember Jim Looney provided a second. Both motions passed unanimously.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
	N/A	N/A

**AGENDA ITEM:** New Business

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

#1 Consideration and Approval Request for variance from City of Jasper Zoning Ordinance Secs. 94-132 – Streetscape(a) and (b)(2) to eliminate the requirement to provide a sidewalk zone.

**Discussion:** Ms. Burgess explained the applicant, Kevin Loner, on behalf of the owner Lopar, LLC, requests a variance from Secs. 94-132 – Streetscapes (a) and (b)(2) to eliminate the requirement to provide a sidewalk zone. Staff and Planning Commission recommends denial of request. The applicant was not present at the meeting.

**Conclusion:**

Mayor Raffield called for a motion to deny the request for variance to eliminate the requirement to provide a sidewalk zone. Councilmember Jim Looney made a motion to deny. Councilmember Brandon Hannah provided a second. The motion to deny passed unanimously.

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

<b>AGENDA ITEM:</b> New Business #2 Consideration and Approval of Resolution No. 2024 - 19 for the 2025 Adopted Budget		<b>PRESENTER:</b> Lindsey Williams – Finance Director	
<p><b>Discussion:</b> Ms. Lindsey Williams presented the 2025 Operations and Capital Budget for review on November 4<sup>th</sup>. The public hearing and work session was held on Thursday, November 21<sup>st</sup> to review the draft budget and make any changes as needed. Councilmember Jim Looney recognized and thanked staff for the work that went into preparing the FY2025 budget.</p> <p><b>Conclusion:</b></p> <p>Mayor Raffield called for a motion to approve the FY2025 Budget by adoption of Resolution No. 2024-19. Councilmember Brandon Hannah made a motion to approve. Councilmember Jim Looney 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> Lindsey Williams – Finance	
#3 Consideration and Approval of Auditor Engagement Letter from Rushton and Company		Director	
<b>Discussion:</b> Ms. Williams discussed the engagement letter for the City’s auditors, Rushton and Company. Rushton and Company have conducted the annual audit for the city for a few years and staff are requesting the approval of the 2024 Audit Engagement Letter. The cost of the annual audit will be \$32,000.00. Councilmember Brandon Hannah asked if staff is happy with the service they have been receiving and Ms. Williams confirmed that they are.			
<b>Conclusion:</b>			
Mayor Raffield called for a motion to approve the 2024 Auditor Engagement Letter from Rushton and Company. 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		<b>PRESENTER:</b> Lindsey Williams – Finance Director	
#4 Consideration and Approval of Memorandum of Understanding for use of ARPA funds			
<b>Discussion:</b> Ms. Williams explained that at the June 6, 2022, council meeting there was a discussion as to the use of the ARPA (American Rescue Plan Act) funds and how to use them. It was decided that the \$1,484,036 that the city received would be allocated towards the Water Pollution Control Plant expansion when all the funds were received. This agreement will obligate these funds for the WPCP expansion, which must be allocated before 12/31/2024 and used before 12/31/2026. Staff are requesting approval of the memorandum of understanding between city council and the City of Jasper Water Department to obligate funds before 12/31/2024.			
<b>Conclusion:</b>			
Mayor Raffield called for a motion to approve the Memorandum of Understanding for the allocation of ARPA funds for the Water Pollution Control Plant expansion. Councilmember Jim Looney made a motion to approve. 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> New Business		<b>PRESENTER:</b> Brandon Douglas – City Manager	
#5 Consideration and Approval of Resolution No. 2024-20 and the City's participation in the GMA-GIRMA Georgia First Responders PTSD Program			
<b>Discussion:</b> Under HB451 "The Ashley Wilson Act", employers are required to provide this benefit to all first responders including volunteers. This bill mandates that all entities that have first responders provide a lump-sum Post-Traumatic Stress Disorder (PTSD) benefit and income replacement coverage, and that the coverage be in place by January 1, 2025. Staff are seeking approval of the participation agreement and resolution for this program.			
<b>Conclusion:</b>			
Mayor Raffield called for a motion to approve the participation agreement and Resolution No. 2024-20 for the PTSD coverage for First Responders. 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> New Business		
<b>#6 Consideration and Approval of Agreement with OneSource Counseling to provide EAP Services</b>		
<b>PRESENTER:</b> Brandon Douglas – City Manager		
<p><b>Discussion:</b> As discussed during the November 21st Budget Public Hearing, the current Health Insurance Plan does not include an EAP. The City Manager and HR Director met with One Source Counseling and was able to secure a quote of \$7,000 for 2025 to allow for all employees (+ spouse &amp; dependents) to have access to the Employee Assistance Program. The EAP is predominately for behavioral or counseling services that are otherwise free to the employee for up to 6 visits per occurrence. There are additional referral services available in the event that OneSource does not offer a specific service (i.e. legal). Staff recommends consideration and approval of the agreement.</p> <p><b>Conclusion:</b></p> <p>Mayor Raffield called for a motion to approve the agreement with One Source Counseling and Employee Assistance Services, LLC. Councilmember Brandon Hannah made a motion to approve. Councilmember 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>#7 Consideration Agreement between City of Jasper and GDOT regarding SR 53 Project</b>		
<b>PRESENTER:</b> Brandon Douglas – City Manager		
<p><b>Discussion:</b> As you are aware, the Georgia Department of Transportation (GDOT) is nearing completion of the plans for the SR 53 project. The Project Manager has requested that the city consider and execute the following documents:  – Request for a signal permit at SR 53 / Main St. (new intersection/signal).</p> <p>The signal permit has language that staff is seeking clarification insomuch as the execution of the permit would appear to commit the city in some capacity (if deemed necessary) to participate in costs associated with the new signal. Staff have communicated that there are no budgeted monies for said expense and have also expressed concern that the plan sheet does not reflect GREEN mast arms. Staff recommends discussion.</p> <p><b>Conclusion:</b></p> <p>Mayor Raffield called for a motion to approve and authorize staff to continue working with GDOT on these agreements and to request for mast arms to be installed with a green color to match existing ones. 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		
<b>#8 Consideration Intergovernmental Agreement between City of Jasper and GDOT regarding SR 53 Project</b>		
<b>PRESENTER:</b> Brandon Douglas – City Manager		
<p><b>Discussion:</b> As you are aware, the Georgia Department of Transportation (GDOT) is nearing completion of the plans for the SR 53 project. The Project Manager has requested that the city consider and execute the following documents:  – Letter of Support for a Roundabout at SR 53 Business @ Burnt Mt/E Spring St (intersection of Walgreens, Dollar Tree, 1<sup>st</sup> Baptist Church) as discussed during the June 18th meeting.  – Included in the Letter of Support by way of separate agreements include maintaining the landscaping at the Roundabout + energizing the roundabout (lighting). Staff recommends consideration of the agreement.</p> <p><b>Conclusion:</b></p> <p>Mayor Raffield called for a motion to approve the Intergovernmental Agreement between the City of Jasper and GDOT regarding SR53 Project. Councilmember Dr. Folsom Proctor, III made a motion to approve. Councilmember Jim Looney 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> Brandon Douglas – City Manager	
#9 Consideration of updated site plan Gateway at Grandview			
<b>Discussion:</b> In 2018, the property commonly known as Gateway at Grandview was approved for a rezoning as a Planned Unit Development (PUD) in which the various phases would come before Council for review of the site plan. There were essentially 3 phases that were proposed. They included a phase for detached single family residential; a phase for assisted living & duplexes; and a phase for townhomes. The detached single-family phase has been completed in which the site plan was brought before council in 2019 and 2020 (updated for the 103 units). In and around March 2021, the assisted living & duplex phase came before council. Staff have been working with the developer to facilitate the 3rd and final phase of the townhome development. Earlier in 2024, staff had essentially committed the utility capacity for 172 townhomes as the developer began their pursuit of completing the necessary civil drawings for consideration and approval. As the developer has been working on the land disturbance, they have encountered unforeseen issues with rock, etc. which has necessitated an increase to 184 lots (10%). The staff does not have any objections to this increased number of lots; however, as a matter of consistency, the site plan in its finality is being brought before the council for their review and consideration to bring about a completion to this PUD. Staff recommends consideration of the site plan.			
<b>Conclusion:</b>			
Mayor Raffield called for a motion to approve the updated site plan for Gateway at Grandview. 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: Executive Session</b>		<b>PRESENTER: Mayor Kirk Raffield</b>	
<b>Discussion:</b> Mayor Raffield called for a motion to go into Executive Session @ 7:16 pm for discussion of Legal, Personnel, and Real Estate. Councilmember Jim Looney made a motion to go into Executive Session. Councilmember John Foust provided a second. The motion passed unanimously.  Mayor Raffield made a motion to end Executive Session @ 8:59 pm and go back into council session. Councilmember Brandon Hannah made a motion and Councilmember John Foust provided a second. Motion passed unanimously.			
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	
None	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 @ 9:00pm. Councilmember Dr. Folsom Proctor, III 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 J. Waters

