



**BALDWIN COUNTY COMMISSIONERS
REGULAR MEETING**

December 6, 2022
1601 N Columbia St, Suite 220
6:00 PM

MINUTES

MEMBERS PRESENT

Henry Craig
John Westmoreland
Kendrick Butts
Emily Davis
Sammy Hall

OTHERS PRESENT

David McRee
Carlos Tobar
Dawn Hudson

CALL TO ORDER

Chairman Henry Craig called the Regular Meeting to order at 6:00 p.m.

INVOCATION

County Manager Carlos Tobar delivered the Invocation

PRESENTATION OF COLORS

Baldwin High School Naval JROTC presented colors.

PLEDGE OF ALLEGIANCE

Chairman Craig led the pledge.

APPROVAL OF MINUTES

Commissioner Emily Davis made a motion to approve the minutes of then November 15, 2022 Work Session, and the November 15, 2022 Public Hearing and Regular Meeting. Commissioner Kendrick Butts seconded the motion and it passed unanimously.

ADMINISTRATIVE / FISCAL MATTERS

Budget Resolution for Fiscal Year 2023

Assistant County Manager Dawn Hudson presented the Budget Resolution to adopt the budget for Fiscal Year 2023 beginning January 1, 2023 – December 31, 2023. She reported this is the same budget that was presented at the budget hearing. The County fee schedule is also included, and there have been no changes in the fee schedule since last year.

Vice Chairman John Westmoreland made a motion to adopt the Budget Resolution and fee schedule as presented. Commissioner Kendrick Butts seconded the motion and it passed unanimously.

A copy of the Budget Resolution and fee schedule is herewith attached and made an official part of the minutes at pages 92 and 93.

Alcoholic Beverage License Application

County Manager Carlos Tobar presented an alcoholic beverage license application for retail package beer and/or wine at 2119 North Jefferson Street.

Commissioner Sammy Hall made a motion to approve the alcoholic beverage license application as presented. Commissioner Emily Davis seconded the motion and it passed unanimously.

Enterprise Fleet Management Contract

Assistant County Manager Dawn Hudson presented the Enterprise Fleet Management Contract for the Board's consideration. She stated the Enterprise representative made a presentation to Commissioners at the November 15, 2022 Work Session. Ms. Hudson reported the program is a capital leasing program; therefore, sales tax can be used for funding. She stated this program is a better and more efficient way to manage the County's vehicles. The program will include Sheriff's Department vehicles as well as all other County vehicles.

Major Scott Deason addressed the Board supporting the program. He stated not only will the program provide monetary saving; but, the program will provide newer vehicles which have more safety features than the older model vehicles being driven now.

Commissioner Sammy Hall made a motion to approve the Enterprise Fleet Management Contract as presented. Vice Chairman John Westmoreland seconded the motion and it passed unanimously.

Resolution for 2022 Community Development Block Grant Language Access Plan (LAP)

County Manager Carlos Tobar reported the adoption of a Language Access Plan (LAP) for Limited English-Speaking Persons is a requirement of the Georgia Department of Community Affairs for the 2022 Community Development Block Grant funds. He stated the plan has been prepared to ensure compliance with HUD's guidance and Title VI of the Civil Rights Act of 1964. Baldwin County will translate written HUD related documents for groups that are at least 5% of the population eligible (and more than 50 persons) or 1,000 persons whichever is less.

Commissioner Emily Davis made a motion to adopt the Resolution for the 2022 Community Development Block Grant Language Access Plan as presented. Commissioner Kendrick Butts seconded the motion and it passed unanimously.

A copy of the Resolution is herewith attached and made an official part of the minutes at pages 92 and 93. A copy of the Language Access Plan is on file in the Commissioners' office.

Grant Awards

Assistant County Manager Dawn Hudson presented the following grant awards. She stated these awards are continuation grants.

Criminal Justice Coordinating Council (CJCC) Coronavirus Emergency Supplemental (CESF) funding to the Prosecuting Attorneys' Council of Georgia (PAC) for the period ending December 31, 2022 in the amount of \$14,000. She reported this funding supports essential personnel who can respond to the backlog of victim cases due to court closures or increased service needs due to the pandemic. No required match.

Criminal Justice Coordinating Council (CJCC) Community Based Victim Program for GA Porch in the amount of \$189,880 for the period ending September 30, 2023. No required match.

Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Program funding in the amount of \$549,469 for the period ending June 30, 2024. Ms. Hudson stated the County serves as fiscal agent for the program and receives an administration fee for services.

Workforce Innovation and Opportunity Act (WIOA) Adult Program funding in the amount of \$423,192 for the period ending June 30, 2024. Ms. Hudson stated the County also serves as fiscal agent for the program and receives an administration fee for services.

Commissioner Emily Davis made a motion to accept the four continuation grant awards as presented. Commissioner Kendrick Butts seconded the motion and it passed unanimously.

OLD BUSINESS

There was no old business to come before the Board.

NEW BUSINESS

There was no new business to come before the Board.

COUNTY MANAGER'S REPORT

County Manager Carlos Tobar presented an update on County projects to include the following: made presentation at Eggs & Issues on November 16th; City of Milledgeville officials are reviewing the draft Land Bank Authority Intergovernmental Agreement and expect to bring the matter before the Board at a subsequent meeting; waiting for City to sign Housing Revitalization Resolution in order for the County to submit it to DCA; Comprehensive Plan meeting was held November 30th and the Community Work Program will be distributed to Commissioners for their review and comments; revised Zoning map is available for Commissioners review; the Airport is closed; milling is complete; wind cone is installed and segmented Circle is in progress by electrical contractor; paving on runway is next task; three grants were submitted –\$1,999,428 application for park at Government Building, 1601 North Columbia Street; \$2,000,000 for aquatic center at Walter B. Williams park; and \$1,563,743 for streetscape improvements at Harrisburg Park.

Commissioner Sammy Hall asked questions about the proposed park at the Government Building. Commissioners Hall and Davis stated they would like to have had more information about this project prior to the submission of a grant application. They felt the Board should look at any plans for a proposed park before accepting the grant award to be sure that this is something the County should pursue.

PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS

There were no public comments for non-agenda items to come before the Board.

EXECUTIVE SESSION

Commissioner Emily Davis made a motion to adjourn into Executive Session at 6:35 p.m. to discuss Personnel. Commissioner Kendrick Butts seconded the motion and it passed unanimously.

RECONVENE REGULAR MEETING

Vice Chairman John Westmoreland made a motion to reconvene the Regular Meeting at 7:45 p.m. Commissioner Emily Davis seconded the motion and it passed unanimously.

ADJOURNMENT

Commissioner Sammy Hall made a motion to adjourn the Regular Meeting at 7:45 p.m. Commissioner Emily Davis seconded the motion and it passed unanimously.

Respectfully submitted,


Henry R. Craig
Chairman


Cynthia K. Cunningham
County Clerk

**BALDWIN COUNTY, GEORGIA
FISCAL YEAR 2023
BUDGET RESOLUTION**

A RESOLUTION ADOPTING A BUDGET FOR THE FISCAL YEAR 2023 (JANUARY-DECEMBER) FOR EACH FUND OF BALDWIN COUNTY, APPROPRIATING THE AMOUNTS SHOWN IN EACH BUDGET AS EXPENDITURES, ADOPTING THE ITEMS OF ANTICIPATED FUNDING SOURCES, PROHIBITING EXPENDITURES TO EXCEED APPROPRIATIONS, AND PROHIBITING EXPENDITURES FROM EXCEEDING ACTUAL FUNDING SOURCES.

WHEREAS, a Proposed Budget for each of the various Funds of the County has been presented to the Board of Commissioners; and,

WHEREAS, appropriate advertised public hearings have been held on the FY 2023 Proposed Budget, as required by Federal, State and Local Laws and Regulations; and

WHEREAS, the Board of Commissioners has reviewed the Proposed Budget and has made certain amendments to Funding Sources and Appropriations; and

WHEREAS, the Budget for each Fund includes Appropriations for Fiscal Year 2023, incorporates certain levies, assessments, fees and charges to finance these expenditures and lists the Anticipated Funding sources; and

WHEREAS, each of the Funds has a balanced budget, such that Anticipated Funding sources equal Proposed Expenditures; and

NOW, THEREFORE, BE IT RESOLVED that the within and attached Budget Summary and Supplemental Fee Schedule is hereby approved as the Budget for the 2023 Fiscal Year.

BE IT FURTHER RESOLVED that in accordance with O.C.G.A 33-8-8, the proceeds from the tax on insurance premiums estimated to be \$2,100,000 for FY2023, shall be used for the provision of fire protection services to the residents of the unincorporated Baldwin County.


BE IT FURTHER RESOLVED that the Budget shall be adjusted so as to adapt to changing governmental needs during the fiscal year as follows, such amendments shall be recognized as approved changes to this resolution in accordance with O.C.G.A. 36-81-3 (d) (1):

Any increase in Appropriations in any Fund for a Department, whether through a change in Anticipated Revenues in any Fund or through a transfer of Appropriations among Departments, shall require the approval of the Board of Commissioners with the following exceptions: in the case of insurance reimbursements for vehicle collisions and other equipment losses, the Finance Director and the County Manager are granted authority to allocate funds to the appropriate Department from insurance proceeds and/or from the Risk Management Fund for the replacement or repair of damaged equipment; in the case of donations for specified purposes, the Finance Director and

the County Manager are granted authority to allocate funds to the appropriate Department and from contingency for leave payments that are unanticipated; in the case of end-of-fiscal year adjustments, the Finance Director and the County Manager are granted authority to transfer available appropriations among Departments and to make other adjustments as necessary to ensure that overall expenditures are in agreement with appropriations, as required by the Department of Audits. Reallocation of Appropriations in any Fund among the various accounts within a Department shall require only the approval of the Finance Director and the County Manager.

BE IT FURTHER RESOLVED that in accordance with GASB 54, it will be the County's policy to maintain an adequate General Fund unassigned fund balance to provide liquidity in the event of an economic downturn or natural disaster and the financial standard to maintain for the unassigned fund balance will be 10% of budgeted expenditures.

BE IT FURTHER RESOLVED that temporary tax anticipation notes shall be authorized as needed for general operating expenditures incurred during fiscal year 2023. Such notes shall not exceed \$6,000,000 and shall have a maturity date of December 31st of the calendar year in which the notes are executed. Interest rate proposals shall be requested from full-service financial institutions, including all those located within Baldwin County. This amount is within the legal debt level of Baldwin County for temporary loans, which is 75% (\$14.25 million) of the total amount of taxes collected in the previous year (\$19 million).


Henry R. Craig, Chairman

Attest:


Cynthia K. Cunningham, County Clerk



Baldwin County Board of Commissioners
Fee Schedule

Baldwin County Building Department	
General Administrative	
Residential Plan Review	\$50
Commercial Plan Review	\$150
New Development Fee	\$35
Building Permit Fees	
TOTAL VALUATION	FEE
\$1 TO \$1,000	\$50
\$1001 to \$5,000	\$50 for the first \$1,000; plus \$3 for each additional \$1,000 or fraction thereof, including \$5,000
\$5,001 to \$40,000	\$89 for the first \$5,000; plus \$8 for each additional \$1,000 or fraction thereof, including \$40,000
\$40,001 to \$100,000	\$369 for the first \$40,000; plus \$6 for each additional \$1,000 or fraction thereof, including \$100,000
\$100,001 to \$500,000	\$729 for the first \$100,000; plus \$4 for each additional \$1,000 or fraction thereof, including \$500,000
\$500,001 to \$1,000,000	\$2,333 for the first \$500,000; plus \$2 for each additional \$1,000 or fraction thereof, including \$1,000,000
\$1,000,001 and over	\$3,331 for the first \$1,000,000; plus \$1 for each additional \$1,000 or fraction thereof
Electrical, Mechanical, Plumbing Permit Fees	
TOTAL VALUATION	FEE
\$1 TO \$1,500	\$50
Over \$1,500	\$50 for the first \$1,500; plus \$2 for each additional \$1,000 or fraction thereof
Additional Fees - Permits	
Permits	FEE
Minor Buffer Fee	\$25
Reinspection Fee	\$25 per reinspection needed
Land Disturbance	\$40 per acre
Mobile Home Moving Permit	\$50
Driveway Permit	\$50

Baldwin County Ordinances, Section 22-34(b)	
Application Fee	\$25
Occupation Tax	
Number of Employees	FEE
1-3	\$100.00
4-9	\$200.00
10-19	\$350.00
20-29	\$500.00
30-39	\$800.00
40-49	\$1,000.00
50 or more	\$1,500.00

Baldwin County Ordinances, Section 6-32 (c)	
Alcohol License	
License Class, Type	FEE
Class A, retail liquor package store;	\$3,000.00
Class B, retail package beer and/or wine;	\$300.00
Class C, retail beer and/or wine by the drink;	\$1,500.00
Class D, retail liquor by the drink;	\$2,000.00
Class E, wholesale liquor;	\$4,000.00
Class F, wholesale beer and/or wine;	\$500.00
Class G, licensed alcoholic beverage caterer;	\$150.00
Class H, license for manufacture of beer.	\$1,000.00
Class I, license for manufacture of wine.	\$1,000.00
Class J, license for manufacture of alcoholic beverages and liquors.	\$4,000.00
Special event on-site Alcohol Consumption	\$100/day
*State License required from Dept of Revenue	

Baldwin County Animal Services	
Fee Description	FEE
Owner Surrender	\$20.00
Impound - 1st offense	\$25.00
Impound - 2nd offense	\$50.00
Impound - 3rd offense	\$100.00
Quarantine	\$50.00

Baldwin County Board of Commissioners
Fee Schedule

Baldwin County Recreation	
Facilities/Fee Type	FEE
Banquet Room with Kitchen	
Price Per Hour (Minimum 4 hrs)	\$100 Per hour
Price Contract 6 Meetings	\$25 per hour
Security or Application Fee	\$20 per hour for non-peak events; \$30 per hour for Fri & Sat nights
Classrooms	
Price Per Hour (Minimum 4 hrs)	\$25 per hour
Price Contract 6 Meetings	\$20 per hour
Security or Application Fee	\$20 per hour
Gymnasium (Athletic Events Only)	
	\$500 per court per day
Security or Application Fee	\$20 per hour for non-peak events; \$30 per hour for Fri & Sat nights
Collins P Lee Center	
	\$25 per hour
Security or Application Fee	\$20 per hour for non-peak events; \$30 per hour for Fri & Sat nights
Fields	
	\$150 per field per day for multi-day events; \$170 per field per day for single day events
Security or Application Fee	\$20 per hour

Little Fishing Creek Golf Course			
Green Fees		All Day	Twilight
Weekdays		\$12.50	\$10.50
Weekends		\$15.55	\$13.50
Holidays		\$15.50	\$13.50
Cart Fees			
		9 holes	18 holes
		\$8.00	\$12.00
Trall Fee		\$7.50	\$7.50
Annual Green Fees			
High School & under			\$150.00 Summer
			\$150.00 Schoolyear
Junior Member (< 20 yrs)			\$400.00
Single Member			\$500.00
Family Membership			
1st member			\$500.00
Each additional member			\$225.00
Senior Member (> 50 yrs)			\$400.00

Baldwin County IT/GIS		
Parcel Layer		
Parcel Data (Unique Identifiers only)		\$200.00
Parcel Data (additional data)		\$500.00
Specific Parcel Exteact		\$5.00/parcel
General Layers		
Address Layer		\$500.00
Road Centerline		\$50.00
County Boundary		\$25.00
Voter Districts		\$25.00
Countour Lines (2ft)		\$10.00/acre
Printed Maps		
8.5 x 11 (color)		\$5.00
8.5 x 11 (vector)		FREE
11 x 17 (color)		\$8.00
11 x 17 (vector)		FREE
13 x 19 (color)		\$10.00
13 x 19 (vector)		FREE
24 x 36 (color)		\$20.00
24 x 36 (B/W)		\$15.00
36 x 48 (color)		\$50.00
36 x 48 (B/W)		\$35.00
Cartographic Analysis (1 hr min)		\$115/hr

Baldwin County Sanitation	
Collection and disposal	FEE PER MONTH
1st cart	\$18.54
Addition cart (each)	\$10.30

Baldwin County Board of Commissioners
Fee Schedule

Baldwin County Water/Sewer		
Water/Sewer Rates		
Residential Water Base Charge		\$16.00
Industrial Water Base Charge		\$36.20
Residential Sewer Base Charge		\$19.00
Industrial Sewer Base Charge		\$36.20
1-5,000 gallons	rate per gallon	0.0045
5,001 - 10,000	rate per gallon	0.00505
10,001 - 20,000	rate per gallon	0.0056
20,001 - 50,000	rate per gallon	0.00615
over 50,000	rate per gallon	0.0067
Water Service Connections		
3/4" Meter		\$900.00
1" Meter		\$1,800.00
2" Meter		\$3,000.00
3" Meter and Larger		TBD after application
Sewer connections		TBD after application
Residential Service Deposit		\$70.00
Non-refundable application fee		\$5.00
Account transfer fee		\$30.00
Returned Check Fee		\$35.00
Late Fee (after due date)		\$3.00
Non-payment fee		\$50.00
Service call		\$15.00

Baldwin County Fire and Rescue		
Building Plan Review <10,000 sq. ft.		\$150.00
Building Plan Review >10,000 sq. ft.		\$0.015 per sq. ft.
Sprinkler Plan Review		\$100.00 + .50 per head
Fire Alarm Plan Review		\$100.00 + .50 per device
Commercial Hood System Plan Review		\$100.00
Hood System Plan Review		\$100.00
Hazmat Plan Review		\$150.00
Explosives Plan Review (more than 500 pounds)		\$100.00
Explosives License (purchase, store, sale, use, transport)		
500 pounds or less		\$75.00
More than 500 pounds		\$150.00
Manufacture of Explosives		\$150.00
Fireworks Manufacture, Storage or Transport		\$1,500.00
Liquid Petroleum Gas		
2000 gallons or less		\$150.00
More than 2000 gallons		\$600.00
Self Service Station Permit		\$150.00
Compressed Natural Gas		\$150.00
Anhydrous Ammonia Permit		\$150.00
Certificate of Occupancy		\$100.00
Temporary Certificate of Occupancy		\$50.00
Personal Care Home Permit:		
Small		\$100.00
Large (+7)		\$200.00
Inspections:		
Yearly Inspection, New Business License Inspection or		
Final Construction Inspection		No Charge
1 st Follow-up Inspection		No Charge
2 nd Follow-up Inspection		\$50.00
3 rd and subsequent Inspections		\$100.00

**RESOLUTION
ADOPTION OF LANGUAGE ACCESS PLAN**

WHEREAS, Baldwin County wishes to be in accordance with Title VI non-discrimination laws regarding the provision of appropriate access to services and activities provided by federal agencies and recipients of federal assistance, and

WHEREAS, Baldwin County is in receipt of Housing and Urban Development (HUD) funding through the Community Development Block Grant (CDBG) program, and

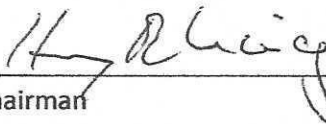
WHEREAS, the Georgia Department of Community Affairs (DCA) has encouraged and provided guidance for the adoption of a Language Access Plan (LAP) for Limited English Speaking Persons (LEP),

LET IT THEREFORE BE RESOLVED, that Baldwin County has prepared and is adopting its Language Access Plan (LAP) related to the FY 2022 CDBG funding of the Sewer Improvements, and

LET IT BE RESOLVED, that Carlos Tobar, County Manager has been named in the LAP as the LAP Coordinator, and

LET IT BE RESOLVED, that the LAP will be updated as new Census Data regarding LEPs is presented and/or a new CDBG or other Federal grant is awarded and requires the LAP to be updated or revised.


BE IT RESOLVED this 6 day of December, 2022


Chairman

CERTIFICATION

I do hereby certify that the foregoing is a true and correct copy of the Resolution duly adopted by the Baldwin Co. Commission on the date so stated in said Resolution. I further certify that I am Cynthia Cunningham, County Clerk and that said Resolution has full force and effect the 6 day of December 2022.

ATTEST:


County Clerk

