



**Minutes**  
City Council Work Session  
May 7<sup>th</sup>, 2024  
6:30pm

Baldwin Municipal Courtroom, 155 Willingham Avenue, Baldwin, GA 30511

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

**Call Meeting to Order**

*Mayor Almagno called the meeting to order at 6:31 pm.*

**Public Hearing**

**Old Business**

1. CAO FY25 Contract

Mayor Almagno shared comparative information found online for city manager salaries in the area, stating she had sent this information to Council prior to the Work Session. Since the last regular meeting, Council has reviewed the CAO's FY24 contract and what changes are to be made.

Council Member Alice Venter shared her concern of repeating history and failing to adjust the CAO's salary on a regular basis, thereby putting Council in the position to drastically "catch up" on a gap in appropriate wages. With Woodmaster filling multiple positions, her salary only reflects the CAO position, and the question Council must consider is "What does it cost to replace a CAO?" Venter confirmed that all members of Council are interested in participating in Woodmaster's annual review and at this time, a 10% increase to the position's salary felt appropriate.

After confirmation from Legal Counsel Bubba Samuels, Council was in consensus to hold Woodmaster's performance review during Executive Session at the next regular meeting.

**New Business**

2. FY25 Budget Timeline

Woodmaster shared a proposed timeline for the remainder of the budget cycle. A town hall will be hosted on May 14<sup>th</sup> to give residents an opportunity to ask questions and discuss the FY25 budget with Council and department heads. The required budget hearing will be on June 6<sup>th</sup> with two notices in the legal organ on May 17<sup>th</sup> and May 24<sup>th</sup>. Tentative approval of the budget is slated for June 10<sup>th</sup>, allowing time not only to input the budget into the system, but also to make any needed adjustments before the June 30<sup>th</sup> deadline for approval. The budget must

be balanced for presentation at the hearing and approval, but not for the town hall.

Council was in consensus to move forward with the proposed timeline.

### 3. PTO Supplement for Exempt Employees

Woodmaster explained how salaried employees are exempt from FLSA and therefore do not qualify to receive pay for overtime. After receiving positive feedback from all current salaried employees and department heads, Woodmaster proposed making three amendments to the policy manual regarding exempt employees and personal time.

Amending Section 2.1.7 would create a tiered vacation allowance instead of salaried employees accruing PTO at a weekly rate, as those employees are rarely able to use that time. With the amendment, all PTO “banks” would be paid out to the employees at the end of the fiscal year, and the FY25 budget would contemplate all salaries being adjusted with the equivalent PTO match.

Amending Section 6.5.2 would eliminate the compensatory (comp) time policy, which currently requires employees to utilize comp time within two pay periods of the pay period in which it was earned and a maximum of twenty hours per employee.

Amending Section 7.1 would clean up some language referencing exempt employees.

Upon Council’s approval of this PTO supplement, City staff will be ready to submit a new policy manual for review by legal and approval by Council. Mayor Almagno requested that the chart in Section 2.1.7 be amended to specify “hours” under the Vacation Allowance Total column.

Council was in consensus to bring this forward for vote at Monday’s meeting.

### ***Announcements***


- a. The City of Baldwin will host a Town Hall Meeting for the FY2025 budget on May 14<sup>th</sup> at 6:30 pm at the Baldwin Farmers’ Market at 110 Airport Road. We invite citizens to ask questions, meet department heads and staff, and discuss the future of Baldwin.
- b. Calling all local farmers and foodies! Join us this Saturday for the very first reFRESH Market! Bring your fruits, vegetables, farm fresh eggs and other goods to City Hall for a FREE place to sell your fresh staples! From 11 a.m. to 3 p.m., get in the sunshine for fresh groceries and unique food truck eateries. Vendor applications can be found at [www.cityofbaldwin.org](http://www.cityofbaldwin.org). Contact John at City Hall for more information.
- c. Join us for the Movie in the Market on May 24<sup>th</sup>, starting at 8:30 p.m.. Bring your lawn chairs, 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 Moana. Concessions are available, with all proceeds going to Shop with a Hero.

d. City Offices will be closed May 27<sup>th</sup> in observance of Memorial Day.

**Adjournment**

**Action: A motion was made by Maarten Venter to adjourn the meeting with a second by Erik Keith. Motion Carried 4-0 at 7:02 pm.**

  
Stephanie Almagno, Mayor

5/13/2024  
Date Approved by Council

  
Erin Gathercoal, City Clerk

