



Jackson County Board of Commissioners

November 3, 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 Chas Hardy, District 2

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 gave invocation.

3. Pledge of Allegiance - Commissioner Cole Elrod

Commissioner Cole Elrod led the Pledge of Allegiance.

4. Approval of Minutes

A. October 20, 2025 Draft Minutes

To approve the minutes for October 25, 2025 board meeting

Commissioner Hardy moved to approve minutes for October 20, 2025. Commissioner Hix seconded the motion. The vote was taken, and the motion passed unanimously.

(Vote 6 – 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

There were no reports.

7. New Business

A. Proclamation Designating November as National Adoption Month

To proclaim November as National Adoption Month in Jackson County

County Manager Kevin Poe read the proclamation as prepared designating November as National Adoption Month. Lauren Edenfield, Director of the Jackson County Department of Family & Children Services, thanked the board for support and consideration. A group photograph was taken. Commissioner Hix then moved to approve the proclamation as presented. Commissioner Seagraves seconded the motion. The vote was taken, and the motion passed unanimously. (Vote 6 – 0)

8. Zoning Related Business

A. Unfinished Business

1. CC-25-0014 : David Elder, 2408 Creek Nation Road, Jefferson; 34.475 acres (Map 104/Parcel 011C)

Request for a change of condition to amend Condition #1 of RZ-04-51 & 52, reducing the required minimum lot size from one (1) acre to 0.75 acres

Commissioner Elrod moved to deny the request of CC-25-0014 and remove the conditions of the original request, and add the following conditions:

1. The minimum lot size shall be 1 (one) acre.
2. One-story dwellings shall have a minimum heated floor area of 1,800 square feet, and two-story or split-level dwellings shall have a minimum heated floor area of 2,200 square feet.
3. A 25-foot undisturbed buffer/vegetative screen must be retained along all property lines adjacent to agriculturally zoned property and along Creek Nation Road; if 25 feet of vegetation does not exist, then developer must plant the balance. Said buffers must be shown and noted on all plans/plats. Buffers shall comply with the standards of Article 12, Sec. 1203.
4. All access to the development shall be from Old Pendergrass Road.
5. All proposed lots shall utilize the proposed internal roadway, with no lot permitted to have direct access to Creek Nation Road or Old Pendergrass Road.

Commissioner Seagraves seconded the motion. The vote was taken, and the motion passed unanimously. (Vote 6 – 0)

9. Adjournment

Chairman Marty Clark closed the business portion of the meeting at 6:08 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 on any of the items listed below.

10. Call to Order - Chairman Marty Clark

Chairman Marty Clark called the work session meeting to order at 6:08 p.m.

11. New Business

A. County Manager Employment Agreement

To approve an Employment Agreement between the Jackson County Board of Commissioners and Gina Roy

Chairman Clark presented the proposed County Manager Employment Agreement for the board's consideration. The agreement appoints Gina Roy as the new County Manager effective January 1, 2026, and outlines the terms of employment, including stipulated salary, benefits, and working conditions. Chairman Clark asked members to review the agreement and to contact him with any questions prior to the vote, which will occur at the next board meeting. There were no questions.

B. Award bid for ITB 250097 — Facilities Maintenance Pest Control Professional Service - Three (3) Year Contract

To award the Contract for ITB 250097 Facilities Maintenance Pest Control Professional Service - Three (3) Year Contract

County Manager Kevin Poe presented the recommendation for ITB-2509, Pest Control Professional Services, a three-year contract. He reported that sealed bids were solicited for pest control services for all county buildings and grounds, and a total of 11 bids were received. The lowest qualified bid was submitted by Prime Pest Solutions at a cost of \$1,325 per month. Staff reviewed the proposal and recommended awarding the contract to Prime Pest Solutions. There were no questions.

C. Award bid for Project 250074 - Architecture & Engineering Professional Service Contract for Village of Hope

To award proposal for Project 250074 - Village of Hope Architecture & Engineering Professional Service Contract to Axis Infrastructure, LLC

County Manager Kevin Poe presented the results of the bids received for architectural and engineering professional services for Project 250074, the Village of Hope initiative. Two proposals were received and reviewed by an evaluation committee. Based on the committee's assessment, the recommendation is to award the contract to Axis Infrastructure, LLC. Mr. Poe noted that this project is being pursued in partnership with the Northeast Georgia Regional Commission as part of ongoing efforts to secure grant funding for the Village of Hope. There were no questions.

D. Piedmont Judicial Circuit IGA

Agree to a proposed IGA with Barrow County for the Piedmont Judicial Circuit.

Assistant County Manager Gina presented an intergovernmental agreement (IGA) between Jackson County and Barrow County for the Piedmont Judicial Circuit, effective January 1, 2026. She explained that the passage of House Bill 85, and its signing by the Governor, updated statewide requirements and establishes uniform judicial salaries and define allowable county supplements. Under the proposed agreement, cost-sharing for the judicial supplements will be allocated based on population, with Jackson County responsible for 48% and Barrow County for 52%. Ms. Roy noted that the judges and Barrow County have reviewed and approved the agreement, and both counties have budgeted accordingly for the upcoming year. There were no questions.

E. IGA between Barrow and Jackson for Veterinary Services

Creating a partnership with Barrow County and their medical facilities and vet services.

Assistant County Manager Gina Roy presented a proposed intergovernmental agreement between Barrow County and Jackson County for veterinary services. She explained that Barrow County contracts with a veterinary provider and maintains a dedicated surgical and exam facility at its animal shelter. Through this agreement, Jackson County would be able to utilize that facility for weekly spay and neuter services, allowing 20 to 40 animals per week to be treated depending on size and volume.

Ms. Roy noted that this will significantly increase the number of animals Jackson County can prepare for adoption or transfer to partner organizations, as the current capacity of local veterinarians is limited to only a few animals per week due to their obligations to private clients. The County will continue using local veterinarians while supplementing services with one scheduled day per week at Barrow County's facility, and the cost is already budgeted under professional services. There were no questions.

F. Approve SFY26 Northeast Georgia Regional Commission (NEGRC) Transit Contract

To approve the SFY26 coordinated transportation contract with the NEGRC to provide transit services.

Assistant County Manager Gina Roy presented the State Fiscal Year 2026 transit contract with the Northeast Georgia Regional Commission. She explained that this contract covers the public transit program operated through Public Works, which provides transportation for medical appointments, shopping, and other essential trips. The Northeast Georgia Regional Commission issued a contract intended to cover the period of July 1, 2025 through June 30, 2026; however, the updated agreement now only extends through November 30, 2025.

Ms. Roy noted that the purpose of this shortened contract is to allow the county to receive reimbursement services already provided through November 30, 2025. She further stated that the state has contracted with a new transit provider for future services and staff will evaluate rates and reimbursement options before bringing forward a recommendation at the next meeting.

G. Senior Center Transportation Service MOU with NEGRC

To request approval of the agreement between the Northeast Georgia Regional Commission (NEGRC) and the Jackson County Board of Commissioners and its Senior Center for the transportation of program recipients for SFY 2026.

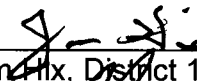
Assistant County Manager Gina Roy presented the updated Memorandum of Understanding for Senior Center transportation services with the Northeast Georgia Regional Commission. She explained that, similar to the public transit contract, this agreement has been amended to extend only through November 30, 2025 in order to allow the County to receive reimbursement for Senior Transit services already provided. Ms. Roy noted that additional details regarding the state's new contracted transit provider and future service arrangements will be brought forward for discussion under new business at next month's meeting. There were no questions.

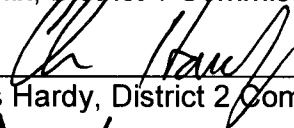
12. Adjournment

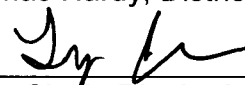
Chairman Marty Clark declared the meeting adjourned at 6:26 p.m.

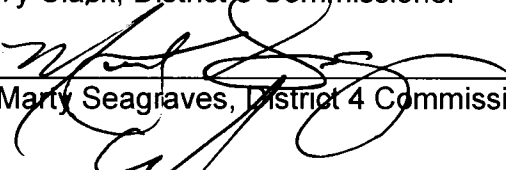
Jackson County Board of Commissioners
Approved: November 17, 2025

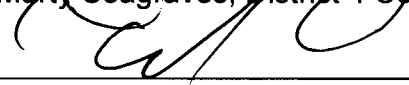

Marty Clark, Chairman


Jim Hix, District 1 Commissioner

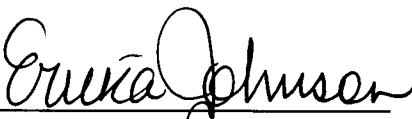

Chas Hardy, District 2 Commissioner


Ty Clark, District 3 Commissioner


Marty Seagraves, District 4 Commissioner


Cole Elrod, District 5 Commissioner



Attest: 
Ericka Johnson, Deputy Clerk