



Jackson County Board of Commissioners

August 4, 2025 at 6:00 PM
Jury Assembly Room - County Courthouse

MINUTES

1. Call to Order - Chairman Marty Clark

Chairman Marty Clark called the meeting to order at 6:00 p.m.

Commissioners Present: Chairman Marty Clark

Commissioner Jim Hix, District 1

Commissioner Ty Clack, District 3

Commissioner Marty Seagraves, District 4

Commissioner Cole Elrod, District 5

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

County Manager Kevin Poe gave the invocation.

3. Pledge of Allegiance - Commissioner Jim Hix

Commissioner Jim Hix led the Pledge of Allegiance.

4. Approval of Minutes

A. July 21, 2025 Draft Minutes

To approve the minutes for the meeting held on July 21, 2025

Commissioner Hix moved to approve the minutes for July 21, 2025. Commissioner Clack 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.

There were no comments.

6. Reports

From County Manager Kevin Poe:

- Poe reminded members of the board's planning session scheduled for 6:00 p.m. on Wednesday, August 6, 2025. The meeting will be held in the Kevin C. Poe Meeting

Room at the County Administrative Building. The primary objective of the meeting is to provide staff with an opportunity to present the Fiscal Year 2026 budget.

7. New Business

A. Creation of a Streetlight Special Tax District for the Ashton Ridge Multi-Family Residential Development

To authorize the Chairperson to establish a special tax district for streetlights for the Ashton Ridge multi-family residential development. An application has been submitted by Angie Wiggins as authorized representative.

Public Development Director Jamie Dove presented the staff report regarding the request. She noted that the proposal is for a multi-family development consisting of 78 townhomes and 11 streetlights. A public hearing was conducted, during which no comments were received in support of or in opposition to the request. The public hearing was then closed. Chairman Clark moved to approve the request as presented. Commissioner Seagraves seconded the motion. The vote was taken, and the motion passed unanimously. (Vote 5 – 0)

B. Proclamation of Jackson County 811 Day

To proclaim August 11, 2025 as Jackson County 811 Day.

Public Development Director Jamie Dove presented a proclamation designating August 11, 2025, as “Jackson County 811 Day” to promote safety and emphasize the importance of call 8-1-1 before digging. Commissioner Hix moved to approve the proclamation. Commissioner Clack seconded the motion. Hearing no discussion, the vote was taken and the motion passed unanimously. (Vote 5 – 0)

C. 5311-FY2023 TTFP Funds Project for Transit

This is to amend our current contract with Reeves Young for the addition of the transit bus barn/shelter.

Assistant County Manager Gina Roy explained that the Georgia Department of Transportation provided funding for the County's Rural Transit Program. She explained this was a request for a transit grant for the installation of bush shelters. The project was incorporated in the Public Works/Fleet Maintenance project. Staff recommended approval of an amendment to the Reeves Young contract in the amount of \$124,143. Ms. Roy noted the County has already received the grant funds from GDOT. Commissioner Hix moved to approve the request. Commissioner Clack seconded the motion. The vote was taken, and the motion passed unanimously. (Vote 5 – 0)

D. Authorize Letter Requesting the Jackson County Board of Assessors for a Change in Procedure Regarding Notices of Renewal for Conservation Use Valuation Assessment (CUVA)

To approve a letter requesting the Jackson County Board of Tax Assessors to request a change in procedure and send CUVA notices of renewal by USPS Certified Return Receipt

Assistant County Manager Gina Roy presented the staff report on a request seeking authorization to send a letter to the Jackson County Board of Tax Assessors recommending a procedural change regarding Notice of Renewals for the Conservation use Valuation Assessment (CUVA). She noted that in 2023, the board had previously approved a similar letter asking that the renewal notices be sent by certified mail. However, due to continued challenges in receiving timely responses this year, she recommended the board approve the letter again requesting the procedural change.

Commissioner Seagraves moved to approve the request. Commissioner Elrod seconded the motion. The vote was taken, and the motion passed unanimously. (Vote 5 – 0)

8. Adjournment

Chairman Clark adjourned this portion of the meeting.

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 on any of the items listed below.

9. Call to Order - Chairman Marty Clark

Chairman Clark called the work session to order at 6:15 p.m.

10. New Business

A. Award bid for renovations and addition to the Historic Braselton Gym

To award bid for renovations and addition to the Historic Braselton Gym.

County Manager Kevin Poe presented a request to award the bid for renovations to the Historic Braselton Gym. Eight (8) sealed bids were received; however, some were disqualified. The lowest qualified bid of \$4,062,394 was submitted by Pencor Construction. Staff and the architect reviewed the bids and recommended awarding the project to Pencor Construction. Mr. Poe noted the Town of Braselton had committed \$1.5 million toward the project, and the County previously allocated \$1.5 million. Due to the total cost exceeding the original \$3 million-dollar estimate, Mr. Poe advised an additional \$683,524 budget amendment is needed to fully fund the project.

B. Approve upgrade to the E911 recording system

To approve an upgrade of the E911 Recording System

County Manager Kevin Poe presented a request to approve an upgrade to the E911 recording system. He explained that the current system, purchased in 2018, was no longer supported by the manufacturer. The proposed new system would be purchased from Quality Recording Solutions, LLC at a cost of \$58,114. Funding will come from SPLOST 7 Public Safety Funds.

C. Approve adding a training console for E911 operations

To approve the addition of a E911 dispatcher console for training purposes.

County Manager Kevin Poe presented a request to approve adding a dispatcher training console to E911 operations. E911 Director Barbara Adams and EMA Director Bryan Bullock recommended placing the console in the E911 training room for dispatcher training. There was an added benefit the unit could also serve as a backup console if needed. The console could also be used during extreme weather events to monitor non-emergency calls such as downed trees and power lines. The purchase, totaling \$158,628, will be funded utilizing a \$300,000 Motorola credit.

11. Adjournment

Chairman Clark declared the meeting adjourned at 6:20 p.m.

Jackson County Board of Commissioners
Approved: August 18, 2025

Marty Clark
Marty Clark, Chairman

Jim Hall
Jim Hall, District 1 Commissioner

Chas Hardy
Chas Hardy, District 2 Commissioner

Ty Clack
Ty Clack, District 3 Commissioner

Marty Seagraves
Marty Seagraves, District 4 Commissioner

Cole Elrod
Cole Elrod, District 5 Commissioner



Attest: Ericka Johnson
Ericka Johnson, Deputy Clerk