Jackson County

Board of Commissioners

June 1, 2026 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: Gina Roy, County Manager
Jamie Jackson, Assistant County Manager
Ericka Johnson, Deputy Clerk

Press: Mike Buffington, Mainstreet News/Jackson Herald

2. Invocation

Chairman Marty Clark gave the invocation.

3. Pledge of Allegiance - Chairman Marty Clark

Chairman Clark led the Pledge of Allegiance.

Amendment of Agenda:

Chairman Clark advised staff asked the board to amend the agenda to add an item under New Business as Item 8B. Chairman Marty Clark made the motion to amend the agenda to add Item 8B to authorize the County Manager to sign the Ford Public Safety Vehicle Lease Program for the allotted budget amount. The vote was taken, and the motion passed unanimously. (Vote 6 – 0)

4. Approval of Minutes

A. May 18, 2026 Draft Minutes

To approve the minutes for the May 18, 2026 board meeting

Commissioner Hix moved to approve the minutes for May 18, 2026. 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

There were no reports.

7. Recognitions, Appointments, and Special Items

A. <u>Jackson County Department of Family & Children Services - 5 Year Term:</u>

To appoint an individual to serve a 5-year term on the Jackson County Department of Family & Children Services.

- **Demaris Gurley - Term expires June 30, 2026**

Commissioner Hix moved to reappoint Demaris Gurley to a 5-year term beginning July 1, 2026 and ending on June 30, 2031. Commissioner Hardy seconded the motion. The vote was taken, and the motion passed unanimously. (Vote 6 – 0)

8. New Business

A. <u>Request Approval of use of SPLOST VII Funding - Sheriff's Office - Mobile Command Unit</u>

Request approval for the use of SPLOST VII funding for the purchase of a Mobile Command Unit for the Sheriff's Office.

County Manager Gina Roy presented a request from the Sheriff's Office to utilize SPLOST VII funding for the purchase of a used mobile command unit. She noted that the mobile command unit was identified as a need during the board's recent planning session and would provide valuable onsite support during incidents involving multiple agencies. Staff recommended approval of SPLOST VII funding in the amount of $167,000 for the purchase of the mobile command unit and authorization for the Chairman to execute the agreement with Farber Specialty Vehicles, Inc. Commissioner Hix moved to approve the request. Commissioner Hardy seconded the motion. The vote was taken, and the motion passed unanimously. (Vote 6 – 0)

B. <u>Authorize the County Manager to sign the Ford Public Safety Vehicle Lease Program for the allotted budgeted amount approved by the BOC.</u>

County Manager Gina Roy presented a request to authorize the County Manager to execute the Ford Public Safety Vehicle Lease Program agreement on behalf of the Sheriff's Office. She explained that funding for sheriff's vehicles was included in the Fiscal year 2026 budget as part of the County's annual capital funding process. The Sheriff's Office evaluated its options and determined that participating in a lease program would allow it to acquire additional vehicles compared to purchasing them outright.

Ms. Roy stated that the agreement had been reviewed by the County Attorney, who recommended approval, and noted that the request was being submitted to the board at this time following the completion of that review. The lease program would be funded within the budget amount already approved by the board. Chairman Clark moved to approve the request. Commissioner Seagraves seconded the motion. The vote was taken, and the motion passed unanimously. (Vote 6 – 0)

9. Adjournment

Chairman Clark adjourned this portion of the meeting at 6:07 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 6:07 p.m.

11. New Business

A. <u>EMS Medical Director Agreement</u>

To approve an EMS Medical Agreement with Dr. Michael Cormican to serve as the County's EMS Medical Director effective September 1, 2026

County Manager Gina Roy presented an agreement for EMS medical director services. She explained that Dr. Kirk Brown, who has served as the County's EMS Medical Director since the 1980s, is retiring from the position. Ms. Roy noted that the Medical Director provides oversight of EMS medical protocols, controlled substances, training requirements, and other clinical operations. Following a search for a replacement, EMS staff recommended entering into an agreement with Dr. Michael Cormican of Northeast Georgia Physicians Group to provide the same services and maintain existing standards. The proposed agreement would be effective September 1, 2026, at a cost of $2,000 per month, or $24,000 annually. There were no questions from the board.

B. <u>Correct IGA Agreement for Jackson County to Conduct Elections for City of Talmo</u>

To approve a corrected IGA with the City of Talmo for election services

County Manager Gina Roy presented a correction to the intergovernmental agreement between Jackson County and the City of Talmo for election services. She explained that, under the county's Service Delivery Strategy, Jackson County conducts municipal elections on behalf of the cities. During a review of the agreements, the Elections Office discovered that the City of Talmo’s agreement contained an incorrect expiration date of June 20, 2026, while the agreement with the other municipalities expires on December 31, 2030. Ms. Roy stated that the city of Talmo has agreed to the correction, and board approval was requested to amend the agreement so it can be executed and returned to the city. There were no questions from the board.

C. <u>Implement Right-of-Way Encroachment Permit Fees</u>

To implement a permit fee for right-of-way encroachment permits that are issued through the Public Works department

Assistant County Manager Jamie Jackson presented a proposal to implement fees for right-of-way encroachment permits. She explained that Jackson County currently does not charge a fee for these permits, despite dedicating staff resources to reviewing applications and conducting inspections. After researching permit fees charged by neighboring jurisdictions and regional counterparts, staff recommended establishing a fee structure consisting of a $100 base permit fee plus $.040 per linear foot.

Ms. Jackson stated that the proposed fees would help offset administrative costs, improve accountability among utility providers, and contractors working within the county's right-of-way, discourage permits from remaining active indefinitely, and provide additional leverage in addressing damage occurring within the public right-of-way. There were no questions from the board.

D. **Jackson County Hazard Mitigation Plan**

Request review and formal approval of the updated Jackson County Hazard Mitigation Plan. Adoption of the plan fulfills Federal Emergency Management Agency (FEMA) and Georgia Emergency Management and Homeland Security Agency (GEMA/HS) requirements for local hazard mitigation planning and ensures Jackson County remains eligible for certain hazard mitigation grant funding opportunities.

County Manager Gina Roy presented the Jackson County Hazard Mitigation Plan for adoption. She explained that the plan is required to be updated and adopted every four years through the county's Emergency Management Agency to maintain compliance and eligibility requirements. Ms. Roy noted that the document had been developed through a collaborative process involving multiple agencies and stakeholders, like the development of other long-range planning documents. She stated that the plan contains primarily routine updates and recommended its adoption by the board. There were no questions.

E. **Jackson County Emergency Operations Plan**

Review and formal approval of the updated Jackson County Emergency Operations Plan (EOP). Adoption of the plan provides the county with an organized framework for coordinating preparedness, response, recovery, and mitigation activities during emergencies and disasters affecting Jackson County.

County Manager Gina Roy presented the Jackson County Emergency Operations plan for board adoption. She explained that the plan had been reviewed and updated in coordination with County departments and partner agencies as part of the county's emergency preparedness efforts. Ms. Roy noted that adoption of the plan is necessary to meet state requirements and ensure the county maintains an up-to-date framework for emergency response and coordination. She recommended approval of the Emergency Operations plan and its submission to the appropriate state agencies.

F. **Extension of Braselton Christian Academy Gym Lease**

The extension of the BCA gym lease. The Jackson County Parks and Recreation uses this facility for its cheerleading, volleyball and basketball programs. The facility has been leased for the past five years.

County Manager Gina Roy presented a proposed extension of the lease agreement for the Braselton Christian Academy gymnasium, which is utilized extensively by the Parks and Rereation Department for programs including cheerleading, volleyball, and basketball. She explained that the County has leased the facility for the past five years and has negotiated a new five-year agreement with the school. Under the proposed terms, the County would pay a fixed utility fee of $400 per month, and the lease rate would increase incrementally by $100 per year, beginning at $1,600 in 2027. Ms. Roy stated that both parties had agreed to the terms and requested board approval of the lease extension.

G. **Lease Agreement with Northeast Georgia Food Bank**

To approve a lease agreement with the Northeast Georgia Food Bank for county-owned property located at 671 South Elm Street, Commerce, GA.

County Manager Gina Roy presented a lease agreement with the Northeast Georgia Food Bank for space at the County's Commerce Service Center. She explained that the

Food Bank's current facility in Commerce is limited in size and that the proposed lease would allow the organization to expand its services to residents of Jackson County. The leased space is located between The Tree House and the Habitat for Humanity ReStore, and the rental rate was established based on square footage and is comparable to rates charged to other tenants with the facility. The proposed lease term would run from July 1, 2026, through June 30, 2031, and include standard termination provisions for other parties. Ms. Roy recommended approval of the lease agreement to support the Food Bank's expanded operations and community services. There were no questions from the board.

12. Adjournment

Chairman Marty Clark declared the meeting adjourned.

Jackson County Board of Commissioners
Approved: June 15, 2026
Filed: Minute Book #33

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Marty Clark, Chairman

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Commissioner Jim Hix, District 1

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Commissioner Chas Hardy, District 2

SEAL

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Commissioner Ty Clack, District 3

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Commissioner Marty Seagraves, District 4

Attest:

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Commissioner Cole Elrod, District 5

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Ericka Johnson, Deputy Clerk