



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

MEMBERS PRESENT
 Mayor Kirk Raffield
 Dr. Folsom C. Proctor
 Jim Looney
 Anne Sneve
 Brandon Hannah

STAFF
 Brandon Douglas
 Kim Goldener
 Lorrie Waters
 Lindsey Williams
 Matt Dawkins
 John Sherrer
 Josh Davis
 Charles Jones

GUESTS IN ATTENDANCE
 Angela Parris
 Samuel Sly
 Frank Leist

MEMBERS ABSENT
 John Foust

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 Brandon Hannah to confirm a quorum was present. Mayor Raffield called on Mr. Brandon Douglas to provide the Invocation. Mayor Raffield called on Councilmember Dr. Folsom Proctor led the Pledge of Allegiance.	
ACTION ITEMS None	PERSON RESPONSIBLE N/A
	DEADLINE N/A

AGENDA ITEM: Adopt Agenda	PRESENTER: Mayor Kirk Raffield
CONCLUSION: Mayor Raffield called for a motion to adopt the agenda. Councilmember Jim Looney made a motion to approve. Councilmember Brandon Hannah provided a second. The motion to approve passed 4 to 0.	
ACTION ITEMS Approved	PERSON RESPONSIBLE N/A
	DEADLINE N/A

AGENDA ITEM: Public Comments	PRESENTER: Mayor Kirk Raffield
Mayor Raffield called for any public comments. No comments.	
ACTION ITEMS N/A	PERSON RESPONSIBLE N/A
	DEADLINE N/A

AGENDA ITEM: Consent Agenda	PRESENTER: Mayor Kirk Raffield
<ol style="list-style-type: none"> 1. Minutes from 11.21.2024 Council Public Hearing-Work Session 2. Minutes from 12.02.2024 Council Meeting 3. Approval of Job Description for Deputy City Manager 4. Approval of Job Description for Public Works Director 5. Approval of Job Description for Water/Wastewater Director 6. Approval of Job Description for Utilities Maintenance/Projects Coordinator 7. Approval of Termination and Release Agreement for Janitorial Services. 	
Conclusion: Mayor Raffield called for a motion to approve the Consent Agenda Items. Councilmember Jim Looney made a motion to approve. Councilmember Dr. Folsom Proctor provided a second. The motion passed 4 to 0.	
ACTION ITEMS Approved	PERSON RESPONSIBLE N/A
	DEADLINE N/A

AGENDA ITEM: New Business		PRESENTER: Mayor Kirk Raffield
#1 Consideration & Approval of Committee Appointments		
<p>Discussion: Mayor Raffield made the following committee appointments: Development & Local Infrastructure – Dr. Folsom Proctor and Mr. John Foust Finance and Administration – Mr. Jim Looney and Ms. Anne Sneve Enterprise – Dr. Folsom Proctor and Mr. Jim Looney Parks & Properties – Mr. Brandon Hannah and Mr. John Foust Public Safety – Ms. Anne Sneve and Mr. Brandon Hannah</p> <p>Conclusion: Mayor Raffield called for a motion to approve committee appointments. Councilmember Brandon Hannah made a motion to approve. Councilmember Anne Sneve provided a second. The motion passed 4 to 0.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Approved	N/A	N/A

AGENDA ITEM: New Business		PRESENTER: Brandon Douglas, City Manager
#2 Consideration & Approval of Legal Services Agreement		
<p>Discussion: The city reviews our legal services annually and it is staff's recommendation with the elected body's concurrence that Mr. David Syfan and his firm (Hulsey, Oliver & Mahar, LLP) will continue to represent the City of Jasper and to provide general legal services for 2025. The hourly rate is proposed to be unchanged from 2024.</p> <p>Conclusion: Mayor Raffield called for a motion to approve the Legal Services Agreement with David Syfan with Hulsey, Oliver & Mahar, LLP as the City's Attorney. Councilmember Jim Looney made a motion to approve. Councilmember Dr. Folsom Proctor provided a second. The motion passed 4 to 0.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Approved	N/A	N/A

AGENDA ITEM: New Business		PRESENTER: Brandon Douglas, City Manager
#3 Consideration & Approval of Municipal Court Judge Service Agreement		
<p>Discussion: The city reviews our court services regularly and as such, it is staff's recommendation with the elected body's concurrence that Mr. Robert A. Sneed will continue to represent the City of Jasper as Judge over the City's Municipal Court for 2025 and 2026 (2-year agreement in accordance with State Law). The monthly rate is proposed to be unchanged from 2024 and has been budgeted for 2025.</p> <p>Conclusion: Mayor Raffield called for a motion to approve the Municipal Court Judge Service Agreement with Robert A. Sneed. Councilmember Brandon Hannah made a motion to approve. Councilmember Jim Looney provided a second. The motion passed 4 to 0.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Approved	N/A	N/A

AGENDA ITEM: New Business		PRESENTER: Brandon Douglas, City Manager
#4 Consideration & Approval of Municipal Court Solicitor Service Agreement		
<p>Discussion: The city reviews our court services regularly and as such, it is staff's recommendation with the elected body's concurrence that Mr. Joseph W. Hudson will continue to provide services on behalf of the City of Jasper as Prosecuting Attorney for 2025. The monthly rate is proposed to be unchanged from 2024 and has been budgeted for 2025.</p> <p>Conclusion: Mayor Raffield called for a motion to approve the Municipal Court Prosecuting Attorney Agreement with Joseph W. Hudson. Councilmember Anne Sneve made a motion to approve. Councilmember Brandon Hannah provided a second. The motion passed 4 to 0.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Approved	N/A	N/A

AGENDA ITEM: New Business #5 Consideration & Approval of Municipal Court Public Defender Service Agreement		PRESENTER: Brandon Douglas, City Manager
<p>Discussion: The city reviews our court services regularly and as such, it is staff's recommendation with the elected body's concurrence that Mrs. Cortney M. Stuart will continue to provide services on behalf of the City of Jasper as Public Defender for 2025. The monthly rate is proposed to be unchanged from 2024 and has been budgeted for 2025.</p> <p>Conclusion: Mayor Raffield called for a motion to approve the Municipal Court Public Defender Service Agreement with Mrs. Cortney M. Stuart. Councilmember Jim Looney made a motion to approve. Councilmember Brandon Hannah provided a second. The motion passed 4 to 0.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Approved	N/A	N/A

AGENDA ITEM: New Business #6 Consideration & Approval of Franchise Agreement between City of Jasper and ETC		PRESENTER: Brandon Douglas, City Manager
<p>Discussion: The existing franchise agreement between the City and ETC expires on Jan. 18th and as such a new 7-year agreement has been received. The City Attorney has reviewed, and it is in proper order. The agreement does reflect the increase in the percentage as adopted by the Council in 2023 and as such the fee is 5%.</p> <p>Conclusion: Mayor Raffield called for a motion to approve the Franchise Agreement between the City of Jasper and ETC. Councilmember Brandon Hannah made a motion to approve. Councilmember Jim Looney provided a second. The motion passed 4 to 0.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Approved	N/A	N/A

AGENDA ITEM: New Business #7 Consideration & Approval of Ordinance No. 2025-01 for establishing the 2025 Municipal General Election		PRESENTER: Brandon Douglas, City Manager
<p>Discussion: The city initiates the process of the General Election cycle through an ordinance. The 2025 General Election will have 2 council seats (Post 1 & 2) wherein the Pickens County Board of Elections will run and conduct the election on behalf of the city. However, the City is required to consider and approve an ordinance to establish the election along with the appropriate dates and qualifying fees. Staff in concert with Legal have prepared the Ordinance that provides the appropriate information. The general election is scheduled for Tuesday, Nov. 4, 2025, from 7am until 7pm in the Municipal Courtroom. The qualifying will be Monday, Aug. 18, 2025, through Friday, Aug. 22, 2025, from 8:30am until 4:30pm at the Pickens County Board of Elections. The qualifying fee will be \$90.00 for the Council seats.</p> <p>Conclusion: Mayor Raffield called for a motion to approve Ordinance No. 2025-01 establishing the 2025 Municipal General Election. Councilmember Brandon Hannah made a motion to approve. Councilmember Anne Sneve provided a second. The motion passed 4 to 0.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Approved	N/A	N/A

AGENDA ITEM: New Business #8 Consideration & Approval of Tourism Development Services Agreement with Pickens County Chamber of Commerce		PRESENTER: Brandon Douglas, City Manager
<p>Discussion: The City enters an agreement with the Pickens County Chamber of Commerce annually for Tourism Development Services and for the allocation of the two-thirds of the six percent hotel/motel tax collection by the City to the Chamber. The 2025 agreement is unchanged from the 2024; however, it is the expectations to review in concert with our state legislators, county partners, etc. to determine if the percentage as collected needs to be modified which will come back to all parties for review but would not be in effect until 2026 at the earliest if action is taken.</p> <p>Conclusion: Mayor Raffield called for a motion to the Tourism Development Services Agreement with Pickens County Chamber of Commerce. Councilmember Jim Looney made a motion to approve. Councilmember Anne Sneve provided a second. The motion passed 4 to 0.</p>		

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

AGENDA ITEM: New Business #9 Consideration & Approval of Department Leaders Agreements	PRESENTER: Brandon Douglas, City Manager
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Discussion: As you are aware, direction had been provided to reproduce the Employee Agreements that had previously been the practice to have for each of the Department Leaders over the respective City Departments.

Accordingly, the following agreements have been provided for your review/consideration:

- Deputy City Manager, Kim Goldener
- Finance Director, Lindsey Williams
- City Clerk / Human Resources Director, Lorrie Waters
- Development Director, Mary Elizabeth Burgess
- Public Works Director, Josh Davis
- Water/Wastewater Director, Charles Jones
- Fire Chief, John Sherrer
- Police Chief, Matt Dawkins

Conclusion:

Mayor Raffield called for a motion to approve Employee Agreements for each of the Department Leaders. Councilmember Jim Looney made a motion to approve. Councilmember Brandon Hannah provided a second. The motion passed 4 to 0.

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

AGENDA ITEM: New Business #10 Consideration & Approval of Watershed Monitoring Agreement	PRESENTER: Kim Goldener, Deputy City Manager
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Discussion: As a part of the City's Watershed Protection Plan and our National Pollution Discharge Elimination System (NPDES) permit for the Wastewater Pollution Control Plant, we are required to perform annual water quality monitoring activities. There are different requirements for monitoring each year, and during 2025 we will be required to perform our standard water quality monitoring, as well as biological monitoring - this means that fish community sampling and macroinvertebrate (mussels and clams, snails, mayflies, and aquatic worms are all examples) sampling, as well as habitat assessments, will be done this year.

Turnipseed Engineers is our consultant for our annual watershed reporting and they coordinate the required monitoring for the City as a pass-through cost. Vanasse Hangen Brustlin (VHB) will be performing the monitoring activities. For FY 2025, the total cost will be \$26,907.00 (\$15,356 for water quality, and \$11,551 for biological monitoring).

Conclusion:

Mayor Raffield called for a motion to approve the Watershed Monitoring Agreement. Councilmember Jim Looney made a motion to approve. Councilmember Dr. Folsom Proctor provided a second. The motion passed 4 to 0.

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

AGENDA ITEM: New Business #11 Consideration & Approval of the Purchase of Dump Truck	PRESENTER: Kim Goldener, Deputy City Manager
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Discussion: Council will recall with the 2024 budget amendments at the July Council meeting perpetual project funds were established for capital purchases within our Enterprise and General Fund departments. In reviewing capital needs, the Utility Department has determined that the original funding approved for a specific project would be better allocated to different equipment purchases, so tonight I'll be presenting 2 requests for equipment that have the potential for multiple departments to utilize. For the first item, the Utility Department had a capital project to replace one of our aging tandem dump trucks used at the WPCP for hauling dried sludge to the landfill, hauling dirt, gravel, etc. and \$120,000.00 was allocated for this project. With the contract award to Inframark for plant operations in November, the City is no longer responsible for hauling sludge, so although we do still have need for a dump truck, we do not have need for a tandem.

Charles has been looking at dump trucks for several months, and found a 2024 Chevrolet 5500 4x4 dump truck at Days Chevrolet that has been there for a while. The price is \$85,000. He has reached out to Bill Holt Chevrolet and to Hardy Chevrolet; however, neither dealership has one in stock and has advised that it could take up to 6 months to get one in. Due to the length of time to procure, both dealerships are hesitant about quoting prices.

Conclusion:
 Mayor Raffield called for a motion to approve the purchase of the 2024 Chevrolet 5500 Dump Truck from Days Chevrolet, with a cost not to exceed \$84,000. Councilmember Jim Looney made a motion to approve. Councilmember Dr. Folsom Proctor provided a second. The motion passed 4 to 0.

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

AGENDA ITEM: New Business
 #12 Consideration & Approval of the Purchase of Infinity Vac Trailer

PRESENTER: Kim Goldener, Deputy City Manager

Discussion: The Utility Department proposes to utilize the remaining \$35,000.00 from the savings on the dump truck in the previous item to purchase an Infinity Vac Trailer. This equipment can be towed behind any of our crew service trucks and does have the ability to be used across multiple departments.

A Vac Trailer has dual use as both a line jetter/cleaner to break through clogs in sewer lines, as well as a suction to remove water/debris from manholes, sewer lines, and to assist in keeping trenches open. While this is proposed to primarily be the Utility Department's equipment, this equipment could be used in our Public Works Department for cleaning storm mains and clearing clogged culverts. It also has the ability to be used by the Fire Department with trench rescues.

The quote for this equipment comes from Consolidated Pipe & Supply and they are the sole source vendor for Infinity Vac trailers. The quoted price is \$73,975.00 and we propose to utilize the remaining funds (\$35,000.00) from the dump truck purchase, as well as reallocate \$39,000.00 from another Enterprise capital project - EQ Pond and Raw Water Intake Debris Removal - which has experienced some cost savings as well.

There is a 12-14 week lead time on this trailer. With your approval, we can issue the PO this week and get them started on the build. Payment would not be due until trailer delivery.

Conclusion:
 Mayor Raffield called for a motion to approve the Purchase of Infinity Vac Trailer. Councilmember Brandon Hannah made a motion to approve. Councilmember Dr. Folsom Proctor provided a second. The motion passed 4 to 0.

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

AGENDA ITEM: New Business
 #13 Consideration & Approval of Resolution No. 2025-01 and authorization for Mayor to execute any and all necessary documents for USDA Closing

PRESENTER: Kim Goldener, Deputy City Manager

Discussion: As you may be aware, the City is moving forward with the process of closing on the USDA Bonds and per our legal, it is required for the elected body to consider and approve a resolution. This resolution pertains to the Interest rates as identified below:

- Series 2022-A Bond in the principal amount of \$4,748,000 = 1.375% annually
- Series 2022-B Bond in the principal amount of \$9,000,000 = 1.50% annually
- Series 2022-C Bond in the principal amount of \$1,879,000 = 1.50% annually

The closing is scheduled to occur on January 17, 2025, in which the documents will be executed the week of Jan. 6th for review the week of Jan. 13th.


Conclusion:
 Mayor Raffield called for a motion to approve Resolution No. 2025-01 and to authorize the mayor to execute necessary documents for the USDA Bonds. Councilmember Jim Looney made a motion to approve. Councilmember Anne Sneve provided a second. The motion passed 4 to 0.


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

AGENDA ITEM: New Business #14 Consideration & Approval of 2025 Calendar		PRESENTER: Brandon Douglas, City Manager
Discussion: The City considers a calendar each year to establish dates for the various standing meetings associated with the elected body as well as our volunteer boards/commissions. There is no planned increase to the meeting schedule from 2024; however, there has been a suggested removal of the ½ days preceding the Thanksgiving Holidays along with the 1/2 preceding the Christmas Holidays. The expectations would be that the Executive Staff (City Manager's Office) can use discretion periodically which may result in a flexing of time when offices may be opened (delayed/closing) without having the "additional" full day (2 half days) added to the calendar.		
Conclusion: Mayor Raffield called for a motion to approve the 2025 City Calendar. Councilmember Brandon Hannah made a motion to approve. Councilmember Dr. Folsom Proctor provided a second. The motion passed 4 to 0.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Approved	N/A	N/A

AGENDA ITEM: Executive Session – Real Estate		PRESENTER: Mayor Kirk Raffield
Discussion: Mayor Raffield called for a motion to go into Executive Session @ 6:59pm for discussion of Legal and Personnel. Councilmember Brandon Hannah made a motion to go into Executive Session. Councilmember Jim Looney provided a second. The motion passed 4 to 0. Mayor Raffield made a motion to end Executive Session @ 7:20pm and go back into council session. Councilmember Jim Looney made a motion and Councilmember Anne Sneve provided a second. Motion passed 4 to 0.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Approved	N/A	N/A

AGENDA ITEM: Adjourn		PRESENTER: Mayor Kirk Raffield
Discussion: Mayor Raffield called for a motion to adjourn @ 7:21pm. Councilmember Jim Looney made a motion to approve. Councilmember Brandon Hannah provided a second. The motion to approve passed 4 to 0.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Adjourn	N/A	N/A


 Mayor, Kirk D. Raffield


 City Clerk, Lorrie Waters
 Interim City Clerk

Kimberly Goldener
 2-3-25

