Effingham County Georgia
Board of Commissioners

Damon M. Rahn, Chairman at Large
Forrest F. Floyd, District 1
Roger Burdette, District 2
Jamie Deloach, District 3
Elizabeth Helmly, District 4
Phil Kieffer, District 5

REGULAR SESSION MEETING MINUTES
FEBRUARY 4, 2025

The Board of Commissioners of Effingham County, Georgia, Mr. Damon Rahn, Mr. Forrest Floyd, Mr. Roger Burdette, Mr. Jamie Deloach, Ms. Beth Helmly and Mr. Phil Kieffer met in regular session at 5:00 pm on Tuesday, February 4, 2025 in the Commissioners Meeting Chambers at the Effingham County Administrative Complex located at 804 South Laurel Street Springfield, Georgia 31329.

STAFF PARTICIPATION

Mr. Tim Callanan – County Administrator, Mr. Edward Newberry – County Attorney, Ms. Stephanie Johnson – County Clerk, Mr. Clint Hodges – Fire Chief & EMA Director, Ms. Marie Todd – Executive Assistant Ms. Maraya Durham – I.T. Support Specialist, Mr. Noel Webb – Director of I.T., Mr. Daniel Rodewolt – Tax Commissioner, Ms. Chelsie Fernald – Planning Manager, Mrs. Sarah Mausolf – HR and Risk Management Director, Mr. Mark Barnes – Finance Director, Mr. Jonahan Hulme – County Engineer, Ms. Danielle Carver – Procurement and Contracts Manager, Ms. Lauren Shuman – Purchasing Technician, Mr. Mark Lastinger – Public Information Office, and Mr. Tre Wilkins – Project Manager.

CITIZEN PARTICIPATION

Rachel Morgan *(as noted on the sign in sheet)*

I- CALL TO ORDER

Chairman Rahn called the meeting to order at 5:02pm

II- ROLL CALL

Damon Rahn, Chairman
Forrest Floyd
Roger Burdette
Jamie Deloach, Vice Chairman
Beth Helmly
Phil Kieffer

III – INVOCATION

Pastor Nick Pumfrey of Clyo Community and Silverhill Churches and Chaplain of Effingham County Sheriff's Office offered the invocation and words of devotion.

IV– PLEDGE TO THE AMERICAN FLAG

The pledge was sounded in unison.

V – AGENDA APPROVAL

Vice Chair Deloach made a motion to approve the agenda as presented. Commissioner Floyd seconded the motion. The motion carried unanimously.

VI – MINUTES

Vice Chair Deloach made a motion to approve the January 21, 2025 teleconference meeting minutes. Commissioner Burdette seconded the motion. Commissioner Kieffer recused himself. The motion carried.

VII– PUBLIC COMMENTS

Chairman Rahn stated comments shall pertain to the agenda items only. Should you wish to make remarks, clearly state your full name in the microphone before commencing to speak.

VIII – CORRESPONDENCE

Chairman Rahn stated documents from this meeting are located in the Clerk's office and on the Board of Commissioner's website.

IX – CONSENT AGENDA

Vice Chair Deloach made a motion to approve the following Consent Agenda items**: (2025-060)** Consideration to approve an Agreement between GA Forestry Commission and Effingham County Fire Rescue related to provision of equipment in response to brush/outside fires **(2025-061)** Consideration to approve a Corrective Deed for acceptance of infrastructure in Creekside Subdivision - Phase 2B, located off of GA Hwy 30 in the Second District **(2025-062)** Consideration to approve to ratify and affirm Change Order #6 for the Effingham County CEM Gym Expansion Construction with Lavender & Associates, Inc. **(2025-063)** Consideration to ratify and affirm Amendment 2 to increase the Thompson Consulting Services task order/notice to proceed amount for the Disaster Debris Monitoring and Financial Recovery Services for Hurricane Helene **(2025-064)** Consideration to ratify and affirm a Quote for the leases of five vehicles from Enterprise Fleet Management to support operations in Parks & Landscaping and Facilities Maintenance **(2025-065)** Consideration to approve the routine Fiscal Agent Designation and Acceptance Agreement to continue to serve as Fiscal Agent for Family Connection. Commissioner Kieffer seconded the motion. The motion carried unanimously.

X – NEW BUSINESS

CONSIDERATION TO APPROVE AMENDMENT 3 TO THE AGREEMENT WITH USI INSURANCE SERVICES, LLC FOR INSURANCE COVERAGE (1):

HR and Risk Management Director Mausolf explained this request is to approve an amendment to update bookkeeping. The previous amendment expired on 12/31/2024, and the aim is to ensure compliance. There is no change in price or an increase in service fees.

Commissioner Burdette made a motion to approve to renew the Brokerage/Consulting Agreement with USI Insurance Agency for one-year, effective January 1, 2025, and ending December 31, 2025. The cost would remain the same, $45,000 per year. Commissioner Floyd seconded the motion. The motion carried

unanimously.

CONSIDERATION TO APPROVE A JOB DESCRIPTION FOR SENIOR PERSONAL PROPERTY APPRAISER SUPERVISOR FOR THE TAX ASSESSOR'S OFFICE (2):

HR and Risk Management Director Mausolf explained Chief Appraiser Groover from the tax assessor's office has requested a new position to promote Ms. Danielle, an internal staff member. The employee has been with the county since 2022 and has prior experience in a similar role in Chatham County. This request aligns with the county's growth and the need to better serve the public and constituents.

Vice Chair Deloach made a motion to approve the job description and authorize publication and distribution. Commissioner Floyd seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE AN AMEND PART II APPENDIX F -OVERLAY DISTRICTS, SECTION 1 COMMERCIAL CORRIDORS TO THE EFFINGHAM COUNTY CODE OF ORDINANCES (3):

Director of Development Services Candler explained Inspire assisted with this project and provided excellent graphic designs. A significant aspect of the Effingham Parkway design is the substantial change in elevation and Inspire developed innovative designs for the commercial corridor. Regarding the map, the commercial corridors along the roadways appear extensive, but it may only refer to specific parcels affected. This is due to the larger size of the parcels, making the area seem more substantial compared to others. The section on Highway 21 is designed to align with Springfield's existing corridor standards. A developer interested in a lot within the Springfield corridor found that the buffers and setbacks diminished the property's value. This new plan will primarily affect large tracts of land. Well-planned landscaping and vegetation enhance the appeal of any area, in contrast to the haphazard development often observed along the longer 21 corridor. It is essential to monitor the situation closely, as the key issue is maintaining 51% of the property's value to avoid non-conforming use status. Public awareness will be ensured by posting updates on the Facebook page following tonight's approval, and changes will be considered if necessary.

Commissioner Burdette made a motion to approve an amendment to the Code of Ordinances Part II Appendix F Overlay Districts, Section 1 Commercial Corridors. Vice Chair Deloach seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE A CONSULTANT SERVICES AGREEMENT WITH TPR CONSULTING SERVICES LLC TO LEVERAGE THEIR EXPERTISE IN UTILITY CONTRACT NEGOTIATIONS AND WATER RESOURCE MANAGEMENT (4):

Procurement and Contracts Manager Carver explained the Consultant Services Agreement with TPR Consulting Services LLC will support the county in utility contract negotiations and water resource management. Mr. Tony Rojas will assist in negotiating an Intergovernmental Agreement with Bryan County.

County Manager Callanan explained that securing funding for the water intake and plant requires a Memorandum of Understanding (MOU) with major water customers, including Bryan County, as one of the initial permit requirements. This agreement will facilitate negotiations. Mr. Tony Rojas, who has previously represented Bullock in

negotiations with Bryan County, is well-versed in the process.

Vice Chair Deloach made a motion to approve the proposed on-call agreement with RLC as presented. Commissioner Burdette seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE A PROPOSAL FROM GRANICUS FOR A BOARD AND COMMITTEES SOFTWARE PROGRAM FOR THE OFFICE OF THE CLERK (5):
County Clerk Johnson explained the clerk's office currently tracks boards and committees using an Excel spreadsheet. This software program will enhance tracking efficiency. The proposal is for an 18-month period, with an initial setup cost of $3,900 and annual fee of $7,600. A request has been submitted and approved by Granicus to revise the terms from 36 months to 8 months.

Commissioner Helmly made a motion to approve the Quote from Granicus for 18 months. Vice Chair Deloach seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE A KIOSK AGREEMENT AND CREDIT CARD READER UPGRADE FORM RELATED TO OPERATIONS FOR THE OFFICE OF THE TAX COMMISSIONER (6):
Tax Commissioner Rodewolt explained this is a kiosk agreement with a company that enables on-the-spot tag renewals. There is no upfront cost for installing the kiosk, but a minimum transaction requirement of $600 per month applies.
This will reduce payroll and human resource costs, decrease waiting times, and minimize phone calls. In the future, Kroger will be able to manage driver's license renewals and water bills, and will upgrade their systems to accept Apple Pay, Google Pay, and other new payment methods. If the $600 minimum is not met, there is a liability with a six-month grace period. However, there would be a $395 charge if the kiosk is not used.

Vice Chair Deloach made a motion to approve of the Kiosk Agreement and Credit Card Reader Form as presented. Commissioner Kieffer seconded the motion. The motion carried unanimously.

CONSIDERATION TO APPROVE A PROCLAMATION DECLARING FEBRUARY 9 -15, 20255 AS FUTURE BUSINESS LEADERS OF AMERICA (FBLA) WEEK (7):
County Clerk Johnson explained this proclamation was initiated following a discussion between Vice Chair Deloach and one of the teachers. Vice Chair Deloach will present the proclamation for the Board signatures at the meeting this Friday.

Vice Chair Deloach made a motion to approve the Proclamation as presented. Commissioner Burdette seconded the motion. The motion carried unanimously.

XI – REPORTS FROM COMMISSIONERS & ADMINISTRATIVE STAFF

Mr. Tim Callanan

- Retreat agenda is ready
- GDOT meeting scheduled

Ms. Stephanie Johnson

- Issuance of travel packets for Board Retreat/Effingham Day at the Capitol

Commissioner Floyd

- Status of roads after the snowstorm

Vice Chair Deloach

- Status of fiber grants for Planters
- Complaints of roadside trash

Commissioner Helmly

- Complaints about Ash Road and Lowground road due to snowstorm

Commissioner Kieffer

- Missing Stop sign at the corner of Millstone and Cobbleton

Chairman Rahn

- Facebook page comments

XII – EXECUTIVE SESSION

At 5:45 pm, Vice Chair Deloach made a motion to go into an executive session for discussion of personnel, property, and pending litigation. Commissioner Kieffer seconded the motion.

At 6:08 pm, Vice Chair Deloach made a motion to reconvene. Commissioner Floyd seconded the motion. The motion carried unanimously.

XIII – PLANNING BOARD – 6:00 pm

RACHEL MORGAN – PUBLIC HEARING (01): Consideration to approve an application by Rachel Morgan for a conditional use for a Rural Business for an at-home hair salon, zoned AR-1, located at 209 Woodland Drive. Map # 460D Parcel # 8 in the Fifth District.

Planning Manager Fernald explained the applicant is requesting conditional use for a rural business, which will be a small at-home hair salon. The conditions include obtaining a Business and Occupation Tax Certificate and providing parking on site.

Commissioner Kieffer made a motion to approve, and the rezoning will meet the criteria of the ordinance with the following conditions:

1. The applicant shall obtain and maintain in good standing an Effingham County Business and Occupation Tax Certificate (Business License).
2. Parking shall be provided on-site; no parking shall be allowed on county-maintained roads.

Vice Chair Deloach seconded the motion. The motion carried unanimously.

RACHEL MORGAN – SECOND READING (02): Consideration to approve the Second Reading of an application by Rachel Morgan for a conditional use for a Rural Business for an at-home hair salon, zoned AR-1. Located at 209 Woodland Drive. Map # 460D Parcel # 8 in the Fifth District.

Commissioner Kieffer made a motion to approve the 2nd Reading. Vice Chair Deloach seconded the motion. The motion carried unanimously.

XIV – ADJOURNMENT

At 6:11 pm, there being no further business, Vice Chair Deloach made a motion to

adjourn the meeting. Commissioner Kieffer seconded the motion. The motion carried unanimously.

Damon M Rahn SIGN HERE Stephanie Johnson

Damon Rahn, Chairman Stephanie D. Johnson, County Clerk

APPROVED BY THE BOARD OF COMMISSIONERS
FEBRUARY 18, 2025