



# Jackson County Board of Commissioners - Called Meeting

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January 22, 2024 at 6:00 PM  
Jackson County Administrative Auditorium

## MINUTES

### 1. Call to Order - Chairman Tom Crow

Chairman Tom Crow called the meeting to order at 6:03 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

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

Press: Mike Buffington, Mainstreet News/Jackson Herald

### 2. Invocation - County Manager Kevin Poe

Kevin Poe, County Manager, gave the invocation.

### 3. Pledge of Allegiance - Commissioner Chad Bingham

Commissioner Chad Bingham led the Pledge of Allegiance.

### 4. Approval of Minutes

#### A. December 18, 2023 Draft Minutes

#### Approve the minutes for December 18, 2023

Commissioner Bingham moved to approve the minutes for December 18, 2023. Commissioner Hardy seconded the motion. The vote was taken, and the motion passed unanimously. (Vote 5 – 0)

### 5. Citizen Comment

There were no comments.

### 6. Reports

There were no reports.

## 7. Recognitions, Appointments, and Special Items

### A. 2024 Calendar of Meetings

#### **Approve the 2024 Calendar of Meetings for the Jackson County Board of Commissioners.**

Chairman Crow moved to approve the 2024 Calendar of Meetings for the Board of Commissioners. Commissioner Seagraves seconded the motion. The vote was taken, and the motion passed unanimously. (Vote 5 – 0)

### B. Selection of a Vice-Chairman for 2024

#### **Appoint a Vice-Chairman for 2024 to perform the duties and to exercise the authority of the Chairman in his absence.**

Chairman Crow moved to appoint Commissioner Chas Hardy as Vice-Chairman for 2024. Commissioner Seagraves seconded the motion. The vote was taken, and the motion passed unanimously. (Vote 5 – 0)

### C. Jackson County Airport Authority - 3 Year Term:

#### **To appoint two (2) individuals to serve a 3-year term on the Jackson County Airport Authority.**

- Donna Geiger - Term expired December 31, 2023
- Max Allen - Term expired December 31, 2023

Chairman Crow moved to reappoint Donna Geiger to the Jackson County Airport Authority. Commissioner Bingham seconded the motion. Hearing no discussion, the vote was taken, and the motion passed unanimously. (Vote 5 - 0)

Commissioner Seagraves moved to appoint Brad Barto to the Jackson County Airport Authority. Chairman Tom Crow seconded the motion. Hearing no discussion, the vote was taken, and the motion passed unanimously. (Vote 5 -0)

### D. Jackson County Board of Assessors - 3 Year Term:

#### **To appoint an individual to serve a 3-year term on the Jackson County Board of Assessors.**

- Hubert Edwards - Term expired December 31, 2023

Chairman Crow moved to reappoint Hubert Edwards to the Jackson County Board of Assessors. Commissioner Bingham seconded the motion. Hearing no discussion, the vote was taken and the motion passed unanimously. (Vote 5 – 0)

### E. Jackson County Parks & Recreation Advisory Board - 1 Year Term:

#### **To appoint members to the Jackson County Parks & Recreation Advisory Board.**

- Jay Phillips - Term expired on December 31, 2023
- Jimmy Peck - Term expired on December 31, 2023

- **Bucky Sorrow - Term expired on December 31, 2023**

Commissioner Bingham moved to reappoint Jay Phillips and Bucky Sorrow to the Jackson County Parks & Recreation Advisory Board. Chairman Crow seconded the motion. The vote was taken, and the motion passed unanimously. (Vote 5 – 0)

Commissioner Seagraves moved to reappoint Jimmy Peck to the Jackson County Parks & Recreation Advisory Board. Chairman Crow seconded the motion. The vote was taken, and the motion passed unanimously. (Vote 5 – 0)

**F. Jackson County Library Board of Trustees - 3 Year Term:**

**To appoint an individual to serve a 3-year term on the Jackson County Library Board of Trustees**

Commissioner Bingham moved to appoint Shauna Cochran to the Jackson County Library Board of Trustees. Chairman Crow seconded the motion. The vote was taken and the motion passed unanimously. (Vote 5 – 0)

**8. New Business**

**A. Amend the contract with the NEGA Regional Commission regarding additional ARPA funding for senior center meals.**

**Allow the Chairman to sign the amended contract with the NEGA Regional Commission to receive more funding for Senior Center meals.**

Gina Roy, Assistant County Manager, presented the staff report for a request to amend the contract with the Northeast Georgia Regional Commission for an additional American Rescue Plan (ARPA) funding in the amount of \$18,077 for meals. This will raise this contract to a total amount of \$117,015.61. There were no questions. Chairman Crow moved to approve the contract amendment with the Northeast Georgia Regional regarding additional ARPA funding for senior center meals. Commissioner Seagraves seconded the motion. The vote was taken, and the motion passed unanimously. (Vote 5 – 0)

**B. Amend the current SFY2024 Aging Services contract with the NEGA Regional Commission, which includes an increase in Community-Based Services funding for Senior Center meals.**

**To amend the contract to accept more funding from the NEGA Regional Commission on both home-delivered meals and congregate meals.**

Gina Roy, Assistant County Manager, presented a request to amend the current SFY2024 Aging Services contract. This amendment will approve the acceptance of an additional \$1,065.00 from the Northeast Georgia Regional Commission on home-delivered meals and \$45,000 for congregate meals. The increase will provide the Senior Center a total of \$422,863.06 for meals. Chairman Crow moved to approve the contract amendment. Commissioner Bingham seconded the motion. The vote was taken, and the motion passed unanimously. (Vote 5 – 0)

**C. Providing for the creation and retention of electronic records**

**Adopting a resolution to provide for the creation and retention of electronic records**

Gina Roy, Assistant County Manager, presented the staff report on request to approve a resolution providing for the creation and retention of electronic records. She explained staff had started the process of archiving and merging old paper documents under the Georgia Records Retention laws. She said there were many documents that could be scanned and retained electronically, where in the past, these records had to be kept in the original paper format. This resolution will allow the county to keep certain records in electronic format and properly dispose of the paper documents.

Chairman Crow moved to approve the resolution providing for the creation and retention of electronic records. Commissioner Seagraves seconded the motion. The vote was taken and the motion passed unanimously. (Vote 5 – 0)

**D. Elimination of Mobile Home decals in Jackson County**

**This resolution will eliminate the need to provide decals for paid mobile home taxes. It will also eliminate the need for taxpayers to display a paid mobile home decal.**

Candace Taylor-Heaton, Tax Commissioner, addressed the board and presented a resolution to eliminate the need to provide decals for paid mobile home taxes. This will also eliminate the need for taxpayers to display a paid mobile home decal. Chairman Crow moved to approve the resolution as presented.

Commissioner Seagraves seconded the motion. The vote was taken and the motion passed unanimously. (Vote 5 – 0)

**E. Award Contract to On Call Building Code Inspection Firm**

**To award contract to an on-call vendor for building code inspection and consulting services**

Jamie Dove, Public Development Director, presented a request to award the contract for on-call building code inspections. She reported six (6) bids were received. A panel of seven members, which consisted of the Assistant County Manager, Capital Projects Manager, Public Development Director, Public Works Director, Code Enforcement Officer, President of the Jackson County Builders Association, and a third-party Land Development Manager, reviewed and scored the proposals. Ms. Dove reported staff recommended awarding the On-Call Building Code Inspections Service contract to Bureau Veritas. Hal Chitwood, with Bureau Veritas, was present for questions. Kevin Poe also noted the county received a more favorable rate with this contract. Chairman Crow moved to approve the contract for On-Call Building Code Inspection Services with Bureau Veritas. Commissioner Seagraves seconded the motion. The vote was taken and the motion passed unanimously. (Vote 5 – 0)

F. **2024 Local Maintenance Improvement Grant (LMIG)**

**Approve the 2024 list of roads to be resurfaced under the LMIG program**

Kevin Poe, County Manager, presented the staff report on a request to approve the 2024 Local Maintenance Improvement Grant (LMIG) for Jackson County in the amount of \$1,011,140. There was a 30% local match in the amount of \$303,342. Mr. Poe advised this will be covered by SPLOST VII funds classified for Roads and Bridges. Staff proposed using the LMIG funds for the resurfacing of 11.68 miles of roadway in 2024. Funding will utilize a combination of LMIG funds, General funds and SPLOST VII funds. The total estimated cost was \$1,938,880. The roads scheduled for paving included: Jackson Parkway, Hoods Mill road, Tal Philips Road, Jackson Trail Road, Arbor Trace Subdivision, South Apple Valle Road, Finch Landing, and Woods Farm/Cloisters. Mr. Poe asked the board to approve the list of roads which will be submitted to the Georgia Department of Transportation.

Chairman Crow moved to approve the road list for the 2024 LMIG. Commissioner Bingham seconded the motion. The vote was taken and the motion passed unanimously. (Vote 5 – 0)

9. **Adjournment**

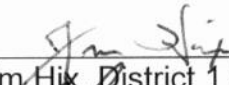
Chairman Crow declared the meeting adjourned at 6.26 p.m.

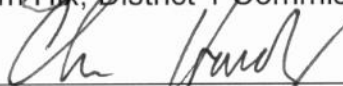
Jackson County Board of Commissioners  
Approved: February 5, 2024

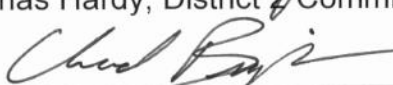


Attest:   
Ericka Johnson, Deputy Clerk

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Tom Crow, Chairman

  
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Jim Hix, District 1 Commissioner

  
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Chas Hardy, District 2 Commissioner

  
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Chad Bingham, District 3 Commissioner

  
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Marty Seagraves, District 4 Commissioner

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Vacant, District 5 Commissioner

