



# **Agenda**

## City Council Meeting

May 28<sup>th</sup>, 2024  
6:30pm

Baldwin Courtroom, 155 Willingham Avenue, Baldwin, GA 30511

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

### **Call Meeting to Order**

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

### **Invocation and Pledge**

**Action: A motion was made by Alice Venter to amend the agenda and strike “Stephen Venzon – Steel Cell” from Public Comment with a second by Joseph Satterfield. Motion Carried 4-0.**

### **Consent Agenda**

- a. Approval of Minutes: Council Meeting 5/13/24.

**Action: A motion was made by Alice Venter to approve the consent agenda as presented with a second by Kerri Davis. Motion Carried 4-0.**

### **Public Comments**

~~Stephen Venzon – Steel Cell~~

*No one came forward.*

### **Public Hearings**

### **Reports**

### **Old Business**

1. Discussion of CAO Contract

Mayor Almagno stated that CAO Emily Woodmaster’s annual evaluation had been conducted and submitted to Legal Counsel Jack Samuels the week of May 13<sup>th</sup> but had not yet been shared with Woodmaster due to a miscommunication on the next step in the process. Almagno stated she would meet Woodmaster to discuss the evaluation later this week. Approval of the CAO contract can be pushed out to the June council meeting, but a consensus on the salary is needed for the purpose of completing the budget.

Council member Alice Venter shared the results of the wage study conducted, stating that Woodmaster is the lowest paid of all Habersham city managers (or equivalent) and does not contemplate the other positions that she manages (including Finance Director and Human Resources Director). Venter has advocated for a 10% increase, bringing the annual salary to \$114,400. Following the PTO-to-regular-pay conversion approved by Council and the 2.5% COLA that all employees are slated to receive, the proposed CAO salary is \$123,410.

Council member Joseph Satterfield stated that he had met with another city manager in Habersham, and that after learning of that manager's responsibilities and qualifications, he did not agree with the proposed 10% increase.

Mayor Almagno suggested that Satterfield meet with Woodmaster this week in order to be better informed of the CAO's current workload.

**Action: A motion was made by Alice Venter to table CAO contract discussion to the work session with a second by Kerri Davis. Motion Carried 4-0.**

## 2. Discussion of FY25 Budget

Woodmaster shared that the public hearing for the FY2025 budget is one week away on June 4<sup>th</sup>, and that a balanced budget is required to be presented at that hearing.

At the public town hall meeting for the budget, the proposed budget at the time left a deficit of approximately \$300,000. Department heads have agreed to stall new positions and additions, reducing the deficit to \$26,000. A 1.11 mill increase is proposed in this budget as the balancing mechanism. With this proposed budget, it leaves us just shy of the two months' cash on hand (funds available in the event of an emergency). Council has the right to make cuts as they see fit, but this proposal was the only way to balance the budget without affecting staff pay.

Council member Alice Venter stated that the proximate and substantial services the City provides cost money, and taxes are paid in exchange for the services. Venter said that Council wants citizens to tell what services to prioritize so that cuts and changes to the budget can be made accordingly.

Woodmaster stated that department heads have made all possible cuts (without affecting salaries) to still provide proximate and substantial services. The last few budget cycles have been "this is what is needed," and the City is now at the point where departments have what they need and time can be taken to hold steady. One of the catalysts for additional staff is the upcoming growth, which is not expected to fully impact Baldwin during FY2025. The City is required to maintain a debt coverage ratio of 1.1 and this proposal has the debt coverage ratio at 1.221.

Mayor Almagno stated that every year has been a forward movement in the City, including the addition of Code Compliance, returning to 24/7 policing, and adding new positions and vehicles. She agreed that if the City were to spend this fiscal year to ensure the fund balance is where it needs to be, the City will be in a better place moving forward.

*No action was taken at this time.*

## **New Business**

### 3. Consideration/Approval of Trauma Medical Training Equipment

Assistant Police Chief Justin Ferguson showed Council the defibrillators purchased from the Firehouse Subs Grant approved by Council on April 29<sup>th</sup>.

Ferguson then shared his attendance at the Federal Law Enforcement Training Center class for tactical medical instruction and received his instructor certification through Georgia POST to teach basic trauma care for law enforcement (chest wounds, massive hemorrhage, etc.). The class provided realistic training aids to replicate wounds and how to pack/seal them, and Ferguson would like to utilize Public Safety Funds to purchase those training aids for both Baldwin Police and Fire to utilize. The initial cost is \$1,424 for the training aids, and the annual cost for gauze and fake blood to simulate clotting would be approximately \$100.

**Action: A motion was made by Joseph Satterfield to approve the purchase of wound packing trainers through Rescue Essentials in the amount of \$1,424 from Public Safety Funds as presented with a second by Alice Venter. Motion Carried 4-0.**

4. Consideration/Approval of June 24<sup>th</sup> Council Meeting Reschedule

Woodmaster proposed canceling the June 24<sup>th</sup> council meeting due to five city staff and council members being at the GMA Annual Convention. Items slated for the month of June can be ready for vote at the June 10<sup>th</sup> council meeting, and if necessary, Mayor and Council can hold a special called meeting before the end of the fiscal year on June 30<sup>th</sup>. It will be decided at the June 10<sup>th</sup> meeting if a special called meeting will be needed.

**Action: A motion was made by Alice Venter to cancel the June 24<sup>th</sup> council meeting, with the possibility of a special called meeting that week, with a second by Kerri Davis. Motion Carried 4-0.**

***Executive Session***

***Announcements (updated 5/28/24)***

- a. Due to inclement weather, last Friday's Movie In the Market has been rescheduled for this coming Friday, May 31<sup>st</sup> at 8:30 pm. We will be showing *Moana* as originally planned.
- b. The Mayor's Reading Club kickoff event will be Friday, June 7<sup>th</sup> from 11 am – 12:30 pm at the Baldwin Farmers' Market at 110 Airport Road. We will officially open our brand new Little Free Library, provide FREE Kona Ice and games to all children present, and welcome the Pop Up Rolling Library for their first of many visits every Friday this summer! We encourage all residents to check out or return books, or even get a free PINES library card that day!

Those attending the Rolling Library with children will receive food bags, courtesy of the Food Bank of Northeast Georgia. The City of Baldwin would like to sincerely thank all of the generous donations from residents who made this event and the new Little Free Library possible!

- c. The next reFRESH Market is on June 8<sup>th</sup> from 11:00 am – 3:00 pm at Baldwin City Hall. Shop fruits & veggies, honey, fresh eggs, and other goods from local farmers and

vendors. If you are interested in selling your products at the reFRESH Market for FREE, contact John at City Hall for more information or visit [www.cityofbaldwin.org](http://www.cityofbaldwin.org) for a vendor application.


- d. Recruit your team now for the 2<sup>nd</sup> Annual Baldwin Water War on June 15<sup>th</sup> from 2:30 – 4:30 pm at Mitchell Gailey Park! Bring your water guns and a towel for a capture-the-flag style brawl to beat the heat! We will have water gun refill stations set up around the park. Sign up today at City Hall, via the Facebook event, or email [baldwinevents@cityofbaldwin.org](mailto:baldwinevents@cityofbaldwin.org).
- e. Join us for the next installment of Movies in the Market on June 28<sup>th</sup> at 8:30 p.m.. Bring your lawn chairs and blankets and join us for a FREE night of fun at the Farmers' Market located at 110 Airport Road. This month we will be showing *The Goonies*. Concessions are available, with all proceeds going to Shop with a Hero.

*While "The Goonies" is considered a classic family movie by many and maintains a rating of PG ("Parental Guidance Suggested – Some material may not be suitable for children") from the Motion Picture Association, this movie contains content (including language) that may be considered more fitting for a PG-13 rating per modern standards. The City of Baldwin encourages parents to research films to determine whether or not their own child should attend and view.*

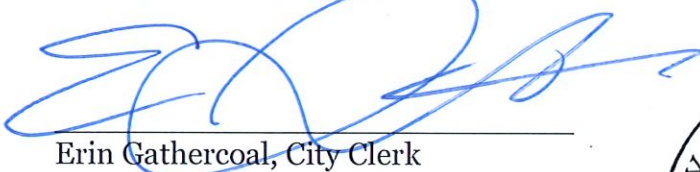
- f. Woodmaster announced that Dalton Hulsey from the Water Treatment Plant has achieved his certification and passed the test on his first try.
- g. Mayor Almagno shared her attendance at Baldwin Elementary's Awards Day and congratulated Krislyn Castillo Sebastian for receiving the City of Baldwin Citizenship Award.

### **Adjournment**

**Action: A motion was made by Erik Keith to adjourn the meeting with a second by Joseph Satterfield Motion Carried 4-0 at 7:46 pm.**

  
Stephanie Almagno, Mayor

6/10/2024  
Date Approved by Council

  
Erin Gathercoal, City Clerk

