

Jackson County Board of Commissioners

December 1, 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: Chairma Marty Clark

Commissioner Jim Hix, District 1

Commissioner Chas Hardy, District 2

Commissioner Ty Clark, 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 - Kevin Poe, County Manager

County Manager Kevin Poe gave the invocation.

3. Pledge of Allegiance - Chairman Marty Clark

Chairman Marty Clark led the Pledge of Allegiance.

4. Approval of Minutes

A. November 17, 2025 Draft Minutes

To approve the minutes for the November 17, 2025 board meeting

Commissioner Hix moved to approve the meeting minutes for November 17, 2025.

Commissioner Clack 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

Chairman Marty Clark announced a Ribbon Cutting Ceremony will be held for the opening of the new Airport Terminal at 9:00 a.m. on Friday, December 5, 2025.

7. Recognitions, Appointments, and Special Items

A. Update - Economic Development Activity Report

Steve Wittry, President/CEO of the Jackson County Chamber of Commerce, will provide an update report on economic development activities.

Steve Wittry, President/CEO of the Jackson County Chamber of Commerce, provided an update on Chamber operations, achievements, and economic development activity since assuming his role in February. He reported that administrative staffing was stabilized with the hiring of a new assistant, and he completed Georgia Tech's four-day economic development course in March. Throughout the year, the Chamber's Government Affairs Committee remained active, supporting major initiatives including Chamber Day at the Capitol, the successful ELOST campaign, the Washington, DC. fly-in, and the passage of the TSPLOST campaign.

Mr. Wittry noted approximately thirty-seven industrial project information requests were fielded this year, and the Chamber facilitated a board retreat and a countywide community survey to identify strategic priorities for 2026, with strong interest expressed in expanded workforce development efforts. He also highlighted the upcoming community leadership retreat, which will include 85 representatives from county government, cities, schools, nonprofits, faith communities, and business leaders to begin shaping a unified shared vision for Jackson County.

Mr. Wittry further explained the Chamber's dual role in programming and economic development, describing them as "two wings of the same bird" supporting the Chamber's mission to promote business success and enhance quality of life. Programming is evaluated through the lens of economic and community development and is intended to foster a business-friendly culture, strengthen existing businesses, and welcome new industry. He announced the Chamber's partnership with Peach State Partners to produce a new Jackson County Community Guide to improve public awareness of county assets and amenities.

Financially, he reported that the Chamber is in sound condition with membership rising from 617 to 649 and revenue exceeding projects, though retention remains a focus area. Accounts receivable are strong with 81% under 30 days, and unrestricted reserves currently reflect 4.81 months of operations. Mr. Wittry concluded with an update on the ongoing search for an Economic Development Director, noting that while the position has been open since last August, the Chamber is committed to selecting the right candidate within its financial means.

B. Jackson County Airport Authority - 3 Year Term

To nominate an individual to serve a 3-year term as the District 5 representative to the Jackson County Airport Authority.

- **John Peebles - District 5 (Term expires December 31, 2025)**

Commissioner Hix moved to appoint Shannon Swierczek to the Jackson County Airport Authority to serve a three (3) year term beginning January 1, 2026 until December 31, 2028. Commissioner Clack seconded the motion. The vote was taken, and the motion passed unanimously. (Vote 6 – 0)

C. Jackson County Industrial Development Authority - 5 Year Term

To nominate an individual to serve a five-year term as the District 4 representative to the Jackson County Industrial Development Authority.

- **Wade Johnson - District 4 (Term expires December 31, 2025)**

Commissioner Seagraves moved to reappoint Wade Johnson to the Jackson County Industrial Development Authority to serve a five-year term beginning January 1, 2026 until December 31, 2030. Commissioner Hardy seconded the motion. The vote was taken, and the motion passed unanimously. (Vote 6 – 0)

D. Jackson County Parks & Recreation Advisory Board - 1 Year Term

To nominate five (5) individuals to serve a 1-year term on the Jackson County Parks & Recreation Advisory Board.

- **Roger Brock - District 1 (Term expires December 31, 2025)**
- **Josh Huskins - District 2 (Term expires December 31, 2025)**
- **Jay Phillips - District 3 (Term expires December 31, 2025)**
- **Jimmy Peck - District 4 (Term expires December 31, 2025)**
- **Bucky Sorrow - District 5 (Term expires December 31, 2025)**

District 1:

Commissioner Hix moved to reappoint Roger Brock to the Jackson County Parks & Recreation Advisory Board. Commissioner Clack seconded the motion. The vote was taken, and the motion passed unanimously. (Vote 6 – 0)

District 2:

Commissioner Clack moved to reappoint Josh Huskins to the Jackson County Parks & Recreation Advisory Board. Commissioner Clack seconded the motion. The vote was taken, and the motion passed unanimously. (Vote 6 – 0)

District 3:

Chairman Clark moved to reappoint Jay Phillips to the Jackson County Parks & Recreation Advisory Board. Commissioner Clack seconded the motion. The vote was taken, and the motion passed unanimously. (Vote 6 – 0)

District 4:

Commissioner Seagraves, moved to reappoint Jimmy Peck to the Jackson County Parks & Recreation Advisory Board. Commissioner Clack seconded the motion. The vote was taken, and the motion passed unanimously. (Vote 6 – 0)

District 5:

Commissioner Seagraves moved to reappoint Bucky Sorrow to the Jackson County Parks & Recreation Advisory Board. Commissioner Clack seconded the motion. The vote was taken, and the motion passed unanimously. (Vote 6 – 0)

E. Jackson County Planning Commission - 3 Year Term

To nominate two individuals to serve 3-year terms on the Jackson County Planning Commission representing Districts 1 and 4.

- **Phil Page - District 1 (Term expires December 31, 2025)**
- **Harold Mull - District 4 (Term expires December 31, 2025)**

District 1:

Chairman Clark moved to reappoint Phil Page to the Jackson County Planning Commission to serve a three-year term beginning January 1, 2026, until December 31,

2028. Commissioner Seagraves seconded the motion. The vote was taken, and the motion passed unanimously. (Vote 6 – 0)

District 4:

Commissioner Seagraves moved to reappoint Harold Mull to the Jackson County Planning Commission to serve a three-year term beginning January 1, 2026, until December 31, 2028. Commissioner Clack seconded the motion. The vote was taken, and the motion passed unanimously. (Vote 6 – 0)

F. Personnel Hearing Officer - 1 Year Term

To nominate an individual, typically an attorney, to serve a 1-year term as Personnel Hearing Officer

- **Emily Bagwell - Term expires December 31, 2025**

Commissioner Seagraves moved to reappoint Emily Bagwell as Personnel Hearing Officer for a one-year term beginning January 1, 2026. Commissioner Clack seconded the motion. The vote was taken and the motion passed unanimously. (Vote 6 – 0)

G. Jackson County Water & Sewerage Authority - 3 Year Term

To appoint an individual to serve as the District 1 representative to the Jackson County Water & Sewerage Authority to fill the unexpired term

- **Kevin Poe - District 1 (Term expires December 31, 2027)**

Chairman Clark moved to appoint Gina Roy to fill the unexpired term as the District 1 representative to the Jackson County Water & Sewerage Authority. The unexpired term will end on December 31, 2027. Commissioner Hix seconded the motion. The vote was taken, and the motion passed unanimously. (Vote 6 – 0)

H. Keep Jackson County Beautiful - 3 Year Term

To appoint two (2) individuals to serve a 3-year term on the Keep Jackson County Beautiful Board:

- **Daryl Reed - Term expires December 31, 2028**
- **Garret Dufty - Term expires December 31, 2028**

Chairman Clark moved to appoint Daryl Reed to the Keep Jackson County Beautiful for a three-year term beginning January 1, 2026, until December 31, 2028. Commissioner Clack seconded the motion. The vote was taken, and the motion passed unanimously. (Vote 6 – 0)

8. New Business

A. Proclamation Designating December as Family Stability Awareness Month

To request approval of a proclamation designating the month of December as Family Stability Awareness Month, in order to raise awareness of the challenges facing families experiencing housing instability and to encourage community support, volunteerism, and engagement.

County Manager Kevin Poe read the proclamation designating December as Family Stability Awareness Month for the record. Chairman Clark moved to approve the proclamation. Commissioner Clack seconded the motion. The vote was taken, and the motion passed unanimously. (Vote 6 – 0) Ms. Kristina McCalla was present to accept

the proclamation, and she came and shared a few comments. Afterward, a group photograph was taken.

9. Adjournment

Chairman Clark declared this portion of the meeting adjourned at 6:43 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 Clark called to order the work session portion of the meeting at 6:43 p.m.

11. New Business

A. Increase Scope of Work and Professional Service Agreement for Project 250074 - Architecture & Engineering for Village of Hope with Axis Infrastructure

To increase the funding approved on November 17, 2025 for Professional Service Agreement with Axis Infrastructure for Project 250074 - Architecture & Engineering for Village of Hope by \$93,000

Assistant County Manager Gina Roy presented a request to increase the scope of work and professional services agreement for Project 250074, which provides architecture and engineering services for the Village of Hope project. She explained that while the board approved the original agreement last month for a 10-unit design, the county has since been able to apply for additional federal funding, allowing the project to expand to 30 units. As a result, the professional services cost will increase by \$93,000, bringing the total agreement amount to \$257,000. Ms. Roy emphasized that this adjustment carries no cost to the County, the funds are entirely grant-supported and the County is serving solely as the pass-through entity for Village of Hope. There were no questions from the board.

B. Contract with CSRA for State Court Solicitor's Office Pre-Trial Diversion Program
To approve the renewal of the contract with CSRA to supervise the State Court Solicitor's Office Pre-Trial Diversion Program.

Assistant County Manager Gina Roy presented a request to approve a contract with CSRA to support the State Court Solicitor's office Pre-Trial Diversion Program. She explained that this is a standard program utilized by the court system to provide structure, oversight, and accountability for participants completing diversion requirements such as community service. Ms. Roy noted that the contract has no budget impact to the County, as all associated fees are paid directly by program participants. The proposed agreement establishes a four-year contract term. There were questions from the board.

C. Memorandum of Agreement between Georgia DOT and Jackson County
To approve an MOU between GDOT and Jackson County regarding the replacement of a bridge on Wayne Poultry Road.

County Manager Kevin Poe presented a Memorandum of Agreement between the Georgia Department of Transportation (GDOT) and Jackson County for the replacement of the Wayne Poultry Road bridge over Pond Fork Creek through GDOT's Local Bridge Replacement Program. He explained that GDOT requires the County to provide \$100,000 in right-of-way funding as its local commitment to the project. The board

previously approved sending a letter of support to GDOT on February 17, 2025, expressing willingness to provide the funding; this MOU formally confirms and obligates that commitment. Mr. Poe noted that, according to GDOT's construction schedule, the bridge replacement is currently planned for 2029. There were no questions from the board.

D. Professional Services Agreement with Advantage Behavioral Health Systems for Jackson County Drug Court

To approve the Professional Services Agreement with Advantage Behavioral Health Systems to provide clinical and treatment services for participants in the Jackson County Drug Court program

Assistant County Manager Gina Roy presented the annual professional services agreement between Jackson County and Advantage Behavioral Health Systems to support the Jackson County Drug Court and associated accountability programs. She explained that Advantage Behavioral provides the clinical treatment services required for adults participating in the program who face substance-related challenges. The agreement includes budgeted funding for case management services at a monthly rate of \$3,837, while evaluation and screening assessments are billed at \$280 per participant, with those fees paid directly by the participants. Ms. Roy noted that this contract is part of the routine end-of-year preparations for the upcoming court cycle.

E. Adoption Agreement Amendment #1 - 401(a) Defined Contribution Plan for Senior Management Employees

To approve an amendment to the 401(a) Defined Contribution Plan for Senior Management Employees

County Manager Kevin Poe presented Amendment #1 - 401(a) to the County's Defined Contribution Plan for senior management employees. He explained that the amendment is required to align the terms of the County's 401A retirement plan with the employment agreement recently approved by the board for incoming County Manager Gina Roy. The amendment revises the employer basic contribution formula for the county manager position and provides for the immediate vesting of both employee basic and employer matching contributions for the county manager. The amendment, if approved, will take effect January 1, 2026. There were no questions from the board.

F. Request to accept the recently developed portion of Bill Wright Road and the associated right-of-way on county maintenance

To request the acceptance of the recently developed portion of Bill Wright Road and the associated right-of-way. See the attached deed and final plat.

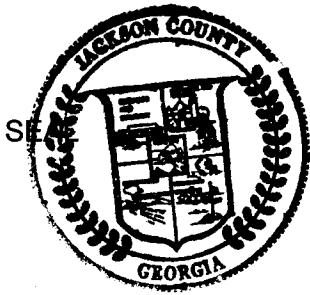
County Manager Kevin Poe presented the request for the County to accept the newly developed portion of Bill Wright Road and the associated right-of-way for county maintenance. He reviewed that a portion of the original roadway had been abandoned by the board on January 23, 2023, pursuant to a Memorandum of Understanding (MOU) with Jackson 337, LLC to allow for realignment improvements beginning at the Allentown Industrial Parkway intersection. The developer has completed construction of the new roadway segment and is requesting that it be accepted by the County; in turn, the MOU requires the County to convey the previously abandoned roadway portion to Jackson 337, LLC.

Mr. Poe explained that accepting the new roadway "as is" would require the County to install guardrail, signage, and striping before the roadway be opened to traffic, at an estimated cost of \$145,000, primarily for guardrail installation. Funding would be provided from the Economic Development Funds. He noted that the Public Works Department will inspect and approve the work, and all punch list items must be

completed before the board votes on the final acceptance at the December 15 meeting. There were no questions from the board.

12. Adjournment

Chairman Clark declared the meeting adjourned at 6:51 p.m.



Attest: Ericka Johnson
Ericka Johnson, Deputy Clerk

Jackson County Board of Commissioners
Approved: December 15, 2025

Marty Clark
Marty Clark, Chairman

Jim Hix
Jim Hix, 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