



BALDWIN COUNTY REGULAR MEETING

August 06, 2024

1601 N Columbia St, Suite 220

6:00 PM

AGENDA

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

PRESENTATIONS

1. James Lunsford

APPROVAL OF MINUTES

2. July 16, 2024 Public Hearing
July 16, 2024 Regular Meeting
July 16, 2024 Executive Session
July 29, 2024 Called Meeting

ADMINISTRATIVE/FISCAL MATTERS

3. Local Maintenance Improvement Grant (LMIG) Bids - County Manager
4. Firehouse Subs Public Safety Foundation Grant Award - County Manager
5. Revisions to Drug and Alcohol Testing Policy for Transit Program - County Manager
6. Surplus Property 136 Felton Drive - County Manager / County Attorney

OLD BUSINESS

NEW BUSINESS

COUNTY MANAGER'S REPORT

PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS

EXECUTIVE SESSION

7. Property Acquisition

ADJOURNMENT

REMINDERS

August 20, 2024, Tuesday, 6:00 p.m., Regular Meeting, 1601 North Columbia Street, Suite 220.

September 2, 2024, Monday. All Non-Emergency Departments Will Be Closed in Observance of Labor Day.

September 3, 2024, Tuesday, 6:00 p.m., Regular Meeting, 1601 North Columbia Street, Suite 220.

September 17, 2024, Tuesday, 6:00 p.m., Regular Meeting, 1601 North Columbia Street, Suite 220.



**BALDWIN COUNTY
PUBLIC HEARING**
July 16, 2024
1601 N Columbia St, Suite 220
5:00 PM

MINUTES

MEMBERS PRESENT

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

OTHERS PRESENT

Carlos Tobar
Brandon Palmer
Dawn Hudson
Cindy Cunningham

CALL TO ORDER

Chairman John Westmoreland called July 16, 2024 Public Hearing to order at 5:00 p.m.

ADMINISTRATIVE/FISCAL MATTERS

Short Term Vacation Rentals

Chairman John Westmoreland stated this is a Public Hearing to discuss proposed revisions to the County’s Short Term Vacation Rentals Ordinance.

Attorney Brandon Palmer stated the County received comments and requests from citizens requesting revisions to the County’s Short Term Vacation Rentals Ordinance to make it more effective. He presented proposed revisions based on Commissioners’ input, citizens comments and other ordinances of counties throughout the state. Mr. Tobar reported the proposed revisions have been submitted to Visit Milledgeville which is the agency that helps the County administer the program.

Commissioner Sammy Hall stated this is a Public Hearing, and citizens should make their comments regarding this matter.

Mr. Jeff Kelly, 143B Admiralty Way, expressed his appreciation to Commissioners and staff for addressing needed revisions to the ordinance. He stated he had reviewed the proposed changes and believes it is a good step forward in addressing short term vacation rentals. He concluded that he realizes there are certain things that have to be clarified such as enforcement; fees and penalties. However, he feels it will be an improvement over the current ordinance.

Ms. Pam Peacock, 196 Montego Bay Road, expressed her appreciation to the Board for looking into making revisions to the ordinance. She stated her neighborhood has been definitely been impacted by short term vacation rentals through situations involving loud noise, trespassing, trash and parking issues. She also expressed concerns about enforcement of the

ordinance, properties not registering and not obtaining the required permits. Ms. Peacock requested that the County make a list available to citizens of all properties registered as short term vacation rentals so residents will know which properties in their neighborhoods are being used as short term vacation rentals.

Mr. Jarrod Morse, Christy Lane, stated he has dealt with short term vacation rentals in other counties and is concerned that registered agents do not respond when contacted. He questioned how to make agents responsible rather than just being a named party to the permit.

Mr. Robert Binion, Realtor, suggested the County meet with the area realtors to communicate aspects of the ordinance to them so realtors can inform clients and property owners of the rules and regulations of short term vacation rentals.

Mr. David Perry, 237 Fox Hill Road, stated he has a cottage that he rents through Air BnB. He referenced the section related to a rental agreement. He said he does not have a rental agreement for his property; he has rules and regulations that he has his renters comply with. He also addressed the section stating renters must abide by all County ordinances because they would have no way of knowing what all County ordinances are that they are required to follow. Mr. Perry expressed concern with the section regarding number of vehicles allowed to park at property and the requirement that no recreational vehicle is permitted. He stated he has a large property and does allow recreational vehicles at the cottage.

Commissioners discussed matters specific to the ordinance, i.e., registration and permitting requirements, registered agents and their responsibilities, enforcement and citations. They discussed who is responsible for the property when rented; who neighbors should contact when they believe the ordinance is being violated, warnings, amount applied to various citations, number of citations before a permit is revoked and whether there should be a limit on the number of short term vacation rental permits issued by the County.

Commission stated they will continue to review the ordinance for proposed amendments and action will be taken at a future meeting.

ADJOURNMENT

Commissioner Sammy Hall made a motion to adjourn the meeting at 6:00 p.m. Vice Chairman Kendrick Butts seconded the motion and it passed unanimously.

Respectfully submitted,

John H. Westmoreland
Chairman

Cynthia K. Cunningham
County Clerk



**BALDWIN COUNTY
REGULAR MEETING**
July 16, 2024
1601 N Columbia St, Suite 220
6:00 PM

MINUTES

MEMBERS PRESENT

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

OTHERS PRESENT

Carlos Tobar
Brandon Palmer
Dawn Hudson
Cindy Cunningham

CALL TO ORDER

Chairman John Westmoreland called July 16, 2024 Regular Meeting to order at 6:00 p.m.

INVOCATION

The Invocation was delivered by County Manager Carlos Tobar.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Sammy Hall.

AMENDMENT TO AGENDA

Vice Chairman Kendrick Butts made a motion to amend the Agenda to add an Executive Session to discuss litigation. Commissioner Emily Davis seconded the motion and it passed unanimously.

APPROVAL OF MINUTES

Commissioner Emily Davis made a motion to approve the minutes of the July 2, 2024 Regular Meeting. Vice Chairman Kendrick Butts seconded the motion and it passed unanimously.

ADMINISTRATIVE/FISCAL MATTERS

Community Home Investment Program (CHIP) Grant Agreement / Resolutions

County Manager Carlos Tobar stated the County has received a 2024 CHIP grant award in the amount of \$500,000; and as required by the grant program, the Board must approve the grant agreement and adopt specific Resolutions related to the administration of the grant.

Mr. Tobar presented, for the Board's consideration the Georgia Department of Community Affairs 2024 Community HOME Investment Program Grant Agreement which includes the following Resolutions: Section 3 Plan including the Language Access Plan; CHIP

Homebuyer Eligibility and Homeownership Value Limit Requirements; Georgia Statutes Policies; and Policies / Procedures / Program Design and Written Rehabilitation Standards. Mr. Tobar stated these are requirements of the Department of Community Affairs and Housing and Urban Development. These are the same type documents that were required in the 2022 CHIP grant award.

Commissioner Emily Davis made a motion to approve the Grant Agreement as presented including required Resolutions. Vice Chairman Kendrick Butts seconded the motion and it passed unanimously.

A copy of each Resolution is herewith attached and made an official part of the minutes at pages _____ and _____.

Selection of Grant Writer / Administrator and Engineering Firm for the 2025 Community Development Block Grant (CDBG) Application

County Manager Carlos Tobar reported that as part of the CDBG application process the County sent Requests for Qualifications (RFQ) for grant writers / administrators and engineering firms for the 2025 CDBG application. He stated there were five (5) responses received for grant writers / administrators and three (3) for engineers. All responses were scored by a team of staff members who work with this program. Mr. Tobar stated the recommendation is to select Allen-Smith Consulting as grant writer / administrator for the CDBG and Gilbert and Associates as grant writer / administrator for the housing component. He also recommended that Carter and Sloope, Inc. be selected as the engineering firm.

Resolutions were presented to authorize the review committee’s recommendations for the selection of the following firms: Allen-Smith Consulting and Gilbert and Associates for grant writers / administrators and Carter and Sloope, Inc. for engineers.

Commissioner Sammy Hall made a motion to approve the Resolutions as presented to select Allen – Smith and Gilbert and Associates as grant writing / administration firms. Vice Chairman Kendrick Butts seconded the motion and it passed unanimously.

Commissioner Sammy Hall made a motion to approve the Resolution as presented to select Carter and Sloope, Inc. as the engineering firm. Commissioner Emily Davis seconded the motion and it passed unanimously.

A copy of each Resolution is herewith attached and made an official part of the minutes at pages _____ and _____.

OLD BUSINESS

Vice Chairman Kendrick Butts requested an update on cutting back trees on Irwinton Road.

NEW BUSINESS

There was no new business to come before the Board.

COUNTY MANAGER'S REPORT

County Manager Tobar reported he had submitted a County Manager’s report to the Board prior to tonight’s meeting. He presented an update on County projects to include: road resurfacing bids which were due July 15th are being reviewed; advertisement for bids for the golf course pump station has been published with a bid opening on July 31st; advertisement for bids for pickleball courts has been published with a bid opening scheduled for August 1st; staff working to find a solution to the issue on Rocky Creek Court; asked Board to consider adopting a Resolution to issue Commissioners purchasing cards for travel due to the County’s card getting compromised in the past when used for hotel accommodations. Assistant County Manager Hudson stated it is a State law that Commissioners must adopt a resolution if public officials are issued a credit card. County Manager Tobar stated the position of County Clerk will be advertised tomorrow, July 17th.

PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS

Mr. Allen Mock, 151 Rocky Creek Court, and Ms. Mary Jo Barfield, 149 Rocky Creek Court, addressed the Board regarding the condition of Rocky Creek Court. They requested assistance from the County to make the road passable for residents and public safety vehicles.

Mr. Gerald McBride, Ms. Bessie Shoats, Ms. Lavone Stephens and Mr. James Stephens, all of 170 Emmanuel Harris Road, addressed the Board regarding the condition of Emmanuel Harris Road and asked when the road would be repaved.

EXECUTIVE SESSION

Commissioner Emily Davis made a motion to adjourn into Executive Session at 6:33 p.m. to discuss litigation. Vice Chairman Kendrick Butts seconded the motion and it passed unanimously.

RECONVENE REGULAR MEETING

Commissioner Emily Davis made a motion to reconvene the Regular Meeting at 6:55 p.m. Vice Chairman Kendrick Butts seconded the motion and it passed unanimously.

ADJOURNMENT

Commissioner Emily Davis made a motion to adjourn the meeting at 6:57 p.m. Vice Chairman Kendrick Butts seconded the motion and it passed unanimously.

Respectfully submitted,

John H. Westmoreland
Chairman

Cynthia K. Cunningham
County Clerk



**BALDWIN COUNTY
CALLED MEETING**
July 29, 2024
1601 N Columbia St, Suite 220
6:00 PM

MINUTES

MEMBERS PRESENT

John Westmoreland
Kendrick Butts
Henry Craig
Emily Davis
Sammy Hall

OTHERS PRESENT

Carlos Tobar
Dawn Hudson
Cindy Cunningham

CALL TO ORDER

Chair John Westmoreland called the Meeting to order at 6:00 p.m.

INVOCATION

County Manager Carlos Tobar delivered the Invocation.

PLEDGE OF ALLEGIANCE

Commissioner Henry Craig led the Pledge of Allegiance.

ADMINISTRATIVE / FISCAL MATTERS

Discussion of Millage Rate Calendar

Assistant County Manager Dawn Hudson presented information on the timeline for setting the County's millage rate. She stated there are very specific regulations set by the State Department of Revenue outlining the process for setting the millage rate. She discussed requirements for advertising the five-year history; advertising notices for three public hearings if there is a property tax increase, holding the required public hearings and then meeting to set the millage rate. She stated discussed the PT 32.1 form which is the form for calculating the rollback. If you set the millage rate above the rollback rate, it is considered property tax increase. When the advertisement of the five-year history is published, you must advertise the millage rate you propose to set. The County can advertise a rate that is higher than the actual millage rate that is set; however, you cannot advertise a lower rate than is finally set. Numbers from the rollback form are plugged into the five-year history which shows change in taxes from year to year. Ms. Hudson presented to calculations – the first is setting the millage rate by the rollback rate of 8.51. The County would recognize additional revenue of \$419,000 which comes from new properties on the digest or improvements to properties currently on the digest. The second calculation setting the millage rate of 10.02 would provide an additional 2.8 million dollars of revenue which is a combination of additions and improvements to properties as well as the reassessment of existing properties.

Ms. Hudson stated the digest must be submitted to the Department of Revenue by September 1st of every year. Allowing time to prepare digest packet for submission to the State by the September 1st date, the County must advertise the week of August 5th in order to meet the requirements for setting the millage rate. Recommendation is to

advertise the millage rate of 10.02 with final rate to be determined after final numbers are received and further calculations are made.

Item 2.

Commissioners discussed revenue sources, ways to eliminate the Tax Anticipation Note (TAN), cash flow issues due to timing of revenue collections and effect of the millage rate on homestead and non-homestead properties.

Commissioner Sammy Hall made a motion that an advertisement be published with a proposed millage rate of 10.02 and dates for public hearings to be held. Commissioner Emily Davis seconded the motion and it passed unanimously.

ADJOURNMENT

Commissioner Emily Davis made a motion to adjourn the Called Meeting at 6:48 p.m. Commissioner Henry Craig seconded the motion and it passed unanimously.

Respectfully submitted,

John H. Westmoreland
Chairman

Cynthia K. Cunningham
County Clerk

Baldwin County Board of Commissioners
BID #4210-24-LMIG PUBLIC WORKS RESURFACING PROJECTS
BID OPENING 7/15/2024 AT 10:00 AM

COMPANY	BID AMT
Surface Masters	3,658,185.85
Pittman Construction	4,206,107.44
Southern Asphalt	5,041,531.64
Reeves	3,665,291.00