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WORK SESSION  
DRAFT MINUTES

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**CALL TO ORDER** at 6:45pm by Mayor Martin

**AGENDA APPROVAL** A motion was made to approve the agenda with no changes by Lawson, seconded by Jackson, and all voted in favor.

**REPORTS BY MAYOR, COUNCIL, AND STAFF** Staff reports as included in the agenda packet.

Mayor Martin announced that GDOT has agreed to perform a traffic study to determine if the speed limit should be lowered on Hwy 53 between Twin Lakes and the downtown area. The traffic light at Twin Lakes Blvd is nearing completion. City representatives recently met with other local cities and Jackson County to discuss House Bill 581. Georgia Power has informed the city that the power line updates should be completed by mid-February.

City Manager Jennifer Harrison highlighted a few points from her report. A meeting was held with Barrow County to discuss infrastructure for a new water line related to the water purchase agreement. City staff and engineers conducted the annual meeting for state MS4 reporting. City staff have been working on the 2025 submission for LMIG (road) funding.

Councilmember Lawson updated the council on the status of the cemetery, discussed plans for beautification, and mentioned the potential to expand the cemetery onto the adjacent city-owned property.

Councilmember Sterling shared her vision for community outreach in 2025. She plans to continue visiting West Jackson Elementary School and to continue working with Meals on Wheels delivery to senior citizens locally. Dr. Sterling has contacted county high schools to discuss the 2025 scholarship sponsored by the Hoschton Women's Civic Club and the city.

Councilmember C. Brown shared that she has prepared a request for proposals (RFP) to develop Oak Street Park, which has been allocated a budget of \$100,000 for 2025. Brown explained that the demolition of the house on the Mulberry Park property is the next step in that project, which would allow space for a pavilion. She is looking into offering brick pavers as a fundraising option, as well as evaluating a potential grant with the Georgia Forestry Commission through institution of a tree ordinance.

Councilmember D. Brown explained that four sites have been identified for well exploration. GIS mapping of water and sewer lines is going well; this will provide detailed locations of all lines throughout the city. As new water lines are installed, some fire hydrants will be moved further from the street to avoid potential damage. Brown and the public works director drove through the city to identify roads that could be improved with LMIG funds.

**OLD BUSINESS**

## NEW BUSINESS

1. Meeting Schedules for 2025: City Council, Planning & Zoning Commission, Downtown Development Authority, Historic Preservation Committee

*Mayor Martin presented the proposed schedules to the Council.*

2. City Council Committee Recommendations

*Mayor Martin presented her recommendations for Councilmembers' 2025 areas of concentration.*

*Sterling: Community Outreach*

*Courter: Business Relations/ Business Networking*

*C. Brown: Parks and Recreation*

*D. Brown: Water/Sewer/Road Improvement Strategy; 5/10/15 year plans*

*Martin: Council Management; Project Management; Ordinances*

3. Mayor Pro-Tempore Recommendation

*Mayor Martin recommends that Councilmember Sterling be named Mayor Pro-Tempore for 2025.*

4. Municipal Court Judge Recommendation

*Police Chief Brad Hill explained that the staff recommendation for the position is Judge Douglas Kidd, who has years of experience and currently serves as the municipal court judge for the cities of Jefferson, Loganville, Powder Springs, and Washington. Chief Hill also pointed out that Judge Kidd is not related to City Manager Jennifer Kidd-Harrison.*

5. Municipal Election Qualifying Fees/ Dates

*Assistant City Clerk Jen Williams explained that qualifying dates will be August 18<sup>th</sup>-20<sup>th</sup>, 8:30am-4:30pm. The qualifying fee is \$360.00 for the mayoral position and \$180.00 for the councilmember positions.*

6. O-25-02: Hydrant Meter Deposit

*City Manager Harrison explained that the increased cost of fire hydrant meters necessitates an increase in the required rental deposit from \$1500.00 to \$2000.00.*

7. Personnel Policy Update: On-Call Policy

*Williams explained that the policy update clarifies the expectations and pay related to on-call coverage as outlined for each department.*

8. Intergovernmental Agreement with Jackson County Regarding Impact Fees

*Mayor Martin explained that this IGA sets the terms of administration and collection of impact fees related to the development of the Kenerly property, as part of the annexation arbitration with Jackson County.*

*Attorney Abb Hayes mentioned that Dr. Weitz would like to offer input on the agreement before it is finalized. Any changes will be presented to the council before the regular meeting.*

9. O-25-01: Personal Transportation Vehicle Ordinance (Golf Carts)

*Attorney Abb Hayes explained that the city would like to replace the old golf cart ordinance with a simplified ordinance that would regulate the use of golf carts in accordance with state law.*

**CITIZEN INPUT**

*Ty Clack, 2782 Roller Mill Drive- Jefferson, introduced himself to the council and stated that he is looking forward to working with them this year.*

**EXECUTIVE SESSION (IF NEEDED)** none needed

**ADJOURN** A motion was made at 7:21pm to adjourn by Lawson, seconded by Jackson, and all voted in favor.

Members Present

Debbie Martin, Mayor  
David Brown, Mayor Pro-Tem  
Christina Brown, Councilmember  
James Lawson, Councilmember  
Jonathan Jackson, Councilmember  
Fredria Sterling, Councilmember

Also Present

Jennifer Kidd-Harrison, City Manager  
Dr. Jerry Weitz, Consulting City Planner  
Hu Blackstock, Planning  
Abbott S. Hayes, Jr., City Attorney  
Jen Williams, Assistant City Clerk  
Media

Members Absent

Scott Courter, Councilmember

**Upcoming Events:**

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| January 13 <sup>th</sup> @ 6:00pm | Downtown Development Authority Meeting  |
| January 21 <sup>st</sup> @ 6:00pm | City Council Regular Meeting  |
| January 22 <sup>nd</sup> @ 6:00pm | Planning & Zoning Commission Meeting  |
| January 23 <sup>rd</sup> @ 3:00pm | Historic Preservation Committee Meeting   |
| January 23 <sup>rd</sup> @ 6:00pm | Community Conversations: Growth Planning<br>guests: Dr. Philip Brown, Superintendent, JCSS<br>& Ty Clack, Jackson Co. District 3 Commissioner |