



## Jackson County Board of Commissioners Meeting Minutes

Monday, August 1, 2022 • 6:00 P.M.

The Jackson County Board of Commissioners met on Monday, August 1, 2022 at 6:00 p.m. in the Jury Assembly Room at the Jackson County Courthouse, 5000 Jackson Parkway, Jefferson, Georgia.

Commissioners Present: Tom Crow, Chairman  
Jim Hix, Commissioner District 1 (arrived at 6:30 p.m.)  
Chas Hardy, Commissioner District 2  
Ralph Richardson, Commissioner District 3  
Marty Seagraves, Commissioner District 4

Staff Present: Kevin Poe, County Manager  
Gina Roy, Assistant County Manager  
Ericka Johnson, Deputy Clerk

Press: Mike Buffington, Jackson Herald/Mainstreet News

**A. CALL TO ORDER:**

Chairman Tom Crow called the meeting to order at 6:00 p.m.

**B. INVOCATION:**

County Manager Kevin Poe gave the invocation.

**C. PLEDGE OF ALLEGIANCE:**

Commissioner Chas Hardy led the Pledge of Allegiance.

**D. APPROVAL OF MINUTES:**

July 6, 2022 Minutes:

Commissioner Seagraves made the motion, seconded by Commissioner Richardson, to approve the minutes for July 6, 2022. The vote was taken and the motion passed unanimously. (Vote 4 – 0)

July 18, 2022 Minutes:

Commissioner Richardson made the motion, seconded by Commissioner Seagraves, to approve the minutes for July 18, 2022. The vote was taken and the motion passed unanimously. (Vote 4 – 0)

**E. CITIZEN INPUT:**

Kevin Poe, County Manager, provided an update in response to a citizen's request concerning AED (automated external defibrillator) units. He reported there was no was code or state regulation regarding the maintenance of AED units. He suggested

to contact the county's local legislative delegation to ask for the drafting of legislation that would require facilities to provide some level of maintenance of the AED units. Chairman Crow advised he had contacted Senator Frank Ginn for assistance.

F. **REPORTS:**

None

G. **APPOINTMENTS:**

- 1) **Jackson County Department of Family & Children Services – 5 Year Term:**  
• **Shirley Kinney (District 5 – Term Expired June 30, 2022)**

Chairman Crow stated Ms. Kinney had served on the committee for a number of years, but she decided to retire. He then made the motion, seconded by Commissioner Seagraves, to appoint Jennifer Langston to the Family & Children Services Board of Directors for a five-year term. The vote was taken and the motion passed unanimously. (Vote 4 – 0)

H. **NEW BUSINESS:**

- 1) **(Public Hearing) – Approve Capital Improvement Element (CIE) Adoption Resolution, Adopt the CIE, and Adopt the Impact Fee Ordinance:** (Gina Roy)

Gina Roy, Assistant County Manager, presented a request to approve the Capital Improvement Element (CIE), adopt the resolution, adopt the CIE, and adopt the Impact Fee Ordinance. She gave a brief report advising this was a 10-month process. The CIE was approved by the state. The Impact Fee Ordinance included the fees and outlined the distribution of the fees. Ms. Roy explained this was the first of two public hearing and no vote would be taken at this meeting. The second public hearing will be held on August 15<sup>th</sup> and the board would vote on the request. The Georgia Department of Community Affairs had given their findings and a positive review on the Capital Improvement Element. All members of the Impact Committee were present with the exception of one. Ms. Roy reported the committee decided on the impact fee for a residential dwelling in the amount of \$3,049.79.

Ms. Roy opened the public hearing for comment. Keith Hayes, 5108 Winder Hwy. and a member of the committee, told the board there was a consensus of the committee regarding the \$3,000 fee per each new house. Walter Barnett, 1848 Stapler Bridge Road, was a member of the committee, and he thanked the staff and Jerry Weitz for their diligent work on the project. He believed the proposed impact fee was a good start. Steve Wittry, 206 Moore's Creek Drive, Hoschton, GA also served on the committee. He believed the impact fee was important. John Mosley, 855 Boone Road, Hoschton, GA supported the impact fee, but cautioned the board to

stand their ground to control the growth, if there were citizen requests for variances, abatements, and grandfather requests.

There was no opposition and the public hearing was closed. Chairman Crow expressed his appreciation to the committee for their work. However, he did not feel the proposed impact fee reflected the true cost of the impact to the citizens of the county. Chairman Crow made the motion to return the matter back to the committee to determine the true total cost and to determine the true impact fee for each service. Commissioner Richardson asked what were the implications of not proceeding. Ms. Roy estimated it would delay the project another six months. There was a brief discussion on postponing the issue for further review and evaluation.

Commissioner Jim Hix arrived at 6:30 p.m. Keith Hayes again addressed the board. Tim Cornelison, 122 Lake Vista Lane, Commerce, GA, said this was all a balancing act but was adamant the affordability of housing was under extreme pressure. He believed if the homes prices were to continue to increase, it would impact the county and the ability to serve the potential new residents. Walter Barnett spoke and believed the cities should also consider the adoption of impact fees. Donald Roberts, 371 Brothers Road, Pendergrass, GA was also a member of the committee. He thought if the proposed impact fee was increased, more people would move into the cities. He also thought the proposed fee was a good start. The motion died due to the lack of a second. The next public hearing will be held on August 15, 2022.

I. **ADJOURNMENT:**

Chairman Crow declared the meeting adjourned at 6:47 p.m.

**WORK SESSION MEETING**

*This portion of the meeting is to facilitate a discussion on matters requiring a more in-depth review, explanation, and analysis. No formal action will be taken by the Board of Commissioners on any of the items listed below.*

J. **CALL TO ORDER:**

Chairman Tom Crow called the meeting to order at 6:47 p.m.

K. **NEW BUSINESS:**

- 2) **Purchase of New Vans:** (Kevin Poe)  
Award bid for three (3) vans to Jefferson Motor Company, for a total of \$145,517, and authorize the County Manager to sign the purchase orders for these vehicles

Kevin Poe, County Manager, presented the staff report for the purchase of new vans. He explained staff wanted to obtain pricing on current model-year vehicles. Bids were

taken and only bid was received from Jefferson Motors. The bid was lower than the state contract pricing in the amount of \$145,517 for all vehicles. Mr. Poe recommended approval. There were no questions from the board.

- 3) **Updated GDOT Speed Zone Ordinance:** (Gina Roy)  
**To approve an update to the Speed Zone ordinance as required by Georgia DOT**

Gina Roy, Assistant County Manager, presented the staff report for a request to approve an update to the Speed Zone Ordinance. She explained this update included changing the speed limit on Mt Olive Road from 45 mph to 35 mph. Ms. Roy explained the Speed Zone Ordinance was still pending updates for two school zones. There were no questions from the board.

- 4) **Updates to Article VII. Hotel/Motel Occupancy Tax to comply with House Bill 317 Passed and Effective July 1, 2021, Adding Short-Term Vacation Rentals:** (Kevin Poe)

**Approve and authorize changes to the Hotel Motel ordinance to comply with House Bill 317, adding short-term rentals as a collection source. This allows Jackson County to collect hotel motel excise tax for short-term rentals through third parties such as Expedia, VRBO, Booking, HomeAway.com, etc.**

Kevin Poe, County Manager, recommended the board authorize changing the Hotel/Motel Ordinance to comply with House Bill 317 adding short-term rentals as a collection source. He explained this will allow Jackson County to collect hotel/motel excise tax for short-term rentals through third parties such as Expedia, VRBO, Booking, HomeAway.com, etc. He further stated the county was receiving revenue, but needed to ensure the county could keep the funds, and apply it to the General Fund revenues. There were no questions from the board.

- 5) **Bid Award Triple Surface Contract for 2022:** (Kevin Poe)  
**Award the bid for triple surface treatment for 10.85 miles of dirt road to Epps Brothers, Inc. in the amount of \$887,964**

Kevin Poe, County Manager, reported the commission had previously approved a list of 10.85 miles of dirt roads to be paved with triple surface treatment, which was put out to bid. Only one bid was received from Epps Brothers Inc. in the amount of \$887,964. Staff recommended approval to award the bids. There were no questions from the board.

- 6) **Intergovernmental Treatment Capacity Lease:** (Kevin Poe)  
**Approve the Intergovernmental Capacity Lease Agreement between Upper Oconee Basin Water Authority, Oconee County, Barrow County, and Jackson County**

Kevin Poe, County Manager, reported over the past few years Barrow County had been leasing their excess Upper Oconee Basin Water Authority (UOBWA) treatment

plant capacity to Oconee County. He explained since Jackson County was a party to the treatment capacity agreement, the County must sign off on the lease which was up for renewal. Mr. Poe added previously, the County chose not to lease any of the county's capacity to Oconee County. There were no questions from the board.

7) **Incentive Leave Policy and Amended Sick Leave Policy:** (Kevin Poe)  
**Adopt the Jackson County Government Incentive Leave Policy and the Amended Sick Leave Policy effective January 1, 2023**

Kevin Poe, County Manager, asked the board to consider approval of an Incentive Leave policy regarding sick leave to encourage employees to be good of stewards of accumulated sick leave while employed with the county. The policy stipulated eight (8) hours of Incentive Leave would be awarded to employees who worked six (6) consecutive months without utilizing any sick leave.

He further stated an employee who worked from January 1<sup>st</sup> through June 30<sup>th</sup> without utilizing any sick leave, would be eligible and may take Incentive Leave beginning the period from July 1<sup>st</sup> through December 31<sup>st</sup> of the same calendar year. Additionally, an employee who worked from July 1<sup>st</sup> through December 31<sup>st</sup> without utilizing any sick leave, would be eligible to take Incentive Leave beginning the period January 1<sup>st</sup> through June 30<sup>th</sup> of the next calendar year.

Incentive Leave accrual will be capped at 40 hours. Also, Incentive Leave hours remaining at the time of separation will not be payable to the employee. Mr. Poe also recommended amending the rate of Sick Leave accrual. Mr. Poe reminded members the Sick Leave accrual rate was decreased a couple of years ago from 8 hours per month to 4 hours per month. He reported there was backlash and he believed returning back to the accrual rate of 8 hours per calendar month was appropriate. If approved, the Incentive Leave Policy and amended Sick Leave Policy will be effective January 1, 2023. There were no questions from the board.

8) **Longevity Pay Policy:** (Kevin Poe)  
**Adopt the Jackson County Government Longevity Pay Policy to recognize an employee's length of service with Jackson County**

Kevin Poe, County Manager, asked the board to consider approval of a Longevity Pay Policy to recognize an employee's length of service with Jackson County. This will be a lump sum payment amount minus any applicable deductions during the 4th quarter of each calendar year. The formula will be \$75 year for each year of service, with a maximum payout of \$2,000 per employee annually. Employees eligible to receive the longevity pay must be employed for one full year and be employed in a full-time and regular status at the time the longevity pay is paid out. Employees in a part-time status, seasonal position, or in an unpaid, personal leave of absence status were ineligible. The longevity pay will be subject to review and approval annually through the development of the County's budget each year. The budget impact was \$250,000 per year. Mr. Poe advised staff continued to review pay and compensation to find ways to recruit and retain employees.

L. **ADJOURNMENT:**

There was no other business to discuss. Chairman Tom Crow declared the meeting adjourned at 7:01 p.m.

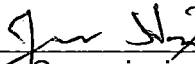
All printed material/documentation presented is filed in Board Minute Addendum Book No. 13-R and hereby becomes a part of the official minutes.

Minutes Approved: Monday, August 15, 2022

Jackson County Board of Commissioners




  
\_\_\_\_\_  
Tom Crow, Chairman

  
\_\_\_\_\_  
Jim Hix, Commissioner District 1

  
\_\_\_\_\_  
Chas Hardy, Commissioner District 2

\_\_\_\_\_  
Ralph Richardson, Jr., Commissioner District 3

  
\_\_\_\_\_  
Marty Seagraves, Commissioner District 4

Attest:   
\_\_\_\_\_  
Ericka Johnson Deputy Clerk

AFFIDAVIT OF COUNTY BOARD OF COMMISSIONERS

Tom Crow, Chairman, Jim Hix, Commissioner, Chas Hardy, Commissioner, Ralph Richardson, Jr., Commissioner, and Marty Seagraves, Commissioner, being duly sworn, state under oath that the following is true and accurate to the best of their knowledge and belief:

1.

The Jackson County Board of Commissioners met in a duly advertised meeting on Aug. 15, 2022.

2.

During such meeting, the Board voted to go into closed session.

3.

The executive session was called to order at 6:58 a.m.  p.m.

4.

The subject matter of the closed portion of the meeting was devoted to the following matter(s) within the exceptions provided in the Open Meetings law:

- Consultation with the county attorney or other legal counsel to discuss pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the county or any office or employee or in which the county or any officer or employee may be directly involved as provided in O.C.G.A. § 50-14-2(1);
- Discussion of tax matters made confidential by state law as provided by O.C.G.A. § 50-14-2(2) and O.C.G.A. § \_\_\_\_\_.
- Discussion of the future acquisition of real estate as provided by O.C.G.A. § 50-14-3(4).
- Discussion or deliberation on the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a county officer or employee as provided in O.C.G.A. § 50-14-3(6);
- Other \_\_\_\_\_ as provided in O.C.G.A. § \_\_\_\_\_.

This 15<sup>th</sup> day of August, 2022.

Jackson County Board of Commissioners

Tom Crow  
Tom Crow, Chairman

Chas Hardy  
Chas Hardy, Commissioner District 2

Jim Hix  
Jim Hix, Commissioner District 1

Ralph Richardson, Jr.  
Ralph Richardson, Jr. Commissioner District 3

Sworn to and subscribed before me this 15 day of August, 2022.

Erica J. Johnson  
Notary Public

Marty Seagraves  
Marty Seagraves, Commissioner District 4

