



# **BALDWIN COUNTY COMMISSIONERS PUBLIC HEARING AND REGULAR MEETING**

**November 15, 2022  
1601 N Columbia St, Suite 220  
6:00 PM**

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## **AGENDA**

### **CALL TO ORDER**

### **INVOCATION**

### **PLEDGE OF ALLEGIANCE**

### **PUBLIC HEARING**

1. FY 2023 Budget

### **APPROVAL OF MINUTES**

2. October 18, 2022 Work Session  
October 18, 2022 Regular Meeting  
October 18, 2022 Executive Session  
October 24, 2022 Planning Session

### **APPROVAL OF MINUTES**

3. Dr. Noris Price

### **ADMINISTRATIVE/FISCAL MATTERS**

4. Airport Capital Improvement Plan (CIP) - County Manager
5. Improving Neighborhood Outcomes in Disproportionally Impacted Communities  
Grant Application for Harrisburg Project - County Manager
6. Service Delivery Strategy Housing Revitalization Form - County Manager

### **OLD BUSINESS**

### **NEW BUSINESS**

### **COUNTY MANAGER'S REPORT**

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

## **EXECUTIVE SESSION**

## **ADJOURNMENT**

## **REMINDERS**

November 24 & 25, 2022, Thursday & Friday, All Non-Emergency Departments Will Be Closed in Observance of Thanksgiving

December 6, 2022, 6:00 p.m., Tuesday, Regular Meeting and Budget Adoption, 1601 North Columbia Street, Suite 220.

December 20, 2022, 6:00 p.m., Tuesday, Regular Meeting, 1601 North Columbia Street, Suite 220.



**BALDWIN COUNTY  
WORK SESSION**

**October 18, 2022  
1601 N Columbia St, Suite 220  
4:00 PM**

**MINUTES**

**MEMBERS PRESENT**

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

**ALSO PRESENT**

**Carlos Tobar  
David McRee  
Dawn Hudson  
Cindy Cunningham**

**CALL TO ORDER**

Chairman Craig called the Work Session to order at 4:00 p.m.

**BUDGET PRESENTATIONS**

The following Elected Officials presented information on their FY 2023 budget requests:

Tax Commissioner Cathy Settle reported the 2021 tax bills have been sent out, and payments have started coming in. She presented an update on the previous year's tax collections as well as operations of the Tax Commissioner office. She stated the only changes included in her 2023 budget request are reflective of inflation. She thanked Commissioners for their support to office.

District Attorney Wright Barksdale gave an update on the number of cases filed, closed and those remaining open at this time. He stated he feels there is a decline in some types of crimes due to the working relationships with the Sheriff's Department and also because of the additional position of Investigator. The DA stated he has no additional budget requests. District Attorney Barksdale expressed his appreciation for the support of the Commissioners. Commissioner Davis asked Mr. Barksdale about the backup in the Victims' Assistance program. Mr. Barksdale stated there is a program at the State level that provides compensation to victims; however, there is nothing that can be done at the local level to expedite the process. Once applications for assistance are completed at the DA's office, they are sent to the State, and it is entirely up to how quickly the State moves the applications through.

Probate Judge Todd Blackwell stated he has no additional requests for the Probate Court budget. He discussed the Elections budget and reported the current way election equipment is moved is not working adequately. The twenty-six foot Ryder truck with the lift gate that he rents to move equipment is not sufficient because it does not hold all the equipment. Therefore, personal vehicles are being used to help with this situation. Judge Blackwell requested that Elections be able to utilize a County truck from another Department to haul equipment to and from precincts and to take required paperwork to the State. Judge Blackwell also reported that the Boddie Precinct is in terrible condition. He discussed the consideration of moving this precinct in the future. He stated relocating a precinct is not an easy task; but, he does not recommend consolidating this precinct with another site. He feels it should be an

independent site located in District 3. Requirements for the building were discussed as well as possible locations. Judge Blackwell thanked Commissioners for their support of the Probate Court and Elections Department.

Sheriff Bill Masee addressed the Board stating there are no significant increases requested in the FY 2023 Budget. He said he had met with Assistant County Manager Hudson regarding his FY 2023 budget, and he has no requests to bring before the Board at this time. Sheriff Masee discussed technology changes such as camera installations, tag readers, applying for warrants on-line and zoom capabilities for reading of rights that have helped his Department. He discussed continued mental health issues. He expressed his appreciation to Commissioners for their continued support.

Magistrate Court Judge Shane Geeter stated his operational budget has been adequate to cover the needs of his office. Judge Geeter discussed future needs and requested the following: an additional computer terminal for the front desk in the Magistrate Court office. Judge Geeter stated there is a statutory requirement that anyone who is arrested must have an appearance before a Judge within 72 hours; therefore, he requests two additional laptops to assist with first appearances. He stated that in a future budget he would request an additional position to provide a receptionist for the office. He thanked the Commissioners for their support of his office.

Solicitor General Skye Gess stated the State Court office has been very busy. She discussed the increase of the case load in State Court which is caused by a number of factors. She stated a minor ticket day has been put in place within her office for traffic court in order for people to have an opportunity to discuss their minor ticket violations. Solicitor General Gess discussed several concerns that will be coming up in the future. She reported the VOCA grant entirely funds the three victim advocates in her office. The grant for the victims' assistance program has been submitted to CJCC, and she is hopeful that the grant will fully fund this program. Ms. Gess discussed the increase in the caseload that comes through State Court which in turn has increased their workload. She reported her office is experiencing growth and additional resources are needed. An Assistant Solicitor General was added in previous budgets which is a great help. However, there is a need for an additional attorney to help with the balance out the increase in cases from State Court as Magistrate Court such as ordinance violations, i.e. animal neglect and animal cruelty issues and other County ordinance violations. She stated she had addressed one proposal in her budget request letter and will be providing additional updates in the future. There is a possibility the Georgia General Assembly will require prosecuting attorneys to become responsible for input into GCIC which is a database of criminal history. This will be a definite increase in the workload; therefore, the office would need an additional clerk for this requirement. Solicitor General Gess stated she would be happy to create a plan for discussion with the use of victim fine money to help alleviate the increase in costs for the additional positions.

### **Adjournment**

Commissioner Sammy Hall made a motion to adjourn the meeting at 5:15 p.m. Commissioner Kendrick Butts seconded the motion and it passed unanimously.

Respectfully submitted,

Henry R. Craig  
Chairman

Cynthia K. Cunningham  
County Clerk



# 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:

Item 2.

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 Manager 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

**Baldwin County Planning Retreat  
October 24, 2022  
9:00 a.m.  
Middle Georgia Regional Commission  
175 Emery Highway, Suite C  
Macon, Georgia**

Commissioners Present

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

Other County Representatives

David McRee  
Carlos Tobar  
Dawn Hudson  
Cindy Cunningham

CALL TO ORDER

Chairman Henry Craig called the meeting to order at 9:00 a.m.

ADMINISTRATIVE / FISCAL MATTERS

Economic Development

Development Authority of Milledgeville / Baldwin County Executive Director Jonathan Jackson presented an update on Development Authority activities. He discussed an outline for development of the Sibley-Smith Industrial Park. He presented an overview of the steps needed in the process and what components are needed to increase the attraction of the site to prospects, state project managers and site selection consultants. Mr. Jackson stated the ultimate goal is increasing the tax digest of Baldwin County and creating jobs for the area through attraction and location of industries to the park.

He discussed the initial phase - Phase Green – which is the entrance to the park and roadway and subsequent proposed phases. Mr. Jackson reported approximately thirty percent (30%) of the engineering work on the water / sewer has been done, and he would like to continue with this as well as working with DOT for roadwork and getting signage at the entrance.

Commissioners discussed upcoming SPLOST funds with collections beginning in 2024 and also possible in-kind work that County forces could do. Commissioners stated good cost estimates are needed for the County to know what amount of money would be required. Assistant County Manager Dawn Hudson also stated the Board would have to make the decision regarding a bond issue for SPLOST projects prior to the referendum; therefore, accurate cost estimates are extremely important.



## 2023 Budget

County Manager Carlos Tobar reported staff members are in the process of applying for a number of grants. Grants for the aquatic center are being developed and letters of support are being solicited as well as monetary support. This will give the County more rating points on the application.

Discussion was held regarding an increase in transit fares. A proposal was to phase in an increase by \$1.00 in six - month increments: \$3.00 in six months; \$4.00 after additional six months and \$5.00 after additional six months with fee capped at \$5.00 per ride.

Commissioner Davis expressed concern that citizens who need the transit system would not be able to afford the increase in fee.

Commissioner Butts asked if the County can do anything to assist tenants whose landlords will not repair their rental property. County Manager Tobar responded that the only recourse would be for the County to change the property standards ordinance to have Code Enforcement officials go into the property. Commissioner Davis disagreed with County Code Enforcement going into residences.

Discussion was held on the following items that affect the proposed 2023 budget: County dispatch for ambulance; retention and competitive compensation of County employees, especially those with great responsibilities such as department heads; cross training for backup in positions.

Commissioners requested that administrative staff review grades/steps for key positions and the associated costs.

Assistant County Manager Hudson presented the budget calendar and a budget summary for the FY 23 budget. She stated a line by line item budget will be presented to the Board prior to the Public Hearing and release of the proposed budget document.

Ms. Hudson reported a fleet management proposal from Enterprise was brought to her by the Sheriff's Department. The proposal provides a fleet management planning analysis for maintenance and replacement of the County's vehicles. She stated the Enterprise Representative was unable to attend the meeting; however, a representative will address the Board at a later date regarding this matter.

## Special Purpose Local Option Sales Tax

Assistant County Manager stated she has reached out to the City Manager for discussion of the next SPLOST. As of this date, there have been no response to schedule meetings for discussion. Ms. Hudson stated there are a lot of County needs - \$31,520,996 for the total seven-year period through FY 2029, and this list is not inclusive of all needs.

Solid Waste

County Manager discussed a proposal of a transfer station on the front property at the landfill. He stated this could bring in revenue which could reduce help with the solid waste fees. He stated he would like to continue to move forward with these conversations. Commissioner Hall asked how much it would cost and how would it be funded. He also recommended discussion with EPD prior to taking any steps on this matter.

Commissioners stated they have all gotten calls about the service being provided by Waste Management. Bins at the convenience centers are not being emptied regularly which causes citizens not to be able to place waste in the containers which in turn means a messy site. Discussion was held that the Code Enforcement Officer could monitor the centers to see if bins are being emptied regularly.

Service Delivery Strategy

County Manager Tobar reported since the County will be applying for CHIP and CDBG grants each year to include housing components, the Service Delivery Strategy must have a Housing Form for this service. The Comprehensive Plan has a housing component, and he proposes the County adopt a Housing Form for the SDS and forward it to the City.

OTHER BUSINESS

Vice Chairman John Westmoreland stated he felt the increase in Food Service fees for the Health Department would have been approved if the fees could have been phased in rather than an increase all at one time.

Chairman Craig stated he felt it would be in the best interest of the County to have staggered election cycles for Commissioners. He requested that Commissioners think about this and have further discussion on the matter.

ADJOURNMENT – Meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Henry R. Craig  
Chairman

Cynthia K. Cunningham  
County Clerk



**SERVICE DELIVERY STRATEGY**

**FORM 2: Summary of Service Delivery Arrangements**

**Instructions:**

**Make copies of this form and complete one for each service listed on FORM 1, Section IV.** Use EXACTLY the same service names listed on FORM 1. Answer each question below, attaching additional pages as necessary. If the contact person for this service (listed at the bottom of the page) changes, this should be reported to the Department of Community Affairs.

**COUNTY: BALDWIN COUNTY**

**Service: Housing Revitalization**

1. Check one box that best describes the agreed upon delivery arrangement for this service:

- a.)  Service will be provided countywide (i.e., including all cities and unincorporated areas) by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.): **Type Name of Government, Authority or Organization Here**
- b.)  Service will be provided only in the unincorporated portion of the county by a single service provider. (If this box is checked, identify the government, authority or organization providing the service.): **Baldwin County**
- c.)  One or more cities will provide this service only within their incorporated boundaries, and the service will not be provided in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service: **Type Name of Government, Authority or Organization Here**
- d.)  One or more cities will provide this service only within their incorporated boundaries, and the county will provide the service in unincorporated areas. (If this box is checked, identify the government(s), authority or organization providing the service.): **Type Name of Government, Authority or Organization Here**
- e.)  Other (If this box is checked, attach a legible map delineating the service area of each service provider, and identify the government, authority, or other organization that will provide service within each service area.): **Type Name of Government, Authority or Organization Here**

2. In developing this strategy, were overlapping service areas, unnecessary competition and/or duplication of this service identified?

- Yes** (if "Yes," you must attach additional documentation as described, below)
- No**

If these conditions will continue under this strategy, **attach an explanation for continuing the arrangement** (i.e., overlapping but higher levels of service (See O.C.G.A. 36-70-24(1)), overriding benefits of the duplication, or reasons that overlapping service areas or competition cannot be eliminated).

If these conditions will be eliminated under the strategy, **attach an implementation schedule** listing each step or action that will be taken to eliminate them, the responsible party and the agreed upon deadline for completing it.

3. List each government or authority that will help to pay for this service and indicate how the service will be funded (e.g., enterprise funds, user fees, general funds, special service district revenues, hotel/motel taxes, franchise taxes, impact fees, bonded indebtedness, etc.).

<b>Local Government or Authority</b>	<b>Funding Method</b>
Baldwin County	Grants, General Fund

4. How will the strategy change the previous arrangements for providing and/or funding this service within the county?

County will continue to pay for preparing CHIP and CDBG applications and administration costs. Grants will pay for rehabilitation costs of owner-occupied homes for low income individuals.

5. List any formal service delivery agreements or intergovernmental contracts that will be used to implement the strategy for this service:

<b>Agreement Name</b>	<b>Contracting Parties</b>	<b>Effective and Ending Dates</b>

6. What other mechanisms (if any) will be used to implement the strategy for this service (e.g., ordinances, resolutions, local acts of the General Assembly, rate or fee changes, etc.), and when will they take effect?

7. Person completing form: **Carlos Tobar, County Manager**  
 Phone number: **478-445-4791**      Date completed: 10/10/2022

8. Is this the person who should be contacted by state agencies when evaluating whether proposed local government projects are consistent with the service delivery strategy?  Yes  No

If not, provide designated contact person(s) and phone number(s) below:  
**TYPE CONTACT NAME, TITLE & PHONE HERE**