



Minutes
City Council Meeting
August 14th, 2023
6:30pm

Baldwin Courtroom, 155 Willingham Avenue, Baldwin, GA 30511

Acting Mayor Alice Venter, Council Member Larry Lewallen, Council Member Theron Ayers, Council Member Stephanie Almagno, and Council Member Maarten Venter were all in attendance.

Call Meeting to Order

Acting Mayor Alice Venter called the meeting to order at 6:38 pm.

Invocation and Pledge

Consent Agenda

- a. Approval of Minutes: Council Meeting 07/24/2023 and Work Session 08/08/23.

Action: A motion was made by Stephanie Almagno to approve the consent agenda as presented with a second by Maarten Venter. Motion carried 4-0.

Citizen Comment

Rick and Sally McIntyre of 109 Bradley Drive addressed Council regarding their request to purchase a plot in what is referred to as the “Old Section” of the cemetery as well as the CAO’s recent contract changes.

Public Hearings

Razzetto SUP Ordinance [#2023-07127Z](#)

This special use permit is to allow a zoning variance for homeowner Mary Razzetto to operate a daycare business out of her home at 382 Mallard Pond Circle.

Acting Mayor Venter opened the public hearing at 6:48 pm.

In Favor: None

In Opposition: None

Reports

Water/Wastewater Project Updates

City Engineer Fletcher Holliday updated Council on current water and sewer projects (see attached report).

Acting Mayor Venter closed the public hearing at 7:21 pm.

Old Business

Council was in consensus to move item 2 “Consideration/Approval of 2nd Reading of Razzetto SUP Ordinance #2023-07127Z” to item 1 on the agenda.

1. Consideration/Approval of 2nd Reading of Razzetto SUP Ordinance #2023-07127Z

Action: A motion was made by Maarten Venter to accept the 2nd Reading of Razzetto SUP Ordinance #2023-07127Z as presented with a second by Stephanie Almango. Motion Carried 4-0.

2. Consideration/Approval of Cemetery Regulations

Woodmaster recapped the situation that brought the cemetery regulations before Council. The current rules and regulations were given to Woodmaster to maintain when she began as City Clerk in 2018 and are given to those interested in purchasing a plot in the City’s cemetery. There was no record of the cemetery rules and regulations being authorized by Council. No changes have been made other than adding additional forms to request installation of coping and to request interment.

Action: A motion was made by Stephanie Almagno to approve the Cemetery Regulations as presented with a second by Larry Lewallen. Motion Carried 4-0.

3. Consideration/Approval of FY24 Budget Resolution #2023-06126R

Woodmaster presented the resolution for the FY24 budget, which was authorized and adopted on June 30th, 2023. The resolution, however, did not accompany the budget, so the resolution is being approved *nunc pro tunc* to retroactively adopt it for June 30th.

Action: A motion was made by Maarten Venter to approve the FY24 Budget Resolution #2023-06126R as presented with a second by Stephanie Almagno. Motion Carried 4-0.

4. Consideration/Approval of Reauthorizing Special Election Resolution #2023-07129R

Woodmaster recapped the Special Election Resolution that was authorized by Council at the end of July. A modification had to be made to remove a statement regarding how a tie in votes would be resolved, which conflicted with the City’s Charter. The resolution must be reauthorized with

modification so the correct document can be submitted to the Elections Superintendent.

Action: A motion was made by Maarten Venter to reauthorize Special Election Resolution #2023-07129R as presented with a second by Larry Lewallen. Motion Carried 4-0.

New Business

5. Consideration/Approval of Lift Station Sewer Pump Replacements

Public Works Director Scott Barnhart addressed Council regarding multiple pump failures at the Arrendale Prison lift station. One of the pumps has been removed and cannot be repaired. Barnhart has been working with Rick Barron of MEP for solutions, including the temporary installation of a leased pump to assist the pump still in service. The pumps currently used at the prison lift station are considered obsolete by the manufacturer because of lower horsepower, so there is a need to upgrade the pumps.

Barnhart presented a quote from Xylem for two 105-horsepower pumps and freight for \$188,649, with an estimated delivery is 12-16 weeks at least. Barron also spoke with Keen, a family-owned and operated company in Ohio, which sells a 100-horsepower pump and meets the necessary requirements to work the station. Keen quoted \$44,890 per pump, including freight and installation, and an estimated delivery in six to seven weeks. The pump from Keen also has the same one-year warranty from the date of installation that Xylem offers.

Barnhart stated that the cost difference and the quicker availability of the smaller company was more appealing, stating that he would like to purchase one pump to get the lift station back in working order. If the pump from Keen works out, more pumps can be purchased from them in the future.

Action: A motion was made by Stephanie Almagno to approve the purchase of a Keen pump for the prison lift station, not to exceed \$47,000, with a second by Maarten Venter. Motion Carried 4-0.

6. Consideration/Approval of Light Street Water Tank Funding

Woodmaster addressed Council regarding the Light Street Water Tank, which is now complete. During the process of closing the project, it was discovered that GEFA had paid the City in advance for this project. The Light Street tank has been in the works for ten years, and the first draw made on this project in 2017 was increased by approximately \$34,000 without our knowledge and has been in the City's fund balance. The City requested \$153,474, but received \$187,037.10, and as a result, the project in closeout is short of approved funds by \$33,366.44. There were three modifications made to the funding

mechanisms for this project over the years, and because the City was unaware of the draw increase, all decisions made were based on the Draw Summary presented by Woodmaster. To close out this project, Council is being requested to approve the final fund request of \$33,366.44 from fund balance.

Action: A motion was made by Stephanie Almagno to approve the final Light Street Water Tank Funding in the amount of \$33,366.44 from the water fund balance as presented with a second by Maarten Venter. Motion Carried 4-0.

7. Consideration/Approval of City Clerk Appointment

Woodmaster stated that the position of City Clerk is a charter-ordained position that requires Council approval. Woodmaster presented Erin Gathercoal for the position of City Clerk, following Council approval.

Action: A motion was made by Theron Ayers to approve the appointment of Erin Gathercoal as City Clerk with a second by Stephanie Almagno. Motion Carried 4-0.

Woodmaster also announced that in addition to hiring a new Administrative Assistant, the component of Social Media Coordinator has been added to the role to market the city and communicate more effectively across all forms of media. Woodmaster introduced John Dills as the new Administrative Assistant and Social Media Coordinator.

8. Discussion of Chitwood Development Zoning

In December 2020, Council authorized a planned development district for the Chitwood Development Group, or Lula Capital. There were conditions placed on the “floating zone,” and the rules of that zone are identified by the developer and ultimately approved by the Mayor and Council. One of the requirements for this development was that Lula Capital had three years to submit a final development plan to the City for approval to begin construction. A year after adoption in 2020, the property owner acquired another 100 acres south of the property. It became evident that the developer’s timeline needs to be extended by one year to November 2024 to consider the additional land acquired and how they wish to see it developed. The property zoning will not change, and the developer will have to go through zoning procedure, for which Woodmaster presented a proposed timeline.

Council was in consensus to address this at the last council meeting of the month.

Executive Session

Announcements


- a. Join us for our first ever Movie In the Market on August 25th at 7:30 pm! Bring your chairs and blankets to the Baldwin Farmers’ Market for a free screening of The Super Mario Bros. Movie. Light concessions will be available with all proceeds going to our “Shop With a Hero” program!

- b. The City of Baldwin is now accepting vendors for our Sixth Annual Fall Festival on October 21st! We welcome food trucks, crafters, and non-profits to sign up for a booth and be a part of our yearly celebration of Baldwin and our surrounding community. The vendor application is available online at www.cityofbaldwin.org or by emailing baldwinevents@cityofbaldwin.org.

- c. Barnhart announced that new solar-powered lights had been installed at the Farmers’ Market.

Adjournment

Action: A motion was made by Theron Ayers to adjourn the meeting with a second by Maarten Venter. Motion Carried 4-0 at 8:19 pm.



Alice Venter, Acting Mayor



Erin Gathercoal, City Clerk

08/28/2023

Date Approved by Council

