



**Agenda**  
City Council Meeting  
May 30<sup>th</sup>, 2023  
6:30pm

Baldwin Courtroom, 155 Willingham Avenue, Baldwin, GA 30511

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Acting Mayor Alice Venter, Council Member Larry Lewallen, Council Member Theron Ayers, and Council Member Maarten Venter.

**Call Meeting to Order**

*Acting Mayor Alice Venter called the meeting to order at 6:31 pm.*

**Invocation and Pledge**

**Consent Agenda**

- a. Approval of Minutes: Council Meeting 5/15/23.

**Action: A motion was made by Maarten Venter to approve minutes for the May 15<sup>th</sup>, 2023 Council Meeting as presented with a second by Larry Lewallen. Motion Carried 3-0.**

**Citizen Comment**

**Public Hearings**

**Reports**

**Old Business**

**New Business**

1. Consideration/Approval of Fireworks Event Permit Application

CAO Woodmaster presented a request to shoot fireworks at an event. A fireworks ordinance was adopted in 2015 that permitted the use of fireworks with certain regulations. The ordinance states that it is legal to shoot fireworks within city limits as long as a permit is issued to do so. With the exception of New Years and Fourth of July, all other fireworks displays in city limits require a permit with Council approval. Woodmaster stated that in her time with the City, this was the first time someone requested such a permit, so an application had to be created after Woodmaster received a request from Mason Murray approximately two weeks ago. When submitting a fireworks event permit application, the applicant must submit other documentation and a \$100.00 permit fee, which Council can waive if they so choose. All applications must be approved by both Council and the Fire Chief, who reserves the right to inspect the proposed fireworks display site and terminate the permit should the display be unsafe or not in compliance with NFPA 1123. Murray's application proposes a ten-minute fireworks display at 9:00 pm.

**Action: A motion was made by Theron Ayers to approve the fireworks event permit application for Mason Murray with a second by Larry Lewallen. Motion Carried 3-0.**

## 2. Consideration/Approval of Per Diem Policy Manual Changes

Woodmaster presented proposed changes to the travel and per diem policies in the current Baldwin policy manual. All of the proposed changes are items that Council has discussed over the past year that provided added benefits to the employee or clarifying a vague policy.

Section 10.1 Travel and Training – Approval and Attendance: The current policy states that all travel and training must be approved by the Mayor. The proposed changes to this policy are to switch all travel and training approval to the City Administrator.

Section 10.2 Travel and Training – Transportation: The proposed change for this policy also switches all approval for personal vehicle use and mileage reimbursement from the Mayor to the City Administrator.

Section 10.3 Travel & Training – Lodging: The current policy states that the employee will provide a receipt for lodging expenses and that overnight stays must be approved by the Mayor or the City Administrator. The proposed change is that all overnight lodging will be approved and booked in advance by the City Administrator, who will provide the invoice and receipt to the employee's department head for proper filing with the purchase order.

Section 10.4 Travel & Training – Meal & Incidental Expenses: The current policy for meal reimbursement only applies if the employee stays overnight for training and the employee is given \$50.00 for each night they stay. Woodmaster proposed adding a day trip per diem of \$15.00 for travel and training of at least six hours and 25 miles away from the employee's base office location. The overnight per diem is being increased to \$60 per night for training 50 miles or more from the employee's base office location. The increase is justified in that meals cost more than when the policy was first implemented and also takes tipping into consideration.

**Action: A motion was made by Maarten Venter to approve the per diem policy manual changes as presented with a second by Larry Lewallen. Motion Carried 3-0.**

### *Executive Session*

#### *Announcements*

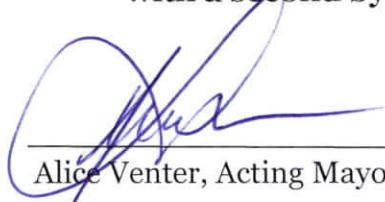
- a. The Piedmont Library System Pop Up Rolling Library will be set up at the Farmers' Market in Baldwin from 11 am – 12:00 pm beginning this Friday and every Friday through the end of July. We encourage all our residents, especially those with children, to come and check out or return books. This is available to anyone with a PINES library card. Cards can be issued on site for those that do not currently have one.

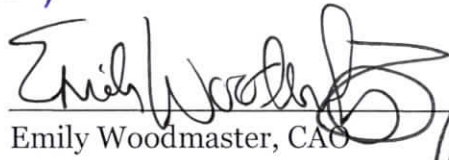
Additionally, those attending the Pop Up Rolling Library with children will also receive food bags courtesy of the Food Bank of Northeast Georgia.

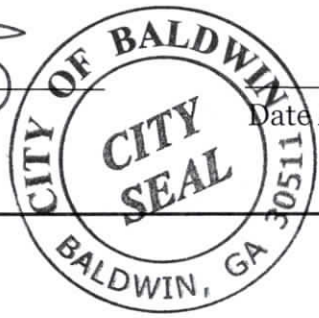
- b. Join us for The Baldwin Water War on June 10<sup>th</sup> from 2:30 – 4:30 pm at Mitchell Gailey Park! Bring your water guns and a towel and get ready for a capture-the-flag style brawl to beat the heat! We will have water gun refill stations set up around the park. Sign up today at City Hall, on the Facebook event, or email [baldwinevents@cityofbaldwin.org](mailto:baldwinevents@cityofbaldwin.org)

**Adjournment**

**Action: A motion was made by Theron Ayers to adjourn the meeting with a second by Maarten Venter. Motion Carried 3-0 at 7:05 pm.**

  
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Alice Venter, Acting Mayor

  
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Emily Woodmaster, CAO



  
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Date Approved by Council