



## **BALDWIN COUNTY REGULAR MEETING**

**October 18, 2022**

**1601 N Columbia St, Suite 220**

**6:00 PM**

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### **MINUTES**

#### **MEMBERS PRESENT**

Henry Craig  
John Westmoreland  
Kendrick Butts  
Emily Davis (Virtual)  
Sammy Hall

#### **ALSO PRESENT**

David McRee  
Carlos Tobar  
Dawn Hudson  
Cindy Cunningham

#### **CALL TO ORDER**

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

#### **INVOCATION**

County Manager Tobar delivered the invocation.

#### **PLEDGE OF ALLEGIANCE**

Vice Chairman John Westmoreland led the pledge.

#### **APPROVAL OF MINUTES**

Commissioner Kendrick Butts made a motion to approve the minutes of the October 4, 2022 Regular Meeting and the October 4, 2022 Executive Session as submitted. Vice Chairman John Westmoreland seconded the motion and it passed unanimously.

#### **PRESENTATION**

##### **County Housing Improvement Program**

Dr. Damian Francis, Georgia College and State University, gave an update on the Baldwin County Housing Improvement Program. He commended Commissioners for their dedication to the community and thanked County Manager Carlos Tobar for seeking solutions to important issues facing citizens. Dr. Francis addressed a key issue in Baldwin County – the problem of Heirs property which is property handed down to family members and the property is held as tenants in common. He stated he feels this is a barrier to realizing the full potential of the property and to improving Baldwin County. Dr. Francis presented statistics from various studies on this matter. He stated racial minorities and lower income persons sometimes lack education in wills and estate planning. In a recent meeting of members of the GCSU Rural Studies Institute, the Center for Health and Social Issues and Habitat for Humanity, a short-term plan was developed. Dr. Francis proposed that funding be made available to alleviate the issues of heirs' property among the neediest citizens who were deemed ineligible because of this issue for CHIP funding to renovate their houses. He stated the modest estimate is a total of \$25,000 which would assist ten – fifteen property owners to start this process. He felt this show of good faith would be beneficial to the County in securing such designations as Plan First and would improve the ability for the County to secure additional grant funds. Dr. Francis also requested \$5,000 – \$7,000 to host five educational sessions on wills and estate planning for lower income persons and minorities.

Commissioner Butts asked how participants would be chosen. Dr. Francis responded the same type lottery system would be used as with the selection for CHIP recipients, concentrating on those with disabilities and the elderly. If there are remaining funds, the assistance could be opened up to the public. Commissioner Butts asked if the same census tracts would be used as with the CHIP grant. County Manager Tobar confirmed the same census tracts would be used at this point.

Dr. Veronica Wommack, Executive Director of the Rural Studies Institute, expressed her support for the efforts of the group and Dr. Francis regarding heirs' property. Ms. Pauline Harper addressed the Board thanking the County for the CHIP funding to renovate her house.

#### Commissioners Certifications

Chairman Craig presented Commissioner Kendrick Butts a plaque awarded by ACCG for his successful completion of the core requirements in the ACCG Lifelong Learning Academy.

Chairman Craig recognized Vice Chairman John Westmoreland for academic achievement in the ACCG Lifelong Learning Academy for his successful completion of the Quality of Life / Social Issues specialty track requirements of the Academy.

### **ADMINISTRATIVE/FISCAL MATTERS**

#### Food Service Establishment Fees

Colin Duke, Environmentalist with the Baldwin County Health Department gave a power point presentation on proposed increases to food service fees. He stated the last fee increase was in 2019. He reported the Board of Health has approved the increase, and the goal is uniformity among all counties. Mr. Duke explained how the fees for food service establishments would be determined. Fees would be determined by the number of seats in establishment; number of meals served whether one, two, three or establishment open 24 hours; actual number of meals served daily to patrons; and the number of employees of the establishment. Mr. Duke stated the impact of the new fees, based on fifty random samples, would be an increase of \$10,425.00. He stated the increase in food service fees would be effective thirty days from the date of the vote. He requested ratification by Baldwin County of the increase in food services fees.

After discussion, Commissioner Kendrick Butts made a motion to approve the increase in food service fees as presented. The motion died for lack of a second.

#### Homeland Security Grant

Assistant County Manager Dawn Hudson reported EMA has been awarded a Homeland Security grant for equipment and training for the CERP program which trains citizens in hazard mitigation. In the event of a disaster this trained group of people will be able to assist. She stated the grant is in the amount of \$10,035 and there is no County Match.

Commissioner Sammy Hall made a motion to approve the Homeland Security Grant as presented. Vice Chairman John Westmoreland seconded the motion and it passed unanimously.

#### Resolution for Section 5311 Transit Application

Assistant County Manager Hudson presented a Resolution for the Board's consideration for the renewal application of the Section 5311 Rural Transportation program that has been operating in Baldwin County for over twenty years. She stated the objective is to meet public transportation needs to all citizens who want to use the service. The program is managed through the County Fire Department and the cost per ride is \$2.00 per trip.

Ms. Hudson stated the total operating budget for July 2023 – June 2024 is \$220,250 which will be shared 50 / 50 between the Department of Transportation and the County. Capital funds included in the budget total \$3,600. The total County share is \$110,505 and will be included in the 2023 budget. She stated the required advertising for the grant renewal has been made and no comments were received.

Action is needed by the Board to adopt the Resolution to submit the renewal application and to authorize the Chairman to execute all required grant documents and agreements.

Vice Chairman John Westmoreland made a motion to approve the Resolution as presented and to authorize the Chairman to execute required documents. Commissioner Kendrick Butts seconded the motion and it passed by the following vote:

Aye: Westmoreland, Butts, Davis, Craig

Nay: Hall

#### Reappointment to Development Authority of Milledgeville

Chairman Henry Craig stated a letter has been received from the Development Authority of Milledgeville and Baldwin County requesting the reappointment of Mr. Derek Williams to serve as a County representative on the Board of the Development Authority.

Commissioner Sammy Hall made a motion to reappoint Derek Williams to the Board of the Development Authority of Milledgeville and Baldwin County. Vice Chairman John Westmoreland seconded the motion and it passed unanimously.

#### OLD BUSINESS

Commissioner Kendrick Butts requested an update on Ogden Inert Landfill. County Manger Tobar responded Public Works staff will be moving back to that project since the work on Old Plantation Trail is complete.

#### NEW BUSINESS

There was no new business to come before the Board.

#### COUNTY MANAGER'S REPORT

County Manager Tobar presented the following update on County projects: an Heir property workshop was held at the Collins P. Lee Center earlier in the month; Comprehensive Plan meetings will be held October 20<sup>th</sup> and 24<sup>th</sup>; he, along with Vice Chairman, attended the DCA Award Ceremony to receive the \$400,000 CHIP grant for housing rehabilitation and the CDBG grant for sewer infrastructure replacement; GICH team members will attend a conference 25<sup>th</sup> – 27<sup>th</sup>; attended the Georgia Airport Association conference; seeking letters of support and pictures from residents who have galvanized pipes to submit with a \$1,000,000 CDBG grant for galvanized water replacements and up to \$250,000 for housing rehabilitation.

#### PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS

There were no public comments to come before the Board.

#### EXECUTIVE SESSION - Litigation

Commissioner Kendrick Butts made a motion to adjourn into Executive Session at 6:55 p.m. to discuss litigation. Commissioner Sammy Hall seconded the motion and it passed unanimously.

#### RECONVENE REGULAR MEETING

Commissioner Sammy Hall made a motion to reopen the Regular Meeting at 7:20 p.m. Commissioner Emily Davis seconded the motion and it passed unanimously.

#### ADJOURNMENT

Commissioner Kendrick Butts made a motion to adjourn the meeting at 7:20 p.m. Commissioner Emily Davis seconded the motion and it passed unanimously.

Respectfully submitted,



Henry R. Craig  
Chairman



Cynthia K. Cunningham  
County Clerk

**RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE GEORGIA DEPARTMENT OF TRANSPORTATION AND THE UNITED STATES DEPARTMENT OF TRANSPORTATION FOR A GRANT FOR PUBLIC TRANSPORTATION ASSISTANCE UNDER TITLE 49 U.S.C., SECTION 5311.**

**WHEREAS**, the Federal Transit Administration and the Georgia Department of Transportation are authorized to make grants to non-urbanized (rural) areas for mass transportation projects; and

**WHEREAS**, the contract for financial assistance will impose certain obligations upon Applicant, including the provision of the local share of project costs; and

**WHEREAS**, it is required by the United States Department of Transportation and the Georgia Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Federal Transit Act, the applicant gives an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the United States Department of Transportation requirements thereunder; and

**WHEREAS**, it is the goal of the Applicant that Minority Business Enterprise (Disadvantaged Business Enterprise and Women's Business Enterprise) be utilized to the fullest extent possible in connection with this project, and that definitive procedures shall be established and administered to ensure that minority business shall have the maximum feasible opportunity to compete for contracts and purchase orders when procuring construction contracts, supplies, equipment contracts, or consultant and other services.

**NOW THEREFORE, BE IT RESOLVED BY Baldwin County**  
hereinafter referred to as the "Applicant",

1. That the Designated Official, Henry R. Craig hereinafter, referred to as the "Official" is authorized to execute and file an application on the behalf of the Applicant, a City/County government, with the Georgia Department of Transportation to aid in the financing of public transportation assistance pursuant to Section 5311 of the Federal Transit Act.
2. That the Official is authorized to execute and file such application and assurances or any other document required by the U.S. Department of Transportation and the Georgia Department of Transportation effectuating the purpose of Title VI of the Civil Rights Act of 1964.
3. That the Official is authorized to execute and file all other standard assurances or any other document required by the Georgia Department of Transportation or the U.S. Department of Transportation in connection with the application for public transportation assistance.
4. That the Official is authorized to execute grant contract agreements on behalf of the Applicant with the Georgia Department of Transportation.

5. That the Official is authorized to set forth and execute Minority Business Enterprise, DBE (Disadvantaged Business Enterprise) and WBE (Women Business Enterprise) policies and procedures in connection with the project's procurement needs as applicable.
6. That the applicant while making application to or receiving grants from the Federal Transit Administration will comply with FTA Circular 9040.1G, FTA Certifications and Assurances for Federal Assistance 2022 as listed in this grant application and General Operating Guidelines as illustrated in the Georgia State Management Plan.
7. That the applicant has or will have available the required non-federal funds to meet local share requirements for this grant application.

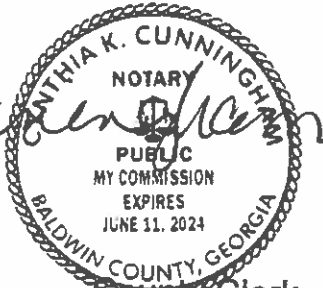
APPROVED AND ADOPTED this 18 day of October, 2022.

Henry R. Craig  
 Authorized Official  
 Henry R. Craig, Chairman  
 Type Name and Title

Signed, sealed and delivered this 18 day of Oct, 2022 in the presence of

Daun Hudson  
 Witness

Cynthia K. Cunningham  
 Notary Public/Notary Seal



**CERTIFICATE**

The undersigned duly qualified and acting County Clerk of Baldwin County (Applicant's Legal Name) certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting held on 10/18, 2022.

Cynthia K. Cunningham  
 Name of Certifying/Attesting Officer  
County Clerk  
 Title of Certifying/Attesting Officer

