



# **BALDWIN COUNTY REGULAR MEETING**

**September 15, 2023**  
**1601 N Columbia St, Suite 220**  
**11:30 AM**

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## **AGENDA**

### **CALL TO ORDER**

### **INVOCATION**

### **PLEDGE OF ALLEGIANCE**

### **APPROVAL OF MINUTES**

1. August 15, 2023 Regular Meeting  
August 18, 2023 Called Meeting  
August 22, 2023 Called Meeting

### **ADMINISTRATIVE/FISCAL MATTERS**

2. FY 2025 Section 5311 Transit Application - Assistant County Manager
3. Contract Negotiations for Ambulance Service - County Manager
4. Alcohol License: Retail Package Beer and/or Wine – County Manager  
Family Dollar, 355 Allen Memorial Drive
5. Selection of Land Bank Authority Board Members - County Manager

### **OLD BUSINESS**

### **NEW BUSINESS**

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

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

### **ADJOURNMENT**

### **REMINDERS**

October 3, 2023, Tuesday, 4:00 p.m., Work Session, Government Building, 1601 North Columbia Street, Suite 220.

October 3, 2023, Tuesday, 5:00 p.m., Public Hearing on Proposed Amendments to Code of Ordinances, Government Building, 1601 North Columbia Street, Suite 220.

October 3, 2023, Tuesday, 6:00 p.m., Regular Meeting, Government Building, 1601 North Columbia Street, Suite 220.



**BALDWIN COUNTY COMMISSIONERS  
REGULAR MEETING  
August 15, 2023  
1601 N Columbia St, Suite 220  
6:00 P.M.**

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**MINUTES**

**MEMBERS PRESENT**

Emily Davis  
John Westmoreland  
Kendrick Butts  
Sammy Hall  
Henry Craig

**OTHERS PRESENT**

Bandon Palmer  
Carlos Tobar  
Dawn Hudson

**CALL TO ORDER**

Chair Emily Davis called the Regular Meeting to order at 6:00 p.m.

**INVOCATION**

County Manager Carlos Tobar delivered the Invocation

**PLEDGE OF ALLEGIANCE**

Commissioner Sammy Hall led the Pledge.

**PRESENTATION**

Mr. Ron Manchester, Head Football Coach and Athletic Director of Georgia Military College, invited Commissioners to attend the Communitywide Pep Rally August 24<sup>th</sup>. He stated the 2023 football teams from Baldwin High, John Milledge and Georgia Military College all have excellent programs of which the community should be proud. He encouraged everyone to come out and show support for these teams.

**APPROVAL OF MINUTES**

Vice Chair John Westmoreland made a motion to approve the minutes of the August 1, 2023, Regular Meeting and August 1, 2023 Executive Session as submitted. Commissioner Sammy Hall seconded the motion and it passed unanimously.

**ADMENDMENT TO AGENDA**

Commissioner Sammy Hall made a motion to amend the Agenda to add discussion of contracts for Root Design and Stantec for engineering and project design for the Government Building Park and Harrisburg Streetscape. Commissioner John Westmoreland seconded the motion and it passed unanimously.

**ADMINISTRATIVE / FISCAL MATTERS**

**Update on Millage Rate**

Assistant County Manager Dawn presented information on the 2023 millage rate. She discussed the PT 32 Computation of Millage Rate Rollback and Percentage Increase in Property Taxes which shows the 2023 millage rate at 10.02. Ms. Hudson presented the 2023 Tax Digest and Five Year History. She stated this notice has been published in the legal organ announcing that the 2023 millage rate will be set at a meeting on August 22, 2023, 4:00 p.m.

County Manager Carlos Tobar reported bids were solicited for the sewer rehab project, and three bids were received. RDJE, Inc. of Newnan was the low bidder in the amount of \$1,848,501. He explained that the budget for the project is \$1,041,107 which means the low bid is \$807,393 over budget. Mr. Tobar stated Engineer Matt Smith has discussed possible options for this project and has discussed proposed project changes with the contractor and Jason Kidd to reduce the construction cost to approximately \$1,341,000. The recommendation is that the bid be awarded to RDJE in the amount of \$1,341,000 with the County providing additional funds in the amount of \$300,000 over the available budget of \$1,041,107.

Commissioner Henry Craig made a motion to award the bid to RDJE, Inc. in the amount of \$1,341,000. Commissioner Butts seconded the motion and it passed unanimously.

Contract Award – Government Building Park

County Manager Carlos Tobar reported that at the last meeting the Board awarded the contract for engineering and design related services for the park at the Government Building to low bidder, Root Design, for \$165,000. County Attorney Palmer reported in order to comply with Georgia Law certain provisions must be included in contracts; therefore, his recommendation is to revise the contract accordingly. Mr. Tobar stated upon recommendation by the County Attorney, the contract has been revised to reflect the completion of the first portion of the project in the amount of \$100,000 be completed by December 31, 2023 with the remainder of the contract to be completed in 2024.

Commissioner Henry Craig made a motion that the contract be revised as recommended by the County Attorney. Commissioner Kendrick Butts seconded the motion and it passed unanimously.

Contract Award – Harrisburg Streetscape

County Manager Tobar reported the same recommendation was made to revise the contract for Stantec for the Harrisburg Streetscape. The contract will be revised to reflect the first portion of the contract for \$50,000 be completed in 2023, and the remainder in the amount of \$83,000 completed in 2024.

Commissioner Henry Craig made a motion to amend the Stantec contract as recommended by the County Attorney. Commissioner Kendrick Butts seconded the motion and it passed unanimously.

Old Business

There was no Old Business to come before the Board.

New Business

Vice Chair Westmoreland asked if Lakeshore Circle could be striped, and if we can contact the railroad company to cut trees that are growing up in the abandoned railroad tracks on Gumm Cemetery.

Mr. Allen Mock, 151 Rocky Creek Court, stated he addressed the Board at the last meeting regarding the condition of the road and requested the County's assistance in maintaining the road. He stated he has not been contacted by the County regarding this situation. Chair Davis asked County Manager Tobar to meet with Mr. Mock at his home the next day about this.

**COUNTY MANAGER'S REPORT**

County Manager Carlos Tobar stated there are no significant changes on capital projects. He provided an update on the scrap tire amnesty day.

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

Ms. Allie Duckworth, 114 Kings Road, addressed the Board regarding the number of cats being housed at the shelter and questioned why the list of cats to be euthanized had not been published sooner in an attempt adopt the cats.

Ms. Pam Peacock, 196 Montego Bay Road, addressed the Board regarding an animal control situation at 930 West Montgomery Street and her Open Records Requests for information on the situation.

**ADJOURNMENT**

Commissioner Henry Craig made a motion to adjourn the Regular Meeting at 6:35 p.m. Commissioner Sammy Hall seconded the motion and it passed unanimously.

Respectfully submitted,

Emily C. Davis  
Chair

Carlos Tobar  
County Manager



**BALDWIN COUNTY COMMISSIONERS  
CALLED MEETING  
August 18, 2023  
1601 N Columbia St, Suite 220  
11:00 A.M.**

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**MINUTES**

**MEMBERS PRESENT**

Emily Davis  
John Westmoreland  
Kendrick Butts  
Sammy Hall  
Henry Craig

**OTHERS PRESENT**

Brandon Palmer  
Carlos Tobar

**CALL TO ORDER**

Chair Emily Davis called the Meeting to order at 11:00 a.m. She stated the purpose of the called meeting is to discuss the ambulance service for Baldwin County.

**INVOCATION**

County Manager Carlos Tobar delivered the Invocation

**PLEDGE OF ALLEGIANCE**

Commissioner Henry Craig led the Pledge.

**ADMINISTRATIVE / FISCAL MATTERS**

**Ambulance Service**

County Manager Carlos Tobar reported a letter was received from Grady EMS notifying the County of their intent not to continue to provide ambulance service to the County effective November 5, 2023. Mr. Tobar stated he has discussed the termination of the contract with Grady, and they can extend the contract for an increased price, if necessary, through December 31, 2023.

Mr. Tobar stated he needs guidance from the Board as how to proceed with soliciting proposals for the provision of ambulance services. He discussed various options to include the following: in-house provision of services; formal solicitation or informal solicitation. After discussion of each option, the Board requested Commissioner Craig obtain information from ACCG about the number of counties that provide ambulance services in house. County Manager Tobar stated he has been contacted by two companies who want to present proposals to the County for ambulance services. Commissioner Hall recommended that discussions of the new contract encourage the new provider to hire current EMS employees.

Commissioner Henry Craig made a motion to proceed with a formal solicitation for ambulance services. Commissioner Sammy Hall seconded the motion and it passed unanimously.

**ADJOURNMENT**

Commissioner Henry Craig made a motion to adjourn the Called Meeting at 11:22 a.m. Vice Chair John Westmoreland seconded the motion and it passed unanimously.

Respectfully submitted,

Emily C. Davis  
Chair

Carlos Tobar  
County Manager



**BALDWIN COUNTY COMMISSIONERS  
CALLED MEETING  
August 22, 2023  
1601 N Columbia St, Suite 220  
4:00 P.M.**

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**MINUTES**

**MEMBERS PRESENT**

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

**OTHERS PRESENT**

Brandon Palmer  
Carlos Tobar  
Dawn Hudson

**CALL TO ORDER**

Chair Emily Davis called the Meeting to order at 4:00 p.m. She stated the purpose of the called meeting is to set the 2023 millage rate.

**INVOCATION**

County Manager Carlos Tobar delivered the Invocation

**PLEDGE OF ALLEGIANCE**

Vice Chairman John Westmoreland led the Pledge.

**ADMINISTRATIVE / FISCAL MATTERS**

**Resolution to Adopt the 2023 Millage Rate and Accept the Board of Education Resolution**

Assistant County Manager Dawn Hudson presented a Resolution for the Board’s consideration establishing the County Millage Rates for Tax Year 2023. She reported all legal requirements have been met for advertising the five (5) year tax digest and levy history; notice has been given that the County tax levy would be presented for adoption at this called meeting. Ms. Hudson stated the County’s tax levy for 2023 is 10.02 mills and sets the rate for the Hospital Indigent Care Tax District at \$25.

She confirmed the Board of Education met earlier and adopted the BOE millage rate of 14.58 mills which is also included in this Resolution for adoption.

Assistant County Manager Hudson requested a vote to accept the Resolution as presented to set the 2023 millage rate at the rollback rate of 10,02 and to authorize the Chairman to execute the Resolution.

Commissioner Sammy Hall made a motion to adopt the Resolution as presented. Commissioner Henry Craig 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 \_\_\_\_\_ and \_\_\_\_\_.

**ADJOURNMENT**

Commissioner Henry Craig made a motion to adjourn the Called Meeting at 4:15 p.m. Vice Chair John Westmoreland seconded the motion and it passed unanimously.

Respectfully submitted,

Item 1.

Emily C. Davis  
Chair

Carlos Tobar  
County Manager



## Part B: Transmittal Letter

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The following page includes a sample transmittal letter with fillable fields. Once all fields are complete, Applicants must electronically submit the transmittal letter on the Applicant Organization's letterhead and include the signature of the Authorized Official with the complete application package.

Please note that the Transmittal Letter and/or Authorized Official MAY NOT be submitted to GDOT from a Third-Party Operator (TPO) on the TPO's letterhead.

9/15/23

Date

Patricia Smith, Ph.D.  
Transit Program Delivery Manager  
Division of Intermodal  
Georgia Department of Transportation  
600 W. Peachtree Street  
Atlanta, Georgia 30308

Ms. Smith, Ph.D.:

Baldwin County is applying for an FTA Section 5311 grant to aid in the operation of the Baldwin County Transit for FY 2025 in the amount of 263755.00 as detailed in the table below. The financial assistance requested for this project has been reviewed and approved by the local transportation planning process and is identified in the State Transportation Improvement Program (STIP).

|                      | Federal Share | State Share | Local Share | Total     |
|----------------------|---------------|-------------|-------------|-----------|
| Operating Assistance | 131607.50     |             | 131607.50   | 263215    |
| Large Capital        | 135448.72     | 16931.09    | 16931.09    | 169310.9  |
| Small Capital        | 1440          | 180.00      | 180.00      | 1800      |
| Mobility Management  |               |             |             | 0         |
| Total                | 148718.59     | 17111.09    | 148718.59   | 314548.27 |

Local operating assistance will be provided by County Funds.

Local share of Large Capital Purchases will be provided by \_\_\_\_\_.

Local share of Small Capital Purchases will be provided by County Funds.

Local share of Mobility Management will be provided by \_\_\_\_\_.

The Applicant certifies sufficient financial capacity exists to carry out the proposed projects listed above for a minimum of 90 days in the event of delays in the receipt of federal funds or execution of a contract. The applicant certifies the local match is from an eligible source of funds.

The applicant certifies all of the information contained in this funding application is correct and the applicant has the legal, financial, technical, and managerial capacity to carry out the proposed project and maintain the

project property. If you have questions about this request for funding, please contact  
Faith S. Underwood at 4784454791 or \_\_\_\_\_.

\_\_\_\_\_  
Signature

**Emily C. Davis**  
\_\_\_\_\_  
Name of Authorized Official

**Chair**  
\_\_\_\_\_  
Title of Authorized Official