



## **BALDWIN COUNTY BOARD OF COMMISSIONERS CALLED MEETING**

**Monday, December 22, 2025**

**Government Building, Suite 220, 1601 N Columbia St**

**5:00 PM**

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### **MINUTES**

#### **PRESENT**

Andrew Strickland, Chair  
Kendrick Butts, Vice Chair  
Sammy Hall  
Emily C. Davis  
Scott Little

#### **OTHERS**

Carlos Tobar  
Brandon Palmer  
Bo Danuser

#### **CALL TO ORDER**

Chairman Strickland called the December 22, 2025 called commission meeting to order at 5:00 PM.

Commissioner Hall made a motion to amend the agenda to add the consideration of financial policies. Commissioner Little seconded the motion and the motion passed unanimously.

#### **ADMINISTRATIVE / FISCAL MATTERS**

##### **Applicant Notification Polity Standard Operating Procedure**

Chairman Strickland read the caption for Resolution R-2025-99 authorizing amendments to the Applicant Notification Policy Standard Operating Procedure.

The resolution was presented as follows:

#### **RESOLUTION R-2025-99**

A Resolution to Amend the Applicant Privacy Notification Policy Standard Operating Procedure for Information Derived from the Georgia Criminal Information Center (CJCC) Criminal Justice Information System (CJIS) Network

WHEREAS, The Baldwin County Planning and Development Department issues alcoholic beverage licenses and as a part of the process conducts fingerprint-based background checks through the Georgia Crime Information Center Criminal Justice Information System; and,

WHEREAS, participation in the Georgia Criminal Information Center (CJCC) Criminal Justice Information System (CJIS) Network requires that Baldwin County have an adopted Applicant Privacy Rights Notification Policy Standard Operating Procedure in place.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Baldwin County, Georgia, and it hereby resolved by authority of the same, as follows:

1. Incorporation of Recitals. The above stated recitals are true and correct and are incorporated as though fully set forth herein.
2. Approval of the Applicant Privacy Rights Notification Policy Standard Operating Procedure. The Board of Commissioners hereby authorizes the Applicant Privacy Rights Notification Policy Standard Operating Policy as presented in "Exhibit A".
3. Authorization of Chairman. The Board of Commissioners hereby authorizes the Chairman of the Baldwin County Board of Commissioners to sign any documentation or take any other action necessary or reasonably required to carry out, give effect to, and consummate the application and administration of the Agreement for Concession Stand Operator.
4. Severability. In case any one or more of the provisions of this Resolution shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provision of this Resolution, but this Resolution shall be construed and enforced as if such illegal or invalid provision had not been contained herein.
5. Repeal of Conflicting Resolutions. Any and all resolutions in conflict with this Resolution this day passed be and they are hereby repealed.
6. Effective Date. This Resolution shall take effect immediately upon its adoption.

SO RESOLVED, this 22<sup>nd</sup> day of December, 2025.

BALDWIN COUNTY, GEORGIA

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Andrew Strickland, Chairman  
Baldwin County Board of Commissioners

ATTEST:

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Bo Danuser, County Clerk  
Baldwin County Georgia

RESOLUTION R-2025-99

EXHIBIT A

Baldwin County Planning & Development  
Applicant Privacy Rights Notification Policy  
Standard Operating Procedure

Subject:

Applicant Notification Policy for Information derived from the Georgia Crime Information Center (GCIC) Criminal Justice Information System (CJIS) Network.

Effective Date: April 15, 2025

Revised Date: December 22, 2025

### Notification

Baldwin County Planning and Development issues alcoholic beverage licenses and as a part of the process conducts fingerprint-based background checks through the Georgia Crime Information Center. Prior to fingerprinting, each applicant must complete an application and receive a copy of both the Applicant Privacy Rights and the Privacy Act Statement. Baldwin County Planning and Development provides the applicant with the privacy rights at the time of fingerprinting.

Once the applicant has read and understands the Applicant Privacy Rights and the Privacy Act Statement, they will sign a form or log stating the notification was received. A copy of the signed form or log must be maintained by Baldwin County Planning and Development for no less than 3 years.

### Record Challenge/Correction

If an applicant chooses to challenge the accuracy of the criminal history record or needs to correct or update a record, they will be given 30 days to do so. The applicant is notified that the procedures for challenging an FBI record are set forth in 28 CFR 16.30 through 16.34 and the procedures for challenging a Georgia criminal history record can be found on the GBI website. Upon request, the applicants will be given a copy of the criminal history record.

### Appeal Process

The applicant is not provided an opportunity to appeal an adverse decision based on the criminal history record information provided from the fingerprint-based background check

County Attorney Brandon Palmer stated that this was a policy adopted in April for criminal background checks. GBI had recommendation for changes that included stating the Baldwin County Planning and Development Department rather than just department; clarity on stating exactly 30 days for challenging the accuracy of the record and an appeals process was not necessary.

Commissioner Hall made a motion to adopt the resolution. Commissioner Little seconded the motion and the motion passed unanimously.

### Fee Schedule

Chairman Strickland read the caption for Resolution R-2025-94 amending the Baldwin County Fee Schedule

#### **RESOLUTION R-2025-94**

#### **A RESOLUTION TO AMEND THE BALDWIN COUNTY FEE SCHEDULE**

**WHEREAS**, Baldwin County (the “County”) is a duly formed political subdivision of the State of Georgia; and,

**WHEREAS**, the County Manager had informed the Baldwin County Board of Commissioners of the need to revise the Baldwin County Fee Schedule; and

**WHEREAS**, the proposed fee schedule is hereby attached as “Exhibit A” and by reference duly incorporated and made a part of this resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of Baldwin County,

Georgia, and it is hereby resolved by authority of the same, as follows:

- 1. Incorporation of Recitals.** The above stated recitals are true and correct and are incorporated as though fully set forth herein.
- 2. Approval of the Baldwin County Fee Schedule.** The Board of Commissioners hereby approves the Fee Schedule as presented.
- 3. Authorization for the Baldwin County Fee Schedule.** The County Manager, and his agents, are hereby authorized to implement the Baldwin County Fee Schedule once approved by the Baldwin County Board of Commissioners.
- 4. Other Actions Authorized.** The Chairman and County Manager shall be authorized to take any other action necessary or convenient to execute and implement the changes to the Baldwin County Fee Schedule and to effectuate this Resolution.
- 5. Severability.** In case any one or more of the provisions of this resolution shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provision of this resolution, but this resolution shall be construed and enforced as if such illegal or invalid provision had not been contained herein.
- 6. Repeal of Conflicting Resolutions.** Any and all resolutions in conflict with this resolution this day passed be and they are hereby repealed.
- 7. Effective Date.** This Resolution shall take effect immediately upon its adoption.

**SO RESOLVED**, this 22<sup>nd</sup> day of December, 2025.

BALDWIN COUNTY, GEORGIA

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Andrew Strickland, Chairman  
Baldwin County Board of Commissioners

ATTEST:

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Bo Danuser  
Baldwin County Clerk

Baldwin County Building Department		
General Administrative		
Residential Plan Review		\$50
Commercial Plan Review		\$150
New Development Fee		\$35
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	
Demolition Permit Fee	\$10	
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)		
Baldwin County Ordinances, Section 16-75		
Short-term Rental Application Fee		\$500
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 Recreation		
Water Park Fees		
Family Season Pass	\$200 for four individuals	
Single Pass	\$75	
Standard Admission	\$12	
Military	\$8	
Children 2 & Under	Free	
Group Rate: 20 + People	\$9 per person	
Banquet Room with Kitchen		
Price Per Hour (Minimum 4 hrs)	\$100 Per hour	
Security or Maintenance Fee	\$50 per hour	
Classrooms		
Price Per Hour	\$50 per hour	
Security or Maintenance Fee	\$50 per hour	
Gymnasium (Athletic Events Only)		
Security or Maintenance Fee	\$500 per court per day	
Harrisburg Park Community Center		
Security or Maintenance Fee	TBD	
Track		
Maintenance Fee	\$500 per day	
Athletic Field Light Rental		\$25 per hour per field, Monday-Thursday Only

Fields	\$175 per field
Maintenance Fee	\$20 per hour
Pickleball Tournament Fees	\$20 per hour
Registration Fees	\$50 per court per day
Basketball	\$70 per person
Track	\$60 per person
Flag Football	\$55 per person
Soccer	\$60 per person
Fall Baseball/Softball	\$60 per person
Spring Baseball/Softball	\$75 per person

Little Fishing Creek Golf Course		
	All Day	Twilight
Weekdays	\$14.50	\$12.50
Weekends	\$17.50	\$15.50
Holidays	\$17.50	\$15.50
Cart Fees	9 holes	18 holes
	\$10.00	\$14.00
Trail Fee	\$9.00	\$9.00
Annual Green Fees		
High School & under		\$200.00 Summer
		\$200.00 School year
Junior Member (< 20 yrs)		\$450.00
Single Member		\$550.00
Family Membership		
1st member		\$550.00
Each additional member		\$275.00
Senior Member (> 50 yrs)		\$450.00
Trackman Driving Range		
Warmup Bucket	\$6.00	
Medium Bucket	\$14.00	
Large Bucket	\$18.00	
Rental per Bay		\$35 per hour

Baldwin County IT/GIS		
Parcel Layer		
Parcel Data (Unique Identifiers only)		\$200.00
Parcel Data (additional data)		\$500.00
Specific Parcel Extent		\$5.00/parcel
General Layers		
Address Layer		\$500.00
Road Centerline		\$50.00
County Boundary		\$25.00
Voter Districts		\$25.00
Contour 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 (BW)		\$15.00
36 x 48 (color)		\$50.00
36 x 48 (BW)		\$35.00
Cartographic Analysis (1 hr min)		\$115/hr

Baldwin County Sanitation		
Collection and disposal		FEE PER MONTH
1st cart		\$19.70
Addition cart (each)		\$11.00
Baldwin County Water/Sewer		
Water/Sewer Rates		
Residential Water Base Charge		\$21.00
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 Homeowner Service Deposit		\$100.00
Residential Renter Service Deposit		\$150.00
Commercial or Business-Owned Residential Units		\$150.00
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 <sup>st</sup> Follow-up Inspection	No Charge
2 <sup>nd</sup> Follow-up Inspection	\$50.00
3 <sup>rd</sup> and subsequent Inspections	\$100.00

Baldwin County Transit	
One Way Trip	\$3.00

County Manager Carlos Tobar stated that pickleball tournaments and registration fees were added and the basketball, track, football, baseball, softball, and soccer increased by \$5.00 per person.

There was a discussion about:

- how the pickleball fees were established and the terms of renting the facilities for pickleball tournaments including clarifying the fee is based on an 8-hour rental;
- \$5.00 fee increase per sport;
- increasing the softball tournament maintenance fee to \$200.00 per field per day;
- raising alcohol licenses in categories A - J by \$100 each;

- water park fees and adding the ability to rent the water park after hours and determining the actual cost of after-hours operations and whether alcohol should be permitted in after hours usage;
- permitting alcohol in county facilities;

Mr. Tobar recapped the fee changes to include:

- Alcohol License categories A – J increase each by \$100.00
- Tournament field maintenance increase to \$200.00 per field per day with maintenance
- Pickleball tournament fee set at \$50.00 per court per day in 8-hour increments
- Basketball, track, football, soccer, fall baseball and softball, and spring baseball and softball fees increase by \$5.00 per person

There was a discussion about the terms and time for pickleball tournaments.

Commissioner Little made a motion to approve the fee schedule as amended. Commissioner Butts seconded the motion and the motion passed unanimously.

### Financial Policies

The County Manager stated that there was not time to present a resolution but there were three things he would like to be required to be presented to each commissioner:

- Commissioners would receive bank statement reports of a monthly basis,
- Accounts would be reviewed and corrections made to general entries monthly,
- Checks would be written out of each SPLOST and TSPLOST account

Commissioner Little made a motion to accept the recommendation of the County Manager that each commissioner would receive bank statements reports on a monthly basis, that accounts would be reviewed by staff and corrections made to the general entries on a monthly basis and that the SPLOST and TSPLOST would have separate checking accounts. Commissioner Butts seconded the motion and the motion passed unanimously.

County Manager Tobar discussed the FLOST stating the revenue was collected monthly and dispersed annually.

### ADJOURNMENT

Commissioner Little made a motion to adjourn the meeting. Commissioner Butts seconded the motion and the motion passed unanimously.

The December 22, 2025 called commission meeting was adjourned at 5:32 PM.

Submitted,

  
Andrew Strickland, Chair

ATTEST:

  
Bo Danuser, County Clerk