



BALDWIN COUNTY REGULAR MEETING

October 18, 2022
1601 N Columbia St, Suite 220
6:00 PM

AGENDA

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

1. October 4, 2022 Regular Meeting
October 4, 2022 Executive Session

PRESENTATION

2. Baldwin County Housing Improvement Program - Dr. Damian Francis

ADMINISTRATIVE/FISCAL MATTERS

3. Food Service Establishment Fees - Colin Duke, Baldwin County Health Department
4. Homeland Security Grant - Assistant County Manager
5. Resolution for Section 5311 Transit Application - Assistant County Manager
6. Reappointment to Development Authority of Milledgeville - Baldwin County - Chairman

OLD BUSINESS

NEW BUSINESS

COUNTY MANAGER'S REPORT

PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS

EXECUTIVE SESSION - Litigation

ADJOURNMENT

REMINDERS

November 1, 2022, 6:00 p.m., Tuesday, Regular Meeting, 1601 North Columbia Street, Suite 220.

November 15, 2022, 6:00 p.m., Tuesday, Regular Meeting, 1601 North Columbia Street, Suite 220.

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

[Reappointment](#) to Development Authority Board - Chairman



**BALDWIN COUNTY
REGULAR MEETING**
October 4, 2022
1601 N Columbia St, Suite 220
6:00 PM

MINUTES

MEMBERS PRESENT

Henry Craig
John Westmoreland
Kendrick Butts
Emily C. Davis
Sammy Hall

ALSO PRESENT

Dawn Hudson
Carlos Tobar
Cindy Cunningham

CALL TO ORDER

Chairman Henry Craig called the October 4, 2022 meeting to order at 6:00 p.m.

INVOCATION

County Manager Carlos Tobar gave the invocation.

PLEDGE OF ALLEGIANCE

Baldwin High School NJROTC presented the colors, and Vice Chairman John Westmoreland led the Pledge of Allegiance.

APPROVAL OF MINUTES

Commissioner Emily Davis made a motion to approve the minutes of the September 20, 2022 Regular Meeting, the September 20, 2022 Executive Session and the September 27, 2022 Called Meeting as submitted. Commissioner Kendrick Butts seconded the motion and it passed unanimously.

ADMINISTRATIVE/FISCAL MATTERS

Local Maintenance and Improvement Grant (LMIG) Striping Bid

County Manager Carlos Tobar reported three bids were received for the 2022 LMIG road striping - Mid-State Construction & Striping in the amount of \$170,946.00; Mid-State Striping in the amount of \$138,433.00 and Pro-Line Pavement Markings in the amount of \$135,112.00. Mr. Tobar recommended the bid be awarded to low bidder, Pro-Line Pavement Markings in the amount of \$135,112.00.

Commissioner Emily Davis made a motion to award the striping bid to low bidder, Pro-Line Pavement Markings in the amount of \$135,112.00. Commissioner Kendrick Butts seconded the motion and it passed unanimously.

Land and Water Conservation Fund Application (LWCF)

County Manager Carlos Tobar reported the County has prepared a pre-application for submission to the Georgia Department of Natural Resources Land and Water Conservation Fund for the Aquatic Center. He stated two grants applications will be submitted for the Aquatic Center – one to the State Department of Planning and Budget for \$2,000,000.00 and one to the DNR Land and Water Conservation Fund for \$500,000.00. Mr. Tobar presented a Resolution in support of the pre-application to the DNR Land and Water Conservation Fund committing fifty percent (50%) required matching funds for the grant, if funded; agreeing to comply with all applicable laws and environmental requirements and regulations of the grant agreement; and authorizing the Chairman to sign the submittal letter and pre-application.

Commissioner Emily Davis made a motion to adopt the Resolution as presented. Commissioner Kendrick Butts 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 _____.

OLD BUSINESS

There was no old business to come before the Board.

NEW BUSINESS

Vice Chairman Westmoreland stated since Highway 212 has been repaved and reseeded the grass is high and needs to be cut.

COUNTY MANAGER'S REPORT

County Manager Carlos Tobar presented an update on County projects: Coopers Fire Station opened September 3, 2022; received GDOT encroachment permit to install security cameras; heir property workshop at Collins P Lee Center Oct 6 at 5 p.m.; Comprehensive Plan meetings from 5 pm – 7 pm on Oct 10, 20 and 24; attending Georgia Airport Association conference next week; CHIP “Groundbreaking Ceremony” on October 17 at 10 a.m.; DCA Award Ceremony in Albany, GA on Oct 19 for \$400,000 CHIP grant (housing rehabilitation) and \$1 million Community Development Block Grant (sewer replacement) for Daphney St SE, Martin Dr SE, Stuart Cir SE, Lee Dr SE, and a portion of Lee St SE; GICH conference Oct 25-27; CHIP pre-inspections are being done and denial letters have been sent out; seeking letters of support and pictures from residents who have galvanized pipes to include in a 2023 CDBG application for \$1.25 million with \$1,000,000.00 for galvanized water replacements and \$250,000 for housing rehabilitation.

PUBLIC COMMENT PERIOD FOR NON-AGENDA ITEMS

Ms. Sabrina Lee Adams Hosley addressed the Board regarding her concern for issues at the Senior Citizens Center and services provided for area citizens.

Ms. Emma Byron addressed the Board regarding her dissatisfaction with Overview and the way they run the Senior Citizens Center.

EXECUTIVE SESSION

Commissioner Kendrick Butts made a motion to adjourn into Executive Session at 6:28 p.m.to discuss personnel. Commissioner Sammy Hall seconded the motion and it passed unanimously.

RECONVENE REGULAR MEETING

Commissioner Emily Davis made a motion to reopen the Regular Meeting at 6:50 p.m. Commissioner Kendrick Butts seconded the motion and it passed unanimously.

ADJOURNMENT

Commissioner Sammy Hall made a motion to adjourn the Regular Meeting at 6:50 p.m.
Commissioner Kendrick Butts seconded the motion and it passed unanimously.

Respectfully submitted,

Henry R. Craig
Chairman

Cynthia K. Cunningham
County Clerk



Georgia Department of Public Health
North Central Health District

Food Service Fee Proposal

Baldwin County
Commissioners Presentation



Current Food Service Fees

County	Group	Fee Type	Fee
Baldwin	Food	Temporary Food Service Inspection Fee	\$ 30.00
Baldwin	Food	Food Annual Inspection Fee (0-50 seats)	\$ 150.00
Baldwin	Food	Food Annual Inspection Fee (51-100 seats)	\$ 200.00
Baldwin	Food	Food Annual Inspection Fee (100+ seats)	\$ 250.00
Baldwin	Food	Food Plan Review	\$ 150.00

Proposed Fee Structure

Item 3.

Structure would be the same for all counties

Fee Type Urban Counties	Fee
Annual Fee Base of Operation U	\$ 340.00
Annual Fee Extended Food Service U	\$ 340.00
Annual Fee Mobile Food Service Unit U	\$ 340.00
Annual Fee Type 1 (A) U	\$ 150.00
Annual Fee Type 1 (B) U	\$ 175.00
Annual Fee Type 1 (C) U	\$ 195.00
Annual Fee Type 2 (A) U	\$ 340.00
Annual Fee Type 2 (B) U	\$ 395.00
Annual Fee Type 2 (C) U	\$ 450.00
Annual Fee Type 3 (A) U	\$ 355.00
Annual Fee Type 3 (B) U	\$ 405.00
Annual Fee Type 3 (C) U	\$ 470.00
Change of Ownership Site Visit	\$ 100.00
Food Service name change only	\$ 75.00
Late Fee	\$ 100.00
Non-Public water supply annual fee (does not include extension fee)	\$ 200.00
Plan Review For Mobile Base of Operation	\$ 200.00
Plan Review for Mobile Unit / Extended Food Service	\$ 100.00
Plan Review Type 1 U	\$ 165.00
Plan Review Type 2 U	\$ 215.00
Plan Review Type 3 U	\$ 265.00
Reinspection request (30 Day)	\$ 100.00
Site Visit Fee	\$ 75.00
Temporary	\$ 75.00
Temporary - Additional Cost Per Day	\$ 20.00

Proposed Fee Structure and Fees Item 3.

NCHD Determination of fees for Food Service Establishments (Urban)

Facility Name: _____ Permit Number: _____
 Address: _____ Date: _____
 City: _____

1.	Number of Seats	Points	2.	Number of Meals Served	Points
	0-25	1		One Meal Daily	1
	26-50	2		Two Meals Daily	2
	51-100	3		Three Meals Daily	3
	101-200	4		24 Hours Service	4
	Over 200	5			

3.	Number of Served Daily	Points	4.	Number of Employees	Points
	1-50	1		1-5	1
	51-100	2		6-25	2
	101-200	3		26-50	3
	201-500	4		51-75	4
	501-800	5		76-100	5
	Over 800	6		Over 100	6

Total Points: _____

Annual Fee	Point Range			Plan Review Fee	
	4-8 (A)	9-14 (B)	15+ (C)	New Facility/Remodel	
Risk Type 1	\$150	\$175	\$195	Risk Type 1	\$165
Risk Type 2	\$340	\$395	\$450	Risk Type 2	\$215
Risk Type 3	\$355	\$405	\$470	Risk Type 3	\$265

Total Fee Due: \$ _____

Date Paid: _____

Amount Paid: _____

Check #: _____

___ Cash ___ MC ___ Visa ___ Discover

Invoice Number: _____



Proposed Fees

Points are awarded based on answers to application questions

NCHD Determination of fees for Food Service Establishments

Facility Name: New Restaurant Permit Number: FSP-
 Address: 1000 New St Date: 1-29-2022
 City: New Town

1.	Number of Seats	Points	2.	Number of Meals Served	Points
	0-25	1		One Meal Daily	1
	26-50	2		Two Meals Daily	2
	51-100	3		Three Meals Daily	3
	101-200	4		24 Hours Service	4
	Over 200	5			

3.	Number of Served Daily	Points	4.	Number of Employees	Points
	1-50	1		1-5	1
	51-100	2		6-25	2
	101-200	3		26-50	3
	201-500	4		51-75	4
	501-800	5		76-100	5
	Over 800	6		Over 100	6

Total Points: 13

Risk Type is determined by the Food Code

Annual Fee	Point Range			Plan Review Fee	
	4-8 (A)	9-14 (B)	15+ (C)	New Facility/Remodel	
Risk Type 1	\$150	\$175	\$195	Risk Type 1	\$165
Risk Type 2	\$340	\$395	\$450	Risk Type 2	\$215
Risk Type 3	\$355	\$405	\$470	Risk Type 3	\$265

Total Fee Due: \$ \$ 395.00

Fee is determined by total points and Risk Type

Date Paid: _____

Amount Paid: _____

Check #: _____

___ Cash ___ MC ___ Visa ___ Discover

Invoice Number: _____



Impact of New Fees Based on 50 Random Sample

Item 3.

Fees Collected

Old Fees	\$7,500.00
New Fees	\$17,925.00
Difference	\$10,425.00



**FISCAL YEAR 2022
HOMELAND SECURITY GRANT PROGRAM**

**AGREEMENT BETWEEN
THE STATE OF
GEORGIA
GEORGIA EMERGENCY MANAGEMENT AND
HOMELAND SECURITY AGENCY**

AND

Baldwin County EMA

GRANT NO: 30

The United States Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), approved the application and awarded grant funding from the Fiscal Year (FY) 2022 Homeland Security Grant Program to the Georgia Emergency Management and Homeland Security Agency (GEMA/HS) on behalf of the State of Georgia, in accordance with *The Homeland Security Act of 2002* (Public Law 107-296), as amended by section 101 of the *Implementing Recommendations of the 9/11 Commission Act of 2007* (Public Law 110-53). The Catalog of Federal Domestic Assistance (CFDA) number for this grant is 97.067.

GEMA/HS will maintain overall responsibility and accountability to the federal government for the duration of the program. GEMA/HS, as Recipient, has awarded the amount of \$10,035.00 to Baldwin County EMA, as Subrecipient, in accordance with the Fiscal Year 2022 Homeland Security Grant Program (HSGP), State Homeland Security Program (SHSP), and/or Urban Area Security Initiative (UASI).

Under this Agreement, GEMA/HS will execute the interests and responsibilities of the Recipient. The individual designated to represent the State is **James C. Stallings, Authorized Recipient Official**. The State has designated **Harlan Proveaux** as the **Program Manager** of this program. The Subrecipient's Authorized Official has the authority to legally bind the Subrecipient and will execute the interests and responsibilities of the Subrecipient. The Subrecipient's Authorized Official is the person whose name and signature appear on page twelve (12) of this agreement.

PURPOSE: The Subrecipient agrees to use allocated funds only as approved; to comply with the terms, conditions, and guidelines, as stated within this agreement; and to request reimbursement only for expenditures made in accordance with the Approved Budget Cost Lines. Any modification to the Budget must be requested in writing by the Subrecipient and must be approved by the Program Manager or other authorized representative prior to the execution of that modification.

After all approved items on the approved Budget have been reimbursed to the Subrecipient, this Subrecipient Agreement shall be terminated. Any remaining funds shall be forfeited by the Subrecipient and deobligated and reallocated by GEMA/HS.

PERIOD OF PERFORMANCE: This Agreement shall become effective on October 1, 2022, or on the date when the Agreement has been signed by all parties and returned to GEMA/HS, whichever is later and shall continue through September 30, 2024. No modifications to the Budget can be made after the termination date, September 30, 2024 or when all funds have been used.

Spending of grant funds, may not commence until this Agreement is effective. The Subrecipient agrees that all purchases and expenditures authorized under this program must be completed by the effective end date. Extensions are at the discretion of GEMA/HS and will only be granted for cause when requested in EM Grants Manager before the end date of this Agreement. Extensions should be requested 30 days before the end of this agreement, but no longer than 30 days after the end date.

Caveat: DHS/FEMA has reserved the right to change the FY22 HSGP grant; including shortening the performance period and/or grant end date. Any change in the grant and/or performance period of the FY22 HSGP award will be passed through to the Subrecipient by GEMA/HS.

EXHIBITS: Exhibits are attached or attainable via the internet and made a part of this agreement by reference:

- Exhibit A Standard Assurances - Standard Form 424B (Non-Construction) or Standard Form 424D (Construction), as applicable
(COMPLETE, SIGN, AND RETURN With AGREEMENT)
- Exhibit B National Incident Management System (NIMS) Compliance Form
(COMPLETE, SIGN, AND RETURN With AGREEMENT)
- Exhibit C Certifications Regarding Lobbying; Debarment, Suspension And Other Responsibility Matters; And Drug-Free Workplace Requirements
(COMPLETE, SIGN, AND RETURN With AGREEMENT)
- Exhibit E Tangible Property Report
(KEEP FOR REFERENCE)
- Exhibit F Department of Homeland Security, HSGP, Grant Agreement Number .EMW-2022-SS-00048 , Agreement Articles (KEEP FOR REFERENCE)
- Exhibit G Approved Budget Cost Line(s) (LOCATED IN EM GRANTS MANAGER)
- Exhibit H DHS/FEMA Fiscal Year 2022 HSGP Notice of Funding Opportunity Announcement (DHS/FEMA NOFO), located at:

<https://www.fema.gov/grants/preparedness/homeland-security/fy-22-nofo>

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 _____ day of _____, 2022.

Authorized Official
 Henry R. Craig, Chairman

Type Name and Title

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

Witness

Notary Public/Notary Seal

CERTIFICATE

The undersigned duly qualified and acting County Clerk of _____ (Title of Certifying/Attesting Official) (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 _____, 2022.

Name of Certifying/Attesting Officer

Title of Certifying/Attesting Officer

(Place Seal Here)

BALDWIN COUNTY TRANSIT FY24

Baldwin County is requesting the following fund for the grant period of July 2023-June 2024.

Operating Funds

Federal Funds	\$110,125.00
Local Match	\$110,125.00

Capital Funds

Radios

Federal Funds	\$1,600.00
State Funds	\$200.00
Local Match	\$200.00

3 Tablets

Federal Funds	\$1,440
State Funds	\$180.00
Local Match	\$180.00

This is a total local match of \$110,505.00.

DEVELOP

MILLEDGEVILLE-BALDWIN COUNTY

105 East Hancock St.
Milledgeville, GA 31061
(478) 451-0369



www.developmilledgeville.com • jjackson@developmilledgeville.com • Jonathan Jackson, Executive Director • (478) 456-1054

Board of Directors October 17, 2022

Sharon Seymour
Chair

Derek Williams
Vice Chair

Mac Patel
Secretary

Greg Tyson
Treasurer

Tyrone Evans

Dr. Noris Price

Edward Walker

Walter Reynolds
Ex-Officio Member
City Liaison

Jonathan Jackson
Executive Director

Kevin Brown
Counsel

Carlos Tobar
Baldwin County Manager
1601 N. Columbia St.
Milledgeville, GA 31061

Re: Board Appointment

Dear Carlos,

This letter is to recommend the re-appointment of sitting vice-chair Derek Williams to the board of directors of the Development Authority of the City of Milledgeville – Baldwin County.

Derek has served faithfully on the board of directors and has ascended to the position of vice-chair, a position he has held and performed well in for many years. He functions in an indispensable capacity and is at the heart of the progressive actions of the Authority.

The board appreciates the support given to the Authority from the City of Milledgeville and we believe that retaining Derek Williams is in the best interest of continuing to move forward.

Sincerely,

Sharon Seymour
Chair

Mac Patel
Secretary