



City of Jasper
200 Burnt Mountain Road
Jasper, GA 30143
 MINUTES | REGULAR MEETING
 Monday, February 6, 2023, 6:00 PM

MEMBERS PRESENT

Mayor Steve Lawrence
 Kirk Raffield
 Folsom C. Proctor
 John Foust
 Jim Looney
 Anne Sneve

STAFF

Sonia Jammes
 Kim Goldener
 David Hall
 Lindsey Williams
 John Sherrer
 Matt Dawkins
 Stacy Johnson
 Tonya Dutton

GUESTS IN ATTENDANCE

Amberle Godfrey
 Kay Lawrence
 Kevin Pickett
 Sandy Ott
 Max Caylor
 David Wadsworth
 Von Headrick
 Gina Johnson
 Linda Taday
 Marjorie Cost
 Mark Fine
 Von Headrick
 Craig Meffert
 John Roach
 Tim Snow
 Ryan Crump

MEMBERS ABSENT

LEGAL COUNSEL

R. David Syfan

PRESS

Mari Livsey – KnowPickens
 Angela Reinhardt – Pickens Progress

AGENDA ITEM: Call Meeting to Order/Invocation/Pledge of Allegiance	PRESENTER: Mayor Steve Lawrence
Mayor Lawrence seeing a quorum called the meeting to order. Mayor Lawrence called on Reverend Max Caylor to provide the Invocation. Councilmember Looney led the Pledge of Allegiance.	
ACTION ITEMS	PERSON RESPONSIBLE
None	N/A
	DEADLINE
	N/A

AGENDA ITEM: Adopt Agenda	PRESENTER: Mayor Steve Lawrence
CONCLUSION: Mayor Lawrence called for a motion to adopt the agenda. Councilmember Looney made a motion to approve. Councilmember Sneve provided a second. The motion to approve passed unanimously.	
ACTION ITEMS	PERSON RESPONSIBLE
Approved	N/A
	DEADLINE
	N/A

CONSENT AGENDA ITEMS: Minutes Regular Meeting January 9, 2023 Development Report Financial Report Fire Report Police Report Social Media Policy 2023-02 Bidding Process for Construction of Water Supply Test Wells Matching funds for FEMA AFG Grant Resolution 2023-02 Records Management & Retention	PRESENTER: Mayor Steve Lawrence
DISCUSSION: Mayor Lawrence stated that the Bidding Process for the Construction of Water Supply Test Wells and The Matching funds for FEMA AFG Grant will be removed from the consent Agenda and moved to new business. Mayor Lawrence called for a motion to approve the amended consent agenda.	
CONCLUSION: Councilmember Proctor made a motion to approve the amended Consent Agenda. Councilmember Raffield provided a second. Motion to approve passed unanimously. Mr. Syfan suggested input from department heads on the Records Management & Retention and possibly making some amendments at a later date if needed.	

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

AGENDA ITEM: Pinning Ian Norton	PRESENTER: Chief Sherrer	
<p>Mayor Lawrence called on Chief Sherrer. Chief Sherrer stated that Mr. Norton has been promoted to the rank and position of Assistant Fire Chief. His daughter pinned him with his new Assistant Chief badge during the ceremony.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Pinning of Mr. Norton	N/A	N/A

AGENDA ITEM: Unfinished Business	PRESENTER: Sonia Jammes	
<p>#1 Consideration to move forward with the selection of lowest RFP bidder for JFD Renovations Construction Project</p>		
<p>DISCUSSION: Ms. Jammes welcomed the new Planning and Development Director, Mary Elizabeth Burgess. Ms. Jammes reminded the council that the lowest winning bid for the Jasper Fire Department renovations construction project came in at \$432,951.00 back in 2022. Ms. Jammes asked the council if they would like to approve turning the RFP into a contract or moving in a different direction with the contracting of the JFD Station. Ms. Jammes stated that the main goal of this project was to make better accommodations for our Firefighters who are on shift for 24 hours. Ms. Jammes stated that we have \$265,000 dollars from SPLOT funding, and staff would like to repurpose those funds to go towards the identification of the property and potential construction for a second station on 515. Councilmember Proctor asked if we already have dedicated funds for finding a second property. Ms. Jammes stated that the \$265,000 is for the Fire Department and can be used for what the council chooses for the Fire Department. Ms. Jammes stated that with the Home Depot Grant, they will be able to upgrade the accommodation so that every firefighter has their own sleeping quarters, some additional money will be needed for other equipment such as beds and nightstands, and will not come close to the \$265,000. Councilmember Raffield stated that this came from the committee and the committee has worked with the Department Heads and City Administrations on what is needed at the station. JFD is undergoing renovations through grants. Councilmember Raffield stated that out of committee he would make a motion to reject the bid and continue to work at a committee level for other sources of funding and opportunities. Councilmember Raffield added that getting a second station and a location secured for that is a priority.</p>		
<p>CONCLUSION: Mayor Lawrence called for a motion to reject the low bid of \$432,951.00. Councilmember Raffield made a motion. Councilmember Looney provided a second. The motion to reject the bid of \$432,951 passed unanimously.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Approved to reject	N/A	N/A

AGENDA ITEM: Unfinished Business	PRESENTER: Sonia Jammes	
<p>#2 Consideration to move forward with RFP for construction of Downtown Restroom Project</p>		
<p>DISCUSSION: Ms. Jammes recapped the lengthy process of the Restroom project. Originally council wanted to use the existing structure, but after discussion, at the direction of the City Council, the project was brought to our engineer to raise the structure and build something brand new. The new engineering and construction cost estimates came back at a total of \$918,767.00. Ms. Jammes asked if this is the direction the City Council wants to continue in. Ms. Jammes stated that the currently approved funding from SPLOST for this project is \$81,207.00, we would need to do some creative accounting when it comes to getting some more funding if this is the direction council goes in. Ms. Jammes provided the council with options of ready-made prefab restrooms that are brought in with a crane and are just as legitimate accommodation as what has been presented by the engineers. Ms. Jammes asked for direction on how the City Council wants to move on the restroom project. Councilmember Proctor stated the timeframe issues were somewhat our fault in the early stages, then for whatever reason took longer than they anticipated, the firm has done exactly what we have asked them to do, the difficult thing is the cost. He added it is also such a prominent location in our city that most of the pre-fab structures may not be satisfactory and may not accommodate the volume anticipated as the city business and tourism continues to grow. Councilmember Sneve asked if we had a cost to take down the existing structure. Ms. Jammes stated we do not have a demolition cost, some could be done in-house but some parts of the structure would</p>		

need to be done from an outside source. Mayor Lawrence stated that there has been some speculation about why the city cannot use the existing structure. Mayor Lawrence stated that the engineer said the structure is nothing but a façade of brick, it is not brick and would not be safe for us to build out under. Mayor Lawrence said the structure will have to be taken down. Councilmember Looney asked about long-term financing. Ms. Jammes said there could be long-term funding available. Councilmember Sneve recommended this go back to the committee to look at loan options.

CONCLUSION:

Councilmember Looney made a motion to send this back to the committee to study funding and to allocate the \$81,207.00 to demolish the existing building. Councilmember Raffield provided a second. The motion passed unanimously.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Bring to Committee/Demolish Building	N/A	N/A

<p>AGENDA ITEM: New Business #1 Consideration and approval to annex and rezone parcel JA10 051.001 consisting of 14.44 acres located off West Church into the City of Jasper as C-2 Commercial, Ordinance 2023-02</p> <p style="text-align: right;">PRESENTER: Shauna Coleman</p>

DISCUSSION:

Mayor Lawrence stated that this item will be tabled due to a technicality related to new rules for notifying the board of education. The request will be brought back to the council at the next regular meeting. Mr. Syfan explained that in 2022 the Georgia General Assembly modified the annexation statute. The new annexation requires the notice to go to the Board of Education prior to the completion of an annexation. Mayor Lawrence asked if anyone in the public would like to speak on this item. No one came forward.

CONCLUSION:

Mayor Lawrence called for a motion to table until the next regular Council Meeting on March 6, 2023. Councilmember Looney made a motion to approve. Councilmember Sneve provided a second. Motion to Table passed unanimously.

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

<p>AGENDA ITEM: New Business #2 Consideration and approval of Scope of Work Amendment for #1 Utility Master Plan by GMC</p> <p style="text-align: right;">PRESENTER: Kim Goldener</p>

DISCUSSION:

Mrs. Goldener stated that GMC is in the process of finalizing the City's Utility Master Plan. Mrs. Goldener explained that from early on in the mastering planning discovery phase, GMC would need as much information about our existing infrastructure as possible in order to prepare a thorough hydrologic analysis of our water and wastewater systems. Mrs. Goldener stated that the city has not be able to provide enough information for GMC to complete the analysis on the wastewater side. She went on to explain in order to identify what bottle necks there may be within the system, GMC needs vertical information on our collection system. This includes horizontal positioning, elevations on all manhole tops as well as invert elevations, and elevation information for our lift stations. GMC will also provide a general assessment of the condition of the over 800 manholes while performing the surveying work. Mrs. Goldener stated that Corkey Welch of GMC discussed this proposal with the Enterprise Fund Committee at the January 30th meeting, it was recommended that full Council approve Utility Master Plan Scope of Work Amendment for \$60,000.00.

CONCLUSION:

Mayor Lawrence called for a motion to approve the Utility Master Plan Scope of Work Amendment for \$60,000.00. Councilmember Proctor made a motion to approve. Councilmember Looney provided a second. Motion to approve passed unanimously.

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

AGENDA ITEM: New Business
 #3 Consideration and approval of Pickens County Chamber
 2023 Agreement **PRESENTER:** Lindsey Williams

DISCUSSION:

Mrs. Williams stated that every year the City enters into an annual agreement with the Pickens County Chamber of Commerce to help promote our tourism. The city submits a quarterly payment based on 66.67% of hotel/motel tax collected. Staff is requesting approval of this agreement with the Pickens County Chamber of Commerce.

CONCLUSION:

Mayor Lawrence called for a motion. Councilmember Proctor made a motion to approve. Councilmember Sneve provided a second. The motion to approve passed unanimously.

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

AGENDA ITEM: New Business
 #4 Consideration and approval of Derelict and Blight
 Ordinance 2023-03 **PRESENTER:** Sonia Jammes

DISCUSSION:

Ms. Jammes stated that the city has a Blighted Property Ordinance, staff would like to take the opportunity to strengthen our current Ordinance including protecting the safety, health, and welfare of all city residents, the City of Jasper requires properties to be maintained in conformance with applicable codes in force within the City. Staff is requesting approval of the Derelict and Blighted Property Ordinance 2023-03. This will be replacing the existing Blighted Ordinance.

CONCLUSION:

Mayor Lawrence called for a motion. Councilmember Foust made a motion to approve. Councilmember Sneve provided a second. The motion to approve passed unanimously.

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

AGENDA ITEM: New Business
 #5 Consideration and approval of updated Municipal Court
 Fees **PRESENTER:** Tonya Dutton

DISCUSSION:

Mrs. Dutton stated that the Municipal Court Fees and local ordinance for fines and fees were brought to Public Safety Committee for review the new fine/fee schedule was presented with a 30% increase to the base fine, and a \$10 increase on the Technology fee on the total fine, the rates have not been raised in over 10 years. The Committee recommended holding the local ordinance fines/fees until mid-year to be reviewed by the City Attorney and move forward with the State Statute fines. Chief Dawkins stated that the staff is only seeking approval of the updated state statute fees, not any local fees and ordinances, that will go to Mr. Syfan for review before bringing to the council. Mr. Syfan stated that as long as there is a statutory authorization he is okay with it. Mrs. Dutton stated that they have gone through the state law.

CONCLUSION:

Councilmember Raffield made a motion to table pending legal review. Mayor Lawrence called for a second. No Second was provided. Motion to table fails. Mayor Lawrence called for a motion to approve Statutory State Code Municipal Fees. Councilmember Looney made a motion to approve. Councilmember Raffield provided a second. Councilmember Raffield asked Mr. Syfan if he needed to further review what is being presented tonight. Mr. Syfan stated that if the Chief is absolutely sure that the fees are tied to a statute, he has no problem with the council approving, Motion to approve passed unanimously.

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

AGENDA ITEM: New Business #6 Consideration and approval of standardized parade route		PRESENTER: Chief Dawkins
<p>DISCUSSION: Chief Dawkins is proposing a new permanent parade route. Chief Dawkins stated that the City of Jasper has many parades throughout the year and all are different parade routes. Having a permanent parade route will help with the amount of personnel being brought in. Currently for JPD, we bring in up to Ten officers at 7am on With the new route, we would bring in three to four officers at 7am to help with closing roads for parade set up. We would bring in other officers later to assist with crowd control. This helps with lowering the overtime paid out for special events. Chief Dawkins stated that if approved the parade route would be permanent and would be followed by any organization that gets approval for a parade with the exception of one parade, that being the Veterans Parade. This parade is small in nature and always ends at the Veterans Memorial next to Lee Newton Park.</p>		
<p>CONCLUSION: Mayor Lawrence called for a motion to approve. Councilmember Sneve made a motion to approve. Councilmember Looney provided a second. The motion to approve passed unanimously.</p>		
ACTION ITEMS Approved	PERSON RESPONSIBLE N/A	DEADLINE N/A

AGENDA ITEM: New Business #7 Consideration and approval of Worley Preserves Amended Plat		PRESENTER: Kim Goldener
<p>DISCUSSION: Mrs. Goldener provided Mayor and Council with copies of the original plat that was approved and the purposed plat for Worley Preserve Phase 2. Mrs. Goldener stated that the Developer for the Worley Preserve development is requesting Council to approve the addition of 2 lots (numbers 126 and 163) at the cul-de-sac end of Crossroads Circle. The proposed plat is included for your review, as is the originally approved plat which does show these lots as "future". This development was originally approved as a Planned Unit Development (PUD) for detached single-family homes. Mrs. Goldener added that the City Attorney has reviewed the original proposed plats. Mr. Syfan has determined that PUD allows the Developer to have up to 6 units per acre on the 31 acres of land for a total of 186 units/lots. The total number of platted lots is confirmed to be 161, so the Developer can replat to add these two additional lots and still remain under the 186 units/lots allowed. Staff is requesting the approval of the amended plat for Phase 2 of Worley Preserve to add those two lots, 126 and 163 along crossroads Circle. Councilmember Proctor stated there were contingencies on the approval of the PUD, which involved splitting the cost of the infrastructure, he asked if this has been verify and handled from the developer standpoint. Ms. Jammes stated that she believed a lot of the infrastructure was laid by the developer. Mrs. Goldener added that the most substantial component was under 515, the former Development Director Lonnie Waters located documentation and the receipts from the developer on what they had contributed, and the research satisfied that the commitment was met.</p>		
<p>CONCLUSION: Mayor Lawrence called for a motion to approve the amended Plat. Councilmember Looney made a motion to approve. Councilmember Proctor provided a second. The motion to approve passed unanimously.</p>		
ACTION ITEMS Approved	PERSON RESPONSIBLE N/A	DEADLINE N/A

AGENDA ITEM: New Business #8 Consideration and approval to proceed with the Bidding process for the construction of Water Supply Test Wells		PRESENTER: Kim Goldener
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DISCUSSION:

Mrs. Goldener reminded council that at the June 6, 2022 Council meeting, Council approved Phase 1 of a proposal to investigate potential groundwater (municipal well) sites as a part of our water supply diversification strategy. Robert Atkins, P.G. with A&S Environmental Services spent time in Jasper performing geologic mapping and identified 15 sites and ranked them according to most favorable to least favorable. The recommendation from Mr. Atkins and Turnipseed to the Enterprise Committee was that the City take the top 3 ranked sites and have test wells drilled to evaluate initial production rates and water chemistry. Turnipseed Engineers prepared draft bid documents for the 3 test wells, as well as a summary of estimated project costs, and the Enterprise Committee has recommended that the City proceed with obtaining bids. All 3 test well sites are on City-owned property (2 on Doris Wigington Park property, and 1 at the Hood Park Lift Station site). Mrs. Goldener noted that the construction of a production well only comes after 3 test wells have been installed and water quality and quantity is found to be favorable. Turnipseed will need to prepare construction plans and specs for that work separately. Staff is requesting Council to approve proceeding with the bidding process for the construction of water supply test wells. Once bids are received and evaluated by the Enterprise Committee, Staff will bring their recommendation to full Council for review. Councilmember Proctor asked if we have proposed financing for this process once it occurs. Mrs. Williams stated that it can come out of the enterprise fund.

CONCLUSION:

Mayor Lawrence called for a motion to approve the proceed with the Bidding process. Councilmember Raffield made a motion to approve. Councilmember Looney provided a second. Motion to approve passed unanimously.

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

AGENDA ITEM: New Business

#9 Consideration and approval of Matching Funds for the FY2022 FEMA Assistance to Firefighters Preparedness grant program

PRESENTER: Kim Goldener

DISCUSSION:

Mrs. Goldener provided background on the FEMA Assistance to Firefighters Preparedness grant program. This program is designed to help fire departments purchase new equipment and PPE to replace non-compliant items. Mrs. Goldener stated that the Jasper Fire Department has identified the need to replace 20 sets of SCBA Air Paks, each with 2 cylinders, as the current equipment is 2 or more cycles out of compliance with NFPA standards. Staff has received a quote from Municipal Emergency Services in the amount of \$226,460.00. Due to the size of our jurisdiction, our required Local Cost Share is approximately 5% or \$10,783.81. That amount may fluctuate, we may need to make it 21 sets due to the sets have to match with the number of seated positions, the amount should not go over \$500 more. This would only need to be paid should we be awarded funding for our application. Mrs. Goldener stated that the FEMA grant is one of the most competitive grants.

CONCLUSION:

Mayor Lawrence called for a motion to approved. Councilmember Raffield made a motion to approve. Councilmember Looney provided a second adding that the amount be changed to \$12,500. Mayor Lawrence called for a motion to approve the amended motion. Councilmember Looney made a motion to approve. Councilmember Sneve provided a second. The Motion to approve passed unanimously.

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

AGENDA ITEM: Committee Reports

DISCUSSION:

Council provided a brief update. No action taken from committee reports.

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

AGENDA ITEM: Adjourn		PRESENTER: Mayor Steve Lawrence	
DISCUSSION: Mayor Lawrence called for a motion to adjourn.			
CONCLUSION: Councilmember Foust made a motion to adjourn the meeting. Councilmember Sneve provided a second. Motion to approve passed unanimously. Mayor Lawrence adjourned the meeting.			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Adjourn	N/A	N/A	



Mayor

City Clerk