

**Baldwin County Commissioners**  
**Regular Meeting**  
**March 3, 2015**  
**6:00 p.m.**

The Regular Meeting of the Baldwin County Commissioners was held Tuesday, March 3, 2015, at 6:00 p.m., Baldwin County Courthouse, Suite 319, 121 North Wilkinson Street, Milledgeville, Georgia with Chair Sammy Hall presiding.

Members Present: Emily C. Davis  
Tommy French  
Sammy Hall  
Henry Craig  
Johnny Westmoreland

Also Present: David McRee  
Ralph McMullen  
Dawn Hudson  
Cindy Cunningham

Call to Order

Chair Hall called the March 3, 2015, Regular Meeting to order at 6:00 p.m.

Approval of Minutes

Vice Chair Emily C. Davis made a motion to approve the minutes of the February 21, 2015 Regular Meeting as submitted. Commissioner Henry Craig seconded the motion and it passed unanimously.

Financial Policies – Operating Budget and Equity Reserve

Finance Director Dawn Hudson reported the County is in the process of preparing written financial policies. She stated the policies, once complete, will be reviewed and updated regularly to ensure legal compliance for governmental budget and finance requirements. These policies will also provide for greater continuity as Board Members and staff change in future years.

Ms. Hudson discussed the draft Table of Contents outlining the following: Section I – Operating Budget and Equity Reserve Policies; Section II – Capital Improvement Program Policies; Section III – Debt Issuance and Management Policies; Section IV – Revenue Administration Policies; Section V – Accounting, Auditing and Financial Reporting Policies; Section VI – Procurement Policies; and Section VII – Deposit and Investment Management Policies. She stated Section VI - Purchasing and Procurement Policies - was approved in 2013, and Section I – Operating Budget and Equity Reserve Policies - is the next section to be addressed

Ms. Hudson stated a draft of Section 1 – Operating Budget and Equity Policies was submitted to Commissioners for their review and comment prior to tonight's meeting. She provided specifics of each subsection, allowing discussion and addressing comments from Commissioners.

Ms. Hudson stated she felt each section of the policies should be reviewed and adopted separately. Chair Hall requested a proposed schedule for adopting subsequent sections of the financial policies. He recommended that one section be brought before the Board each quarter.

Commissioner Henry Craig commended Finance Director Hudson and County Financial and Administrative staff for their work on the policies.

Commissioner Craig made the following comments on the proposed Operating Budget and Equity Reserve Policies:

#### Subsection I. General Operating Budget Policies

(C) remove the words “shall avoid” and replace with “will not” in second sentence so as to read “The County will not balance current expenditures by obligating the use of future year’s resources”.

(E) if the County changes from calendar year to a fiscal year, dates could be corrected and reflect new budget calendar.

#### Subsection II. Specific Operating Budget Policies

(A) dates for budget process and adoption to correspond to budget year if changed to fiscal year.

(I) budget amendments should be made prior to any expenditure. Concern with budget amendments after expenditures even in case of emergencies.

(N) state specific amount or percentage for contingencies.

#### Subsection III. Equity Policies

(B) Board previously adopted policy regarding specific fund balance; therefore recommends adopted policy be incorporated here rather than using a 10% minimum of subsequent years’ budgeted expenditures.

Commissioner Tommy French responded to previous comments regarding budget amendments stating he felt budget amendments should be allowed after expenditures in emergency situations. He felt Management Staff should not be limited by this policy during times of emergency when immediate action would be necessitated. Chair is advised prior to expenditures.

Chair Hall and Commissioners French and Davis addressed Subsection III (N) stating they felt the document should be flexible and should not be changed from current wording.

Chair Hall asked Finance Director Hudson to make corrections as discussed and present to the Board for consideration at the March 17<sup>th</sup> meeting.

#### DOT Section 5311 Transportation Grant Application

Finance Director Dawn Hudson presented a Resolution to authorize the filing of the DOT 5311 grant application for the County’s public transportation program. She stated the renewal application is for the period July 1, 2015 through June 30, 2016 in the total amount of \$103,700.00. DOT projected fare revenue of \$10,370 (10% of budget) will be deducted from total budget amount with the remainder being a 50/50 split with DOT and Baldwin County.

Ms. Hudson stated Board approval of the Resolution is required authorizing the filing of the application and authorizing the Chair to execute related documents.

Chair Hall stated he feels the program is not an efficient use of tax dollars and should be discontinued or the fee increased. Therefore, he is opposed to submitting the application for continued funding.

Vice Chair Emily C. Davis made a motion to approve the Resolution to file the DOT application and to authorize the Chair to sign related documents. Commissioner Tommy French seconded the motion and it passed by the following vote:

Aye: Davis, French, Craig, Westmoreland

Nay: Hall

County Manager Ralph McMullen stated one option to make the program more efficient would be combined resources and consolidation of services for regional programs. A meeting will be scheduled in the near future with the DHS provider to discuss various transportation programs for the area.

A copy of the Resolution is herewith attached and made an official part of the minutes at pages \_\_\_\_\_ and \_\_\_\_\_.

#### Appointments to Baldwin County Hospital Authority

Chair Hall presented recommendations from the Hospital Authority for the following candidates to be appointed or reappointed to serve as follows:

1. Ted Zarkowsky
2. Quay Hurt Fuller
3. Andy Cowart
4. Cay Quattlebaum
5. Dr. James Smith
6. Dr. John Ferguson
7. Micky Couey

Commissioner Henry Craig made a motion to ratify appointments for the Baldwin County Hospital Authority as presented. Commissioner John Westmoreland seconded the motion and it passed unanimously.

#### Resolution for Amended and Restated Defined Benefit Plan

Finance Director Dawn Hudson reported that over the past several years the federal government, Supreme Court and the State of Georgia have made a number of changes to laws that affect governmental retirement plans. The IRS requires that all qualified retirement plans be amended and restated every five years to incorporate those new laws. Ms. Hudson stated the specifics of the County's Plan will not be changed. Since ACCG will be filing the Plan on the County's behalf, the Board of Commissioners are requested to adopt a resolution authorizing the amendment and restatement of the Plan. The Resolution also authorizes the Chair to sign all documents and forms giving ACCG permission to file the amended and restated Plan with the IRS.

Commissioner Henry Craig made a motion to approve the Resolution as presented to adopt the 2014 amended and restated plan. Vice Chair Emily C. Davis 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 \_\_\_\_\_.

#### County Manager's Report

County Manager Ralph McMullen presented annexation notifications from the City of Milledgeville to annex property at 131 and 133 Roberson Mill Road. He stated these will be on the March 17<sup>th</sup> Agenda for the Board's consideration.

He presented a letter from the Georgia Department of Natural Resources (DNR) requesting authorization to place a radio antenna on the Baldwin County radio tower off Meriwether Road. He stated County Attorney McRee will be contacting the DNR Attorney to further discuss this request, and this will be placed on an upcoming agenda.

Mr. McMullen stated a meeting will be held Thursday, March 5<sup>th</sup>, with DOT regarding the veterans' sidewalk project.

County Manager McMullen reported a GIS Seminar will be held in Baldwin County at Central Georgia Technical College on March 27<sup>th</sup> from 9:00 a.m. to 3:00 p.m. Interested stakeholders such as the Regional Commission, GISCC, DOT, EPD, and Carl Vinson Institute will be in attendance. Mr. McMullen encouraged Commissioners to attend this informative seminar.

### Old Business

Commissioner John Westmoreland proposed that the County's Catering License fee of \$500.00 be revisited in the very near future. He stated he felt the fee should be more in line with other catering license fees in this area. He stated the City fee for catering is \$100.00.

County Attorney McRee stated he would provide information regarding this matter at the March 17<sup>th</sup> meeting.

### New Business

Chair Hall stated the District Attorney's Office has requested approval to reapply for a OJC Domestic Violence grant for the Ocmulgee Circuit. Due to the application deadline, this information is being presented for the Board's consideration.

Ms. Jackie Watts discussed the domestic violence grant application and a memorandum of understanding (MOU) for the program, if funded. Since Baldwin County would be the chief agent for the Ocmulgee Circuit in this process, the MOU must be approved for submission with the application. She stated no County funds were being requested.

Chair Hall asked if the County Attorney had reviewed the MOU. County Attorney McRee stated he had not reviewed it. Commissioners asked County Attorney to review the MOU as soon as possible in order for the application to be submitted prior to the deadline.

Commissioner Craig made a motion to authorize the grant application and the Memorandum of Understanding (MOU) pending review and approval of the MOU by the County Attorney. Vice Chair Davis seconded the motion, and it passed unanimously.

Vice Chair Davis commended the Baldwin County Public Safety officials for their part in a Safe Analysis of schools.

### Public Comments on Non-Agenda Items

Ms. Cindy Humphries addressed the Board regarding a waterline that was installed on Simpson Proctor Lane which she stated is a private road. Ms. Humphries requested either the waterline be removed from the private road or the County begin maintaining the road.

Mr. Gerald Smith also spoke to the Board stating the waterline must be removed from private property.

Chair Sammy Hall agreed the road is not a County road. Commissioner Tommy French requested the situation be resolved as quickly as possible. County Manager McMullen stated he and County Attorney McRee have been working to resolve the issue and stated the waterline can and will be removed.

Mr. Jim Haskins stated he was pleased to hear work is continuing on the veterans' sidewalk project. He expressed his concern with properties owned by the County on Vinson Highway that desperately need to be cleaned up. He asked for a possible timeline for the County to get these lots up for auction.

County Attorney McRee explained the process the County must go through to hold regular and judicial sales. He reported an auction should take place by Spring.

Adjournment

Vice Chair Emily C. Davis made a motion to adjourn the Regular Meeting at 7:15 p.m. Commissioner John Westmoreland seconded the motion and it passed unanimously.

Respectfully submitted,

Sammy Hall  
Chair

Cynthia K. Cunningham  
County Clerk