



Minutes
City Council Meeting
April 15th, 2024
6:30pm

Baldwin Courtroom, 155 Willingham Avenue, Baldwin, GA 30511

Mayor Stephanie Almagno, Council Member Erik Keith, Council Member Joseph Satterfield, Council Member Kerri Davis, Council Member Maarten Venter, and Council Member Alice Venter were all in attendance.

Call Meeting to Order

Mayor Stephanie Almagno called the meeting to order at 6:30 pm.

Invocation and Pledge

Fire Department Promotion Recognition

Fire Chief Joe Roy and Assistant Chief Shaun Benfield recognized the promotions of Captain Ross Jackson and Lieutenant Dakota Hunt, explaining the process for promotions and presenting them with their pins.

Consent Agenda

- a. Approval of Minutes: Council Meeting 3/25/24 and Work Session 4/9/24.

Action: A motion was made by Alice Venter to approve the consent agenda with a second by Joseph Satterfield. Motion Carried 5-0.

Public Comments

No one came forward.

Public Hearings

Reports

Old Business

1. Consideration/Approval of 2nd Reading of Otter SUP #2024-03140Z

CAO Emily Woodmaster recapped the request, stating that the ordinance had been modified to reflect a special use permit instead of a variance, per legal counsel's recommendation.

Council had no further questions or comments.

Action: A motion was made by Alice Venter to approve the second reading of the Otter Special Use Permit Ordinance #2024-03140Z as presented with a second by Erik Keith. Motion Carried 5-0.

2. Consideration/Approval of Animal Control IGA

Woodmaster recapped the original animal control agreement, modified after the population percentage error, for a total of \$18,455.58. She reiterated that the

calculation in agreement does not accurately reflect the numbers used to arrive at the total. The IGA states that the net digest was used when the gross digest was actually used. Per Council's request, Woodmaster had requested the language of the IGA be corrected, but Habersham County refused to make the change. When asked why the refusal, County staff told Baldwin that they don't want to change the language to "treat all of the cities equally," as all other Habersham cities have signed their own IGAs. Mayor Almagno proposed that Baldwin request once more that the language be changed, as there will be another council meeting before the April 30th deadline.

Council was in consensus to table the IGA to speak with the County one more before the April 30th deadline.

Action: A motion was made by Joseph Satterfield to table the Habersham County Animal Control IGA with a second by Alice Venter. Motion Carried 5-0.

3. Consideration/Approval of Utility Encroachment Ordinance #2024-04141

Woodmaster reviewed the Utility Encroachment Ordinance presented at the April work session for issuing permits to utility and communication companies for working in the City's right-of-way. The ordinance delineates all of the permit application requirements and procedures. Fees relative to this ordinance will be set along with the previously discussed master fee schedule.

Council had no further questions or comments.

Action: A motion was made by Alice Venter to approve the First Reading of the Utility Encroachment Ordinance #2024-04141 as presented with a second by Kerri Davis. Motion Carried 5-0.

4. Consideration/Approval of 2024-2025 Liability Insurance

Woodmaster reviewed the proposed purchase of liability insurance for FY25 and the changes from the previous year's agreement as presented at the work session. Council had no further questions or comments.

Action: A motion was made by Maarten Venter to approve the purchase of liability insurance through GIRMA for Fiscal Year 2025 as presented and to authorize the CAO to execute the contract documents with a second by Kerri Davis. Motion Carried 5-0.

New Business

5. Consideration/Approval of City Hall Roof Replacement

Woodmaster presented a quote from United Contracting and Roofing for repairing the roof at City Hall. The leak was originally located only in the

community room, but it has been discovered to have spread to the City Hall server room. Staff recommendation is a silicone coating (currently in place) and replacement of all shingles. Upon approval and good weather permitting, completion of the project will take approximately two months. Woodmaster reviewed the warranty, which states that any product or installation malfunction will be repaired for 15 years at no cost to the City.

Woodmaster attempted to get additional quotes for the project, however, one company never responded to the original inquiry and another company began the quote process but has also ceased communications. Woodmaster stated confidence in selecting United Contracting and Roofing, and while having more options would be preferable, she expressed particular concern about the leak in the server room. The proposal for the non-budgeted expense is to utilize the general fund fund balance for \$44,000, which will still leave a cash on hand balance for two to three months.

Action: A motion was made by Maarten Venter to approve the City Hall roof repair expense, not to exceed \$44,000, as presented and to authorize the CAO to execute the contract documents and to be expensed from the general fund fund balance with a second by Joseph Satterfield. Motion Carried 5-0.

6. Consideration/Approval of Public Works Meter Reading Update

Woodmaster presented a quote from Delta Municipal Supply to upgrade the water meter reading equipment, a project that has been discussed for the past two years. The hardware and software the City currently uses from Neptune is being phased out, and Neptune will be moving all data to the Cloud with two backups. With the upgrades, Baldwin meter readers can utilize tablets to read the meters and can receive work orders in the field instead of traveling back and forth to City Hall. When a water customer has high usage, Utility Billing will be notified immediately instead of the supervisor's current task to manually read over 250 pages of information.

The proposed quote is \$23,050 for Neptune 360 installation and set up with no fee for staff training. The quote also includes a drive-by system upgrade, allowing meters to be read from City vehicles and an additional blackbox device so that both readers will have access. Funds will come from the Public Works budget. Council had no further questions or concerns.

Action: A motion was made by Alice Venter to approve the Public Works meter reading program update in the amount of \$23,050 as presented and to be paid with budgeted funds with a second by Joseph Satterfield. Motion Carried 5-0.

7. Discussion of Park Avenue Right-of-Way Abandonment

A couple wishing to purchase a property on Park Avenue in downtown Baldwin has led to several months of discussion and research between the purchasers,

CAO Woodmaster, and respective legal counsel because it could not be determined who owned the land. The recorded survey said that the City of Baldwin had a 50' right-of-way, while City records acknowledge a 30' right-of-way. The purchasers could not close until it was determined as to who had rights to the right-of-way, and the City of Baldwin could not abandon land with no clear record of ownership.

A local attorney found an unrecorded plat that confirmed the 50' right-of-way, however, the City has no need for that land. The request is for the City of Baldwin to abandon the portion of right-of-way that encapsulates the building and maintain the original 30' right-of-way. A public hearing will be held at the April 29th council meeting, followed by a vote on the abandonment by resolution.

No vote was taken. Council had no further questions and was in consensus to move forward with the public hearing and resolution at the next council meeting on April 29th.

Executive Session

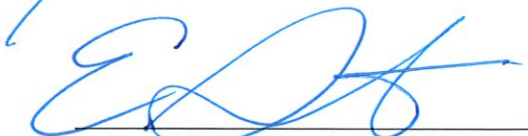
Announcements

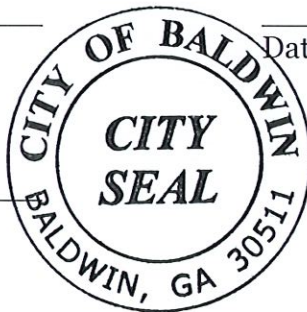
- a. Join us for the 25th Baldwin Clean Up Day on Saturday, April 20th from 9:00 am – 12:00 pm at the Baldwin Farmers' Market! Celebrate Earth Day by cleaning up Baldwin roads and planting a tree.
- b. Calling all local farmers and foodies! Join us on the second and fourth Saturday of May, June and July for the reFRESH Market! Bring your fruits, vegetables, farm fresh eggs and other goods to City Hall for a FREE place to sell your fresh staples! Vendor applications can be found at www.cityofbaldwin.org. Contact John at City Hall for more information.
- c. Council member Satterfield thanked Police Chief Chris Jones and Officer Aaron Spivey for the ride-along opportunity the previous week.

Adjournment

Action: A motion was made by Maarten Venterto to adjourn the meeting with a second by Kerri Davis. Motion carried 5-0 at 7:26 pm.


Stephanie Almagno, Mayor


Erin Gathercoal, City Clerk



4/29/24
Date Approved by Council