



Jackson County Board of Commissioners

July 17, 2023 at 6:00 PM
Jury Assembly Room - County Courthouse

MINUTES

1. Call to Order - Chairman Tom Crow

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

Commissioners Present: Chairman Tom Crow
Commissioner Jim Hix, District 1
Commissioner Chas Hardy, District 2
Commissioner Chad Bingham, District 3
Commissioner Marty Seagraves, District 4
Commissioner Marty Clark, District 5

Staff Present: Kevin Poe, County Manager
Gina Roy, Assistant County Manager
Jamie Dove, Public Development Director
Ericka Johnson, Deputy Clerk

Press: None

2. Invocation - Kevin Poe, County Manager

Kevin Poe, County Manager, gave the invocation.

3. Pledge of Allegiance - Commissioner Bingham

Commissioner Chad Bingham led The Pledge of Allegiance.

4. Approval of Minutes

A. Minutes for June 5, 2023

To approve minutes for June 5, 2023

Commissioner Clark moved to approve the minutes for June 5, 2023. Commissioner Seagraves seconded the motion. The vote was taken and the motion passed unanimously. (Vote 5 – 0)

B. Minutes for June 26, 2023

To approve the minutes for June 26, 2023

Commissioner Hix moved to approve the minutes for June 26, 2023. Commissioner Seagraves seconded the motion. The vote was taken and the motion passed unanimously. (Vote 5 – 0)

5. **Citizen Input**

Each speaker is provided up to four (4) minutes to address the board on any item that is not listed on this agenda.

Vickie Brannon, 199 Lanier Road, addressed the board regarding the condition of Lanier Road. She said the road was in desperate need of maintenance.

6. **Reports**

There were no reports given.

7. **Recognitions, Appointments, and Special Items**

A. **Jackson County Certified Literate Community Program (CLCP)**

David Butler, Director of Adult Literacy, will address the board and provide information about the program and its progress throughout the county.

David Butler spoke on behalf of the Jackson County Certified Literate Community Program and he gave an overview of the program. The Jackson County Certified Literate Community Program serves the community by helping to raise adult literacy rates in the county. Mr. Butler thanked the board for their continued annual financial support of the program.

8. **New Business**

A. **Consider proposal from Advantage Behavioral Health System regarding use of opioid settlement funds**

To consider approving the allocation of \$100,000 of Opioid Settlement Funds to Advantage Behavioral Health Services(ABHS) to help fund the Peer Advocacy and Connection Team(PACT).

Evan Mills, Director of Housing and Development addressed the board on a request for allocation from the Opioid Settlement Funds. ABHS is the Community Service Board responsible for delivering public funded mental health, developmental disabilities, and addictive disease services in ten (10) northeast Georgia counties. ABHS is the safety-net provider for those ten (10) counties serving the uninsured and under-insured individuals with mental illness, substance abuse or intellectual development disabilities. Chairman Crow moved to approve a \$100,000 allocation to Advantage Behavioral Health System (ABHS) from the Opioid Settlement Funds. Commissioner Bingham seconded the motion. The vote was taken and the motion passed unanimously. (Vote 5 – 0)

B. **Consider proposal from Reboot Jackson regarding use of Opioid Settlement Funds**

To consider approving an allocation of \$35,000 of Opioid Settlement Funds to Reboot Jackson to support their Overdose Response Kit distribution program

Jennifer Langston, Executive Director of Reboot Jackson, addressed the board on a request for funds to provide Narcan for citizens of the county. Narcan is a medication that can reverse an overdose. She explained plans are to put out boxes containing the Narcan inside so people would have access to the life-saving medication. The boxes will be placed in public locations. Ms. Langston advised an individual can also scan a

barcode and watch a video on how to administer the drug. Additionally, one can also use the barcode to report if the supply needs replenishing. Chairman Crow moved to approve an allocation of \$35,000 from the Opioid Settlement Funds to Reboot Jackson for the placement of overdose response kits throughout the community. Commissioner Seagraves seconded the motion. The vote was taken and the motion passed unanimously. (Vote 5 - 0)

C. Creation of a Street Light Special Tax District for Traditions of Braselton, Pods 4V and 1W

To authorize the Chairperson to establish a special tax district for street lights for Traditions of Braselton, Pods 4V and 1W. An application has been submitted by Angie Wiggins as authorized representative

Jamie Dove, Public Development Director, presented a request to create a Street Light Special Tax District for Traditions of Braselton, Pods 4V and 1W. The request was for seventy(70) lots with 28 streetlights. There were no questions from the board.

Christopher Hamilton, County Attorney, opened the public hearing for comment. The applicant was not present. No one spoke in favor of the request and there was no opposition. The public hearing was closed and the request submitted to the board for a decision. Commissioner Bingham moved to approve the creation of a Street Light Special Tax District for Traditions of Braselton, Pods 4V and 1W. Commissioner Hix seconded the motion. The vote was taken and the motion passed unanimously. (Vote 5 - 0)

D. Creation of a Street Light Special Tax District for West Jackson Commons, Phase 3 (Townhomes)

To authorize the Chairperson to establish a special tax district for street lights for West Jackson Commons, Phase 3 (Townhomes). An application has been submitted by Angie Wiggins as authorized representative

Jamie Dove, Public Development Director, presented a request for the creation of a Special Tax District for West Jackson Commons, Phase 3 (Townhomes). The homes will be located next to Publix on Hwy. 124. There will be 130 townhomes with 20 street lights. Christopher Hamilton, County Attorney, opened the public hearing for comment.

No one spoke in favor of nor in opposition to the request. Commissioner Bingham moved to approve the creation of a Street Light Special Tax District for West Jackson Commons, Phase 3 (Townhomes). Commissioner Hix seconded the motion. The vote was taken and the motion passed unanimously. (Vote 5 -0)

E. Update to Article VII. Hotel/Motel Occupancy Tax Ordinance

The purpose of this agenda item is to update section 34-145 to allow the finance director to allocate and disburse funds in accordance with the law on a quarterly basis and update section 34-146 to reference the correct OCGA code applicable to Jackson County

Kevin Poe, County Manager, addressed the board on a request to update the Hotel/Motel Occupancy Tax Ordinance. He reminded members that the county had begun collecting hotel/motel tax from Expedia and VRBO. He stated there were state rules regarding the expenditure of those funds. He presented a proposed update to ensure the ordinance was in compliance with state law regarding hotel/motel taxes. He also said this would allow the Finance Director to apply the funds appropriately as required by state law. Chairman Crow moved to approve the Update to Article VII. Hotel/Motel Occupancy Tax Ordinance. Commissioner Clark seconded the motion. The vote was taken and the motion passed unanimously. (Vote 5 - 0)

F. Proposed revision to Procurement of Goods and Services Ordinance

The purpose of this revision is to add clarification to exceptions as listed to meet state requirements

Kevin Poe, County Manager, presented the staff report on a request to revise the Procurement of Goods and Services Ordinance. The revision will add clarification related to exceptions for bids. He explained if the county accepted bids and if there was documented evidence of vendors who have not met expectations, staff would be allowed to reject their bid, even if they were the low bid. Chairman Crow moved to approve the proposed revision to the Procurement of Goods and Services Ordinance. Commissioner Bingham seconded the motion. The vote was taken and the motion passed unanimously. (Vote 5 - 0)

G. Amendment to the Aging Services Contract

A request from the Regional Commission to amend our current fiscal year Aging Services Contract Amendment and approve signature by the Chairman. This request is a decrease of federal funding by \$2,697.47 with an increase of state funding of \$25,133.47. This net increase to our local funding for the Senior Center is \$22,436.00. Jackson County's local match will not change from the previous agree contract as shown on the attachment.

Gina Roy, Assistant County Manager, presented a request for approval of an amendment to the Aging Services contract with the Northeast Georgia Regional Commission. The amendment was needed since the county will receive extra funds. However, there was no change on change on matching funds. Chairman Crow moved to approve the Amendment to the Aging Services Contract. Commissioner Bingham seconded the motion. The vote was taken and the motion passed unanimously. (Vote 5 - 0)

H. Approve mid-year pay adjustment

To approve a mid-year pay adjustment for county employees

Kevin Poe, County Manager, reported in order to provide competitive pay and to recruit new employees, he recommended the board approve a mid-year pay adjustment. The adjustment will include a 2.5% increase for all public safety employees and 1.5% for all other county employees. The cost of the mid-year pay adjustment was \$300,000. And, if approved, the pay adjustment will be effective at the first pay period in August. Chairman Crow moved to approve the mid-year pay adjustment. Commissioner Clark seconded the motion. The vote was taken and the motion passed unanimously. (Vote 5 - 0)

I. Approve an additional Facilities Maintenance Technician position for the Parks & Recreation Department

To approve an additional Facilities Maintenance Technician position for the Parks & Recreation Department

Kevin Poe, County Manager, addressed the board on a request to approve the addition of a Facilities Maintenance Technician for the Parks & Recreation Department. He reminded members of recently added new parks and recreational facilities. He reported there was increased usage of all county parks and this position was needed. Chairman Crow moved to approve the additional Facilities Maintenance Technician position for the Parks & Recreation Department. Commissioner Hix seconded the motion. The vote was taken and the motion passed unanimously. (Vote 5 - 0)

- J. **Approve the transfer of Tax parcel # 067 054A3 to the Jackson County Industrial Development Authority(JCIDA) and approve an Intergovernmental Agreement for the JCIDA to develop and market the parcel for sale.**
To approve the transfer of property to the JCIDA and enter into an Intergovernmental Agreement(IGA) with the JCIDA to market and sale the property

Kevin Poe, County Manager, requested approval for the transfer of Tax Parcel #067 054A3 to transfer property to the Jackson County Industrial Development Authority (JCIDA). The property is located at the corner of Highway 82 and Jackson Parkway. Mr. Poe advised the request also included approval of an intergovernmental agreement with the IDA to market and sell the site. The proceeds will be submitted to the Board of Commissioners.

Chairman Crow moved to approve the transfer of Tax parcel # 067 054A3 to the Jackson County Industrial Development Authority (JCIDA) and approve an intergovernmental agreement for the JCIDA to develop and market the parcel for sale. Commissioner Hix seconded the motion. The vote was taken and the motion passed unanimously.
(Vote 5 – 0)

9. **Zoning Related Business**

A. **New Business**

1. **RZ-23-0184 - Daniel Leahu, 799 Marshall Clark Road, Hoschton; 3.59 acres (Map 114/Parcel 058)**
Request to rezone from A-2 (Agricultural Rural Farm District) to R-2 (Medium Density Residential) for a personal care home serving 15 or less persons

Jamie Dove, Public Development Director, advised RZ-23-0184 and the next item, SU-23-0052, was the same project. She asked if the board wanted to combine the public hearing. The applicant was amendable to combining the public hearings. Ms. Dove reviewed the staff report and explained this was a proposal to do a personal care home serving under fifteen (15) patients. Staff recommended approval w/ one (1) condition.

1. There shall be no subdividing of the parcel.

The Planning Commission recommended denial. For the special use application, staff recommended approval with five (5) conditions.

1. The institutionalized living facility shall have no more than 15 persons under care.
2. Additional parking shall be added to allow for the additional residents and guests.
3. The location of the additional parking must be either behind the current primary structure or shielded with landscaping from the roadway and neighboring properties per Article 12 of the Unified Development Code.
4. Site plan is to be submitted prior to any occupational tax certificate being issued to highlight parking (including handicap).
5. Building must be inspected by Jackson County Building Department, or designee, to assure compliancy for use prior to issuance of occupational tax certificate.

The Planning Commission recommended denial of the application. Ms. Dove acknowledged receipt of an opposition letter received by her office today. Christopher Hamilton, County Attorney, opened the public hearing for comment. Daniel Leahu, 799 Marshall Clark Road, spoke in support of the requests and asked for approval. He believed the personal care home would benefit the community. Mr. Leahu confirmed there will be a maximum number of five (5) residents with the exception of the caregivers. He also told of plans to build a ramp for the home.

Mr. Hamilton called for opposition. Stanton Porter, 73 Church Street, Winder, GA, Doug Baker, 949 Marshall Clark Rd, Lyn Burkhalter, 939 Marshall Clark Rd., Randy Dalton,, 555 Marshall Clark Rd; Mike Osburn, 579 Marshall Clark Rd, and Stephanie Vickers, 791 Marshall Clark Rd, all spoke in opposition to the request. Mr. Leahu spoke in rebuttal. There was no other comment and the public hearing was closed. Commissioner Bingham moved to deny RZ-23-0184. Commissioner Clark seconded the motion. The vote was taken and the motion passed unanimously. (Vote 6 – 0)

2. **SU-23-0052 - Daniel Leahu, 799 Marshall Clark Road, Hoschton; 3.59 acres (Map 114/Parcel 058)**

Request for a special use for a personal care home serving 15 or less persons

No action was needed because the application for RZ-23-0184 was denied.

3. **RZ-23-0185 - Dylan Cantrell; 610 Galilee Church Road, Jefferson; 26.74 acres (Map/Parcels 069 026, 069 026A, 069 026B, 069 029)**

Request to rezone from A-3 (Agricultural Fringe District) to LI (Light Industrial) for truck/trailer parking for an existing timber business

Jamie Dove, Public Development Director, said this request was before the board previously for a map amendment. She reported this was Cantrell Land and Timber property, located on Galilee Church Road. The applicant requested a rezoning to L-I in order to bring their business into compliance, and with the hope of building a shop. The Planning Staff and Planning Commission recommended approval.

Christopher Hamilton, County Attorney, opened the public hearing for comment. Dylan Cantrell, 641 Clyde Short Road, Commerce, GA addressed the board in support of the request. There was no opposition and the public hearing was closed. Commissioner Hix moved to approve RZ-23-0185 from A-3 to L-I as recommended by staff. Commissioner Bingham seconded the motion. The vote was taken and the motion passed unanimously. (Vote 5 – 0)

10. **Adjournment**

Chairman Crow declared the meeting adjourned at 7:29 PM

Minutes Approved: Monday, August 7, 2023

Jackson County Board of Commissioners



Attest:

Ericka Johnson
Ericka Johnson, Deputy Clerk

Tom Crow
Tom Crow, Chairman

Jim Hix
Jim Hix, Commissioner District 1

Chas Hardy
Chas Hardy, Commissioner District 2

Chad Bingham
Chad Bingham, Commissioner District 3

Marty Seagraves
Marty Seagraves, Commissioner District 4

Marty Clark
Marty Clark, Commissioner District 5

