



Baldwin County Commission Work Session
Meeting Minutes

Monday, November 1, 2021
8:30 AM

Baldwin County Central Annex Auditorium, 22251 Palmer Street,
Robertsdale, Alabama 36567

Commissioners present:

District 1 – Commissioner James E. Ball
District 2 – Commissioner Joe Davis, III
District 3 – Commissioner Billie Jo Underwood
District 4 – Commissioner Charles F. Gruber

Commissioners absent:

None.

Staff present:

Wayne Dyess, County Administrator
Anu Gary, Administrative Services Manager
Kristen Rawson, Assistant Administrative Services Manager
Sherry-Lea Bloodworth-Botop, Director of Public and Government Affairs
Taylor Bufkin, Marketing and Public Outreach Coordinator (SARPC)
Zach Hood, EMA Director
Brian Peacock, CIS Director
Chris Welch, A/V & Teleconference Administrator, CIS
Joey Nunnally, County Engineer
Lisa Sangster, Chief Administrative Assistant
Cian Harrison, Clerk Treasurer
Ron Cink, Budget Director
Eddie Harper, Building Official
Matthew Brown, Planning Director
Deidra Hanak, Personnel Director
Terri Graham, Development and Environmental Director

Staff present via teleconference:

Felisha Anderson, Director of Archives and History/Special Historic Project Coordinator
Wanda Gautney, Purchasing Director

Also present:

Brad Hicks, County Attorney
Dr. Brian Pierce, Coroner

After the welcome, invocation and pledge of allegiance, the following agenda items were reviewed and/or discussed:

A ADOPTION OF MINUTES

October 19, 2021, Regular Meeting

B ACTION ITEMS

BA ADMINISTRATION (consent)

BA1 Designation and Appointments of Commissioners to Various Boards **22-0087**

Moved to November 2, 2021, regular meeting, Consent.

BA2 Perdido Bay Water, Sewer and Fire Protection District - Correction to October 5, 2021, Board Appointment **22-0146**

Moved to November 2, 2021, regular meeting, Consent.

BA3 Gateswood Annual Volunteer Fire Department 2021 Christmas Parade **22-0176**

Moved to November 2, 2021, regular meeting, Consent.

BA4 Request from North Baldwin Chamber of Commerce - Christmas Fest Event 2021 **22-0136**

Chairman Ball noted the necessary certificate of liability has been received for this item.

Moved to November 2, 2021, regular meeting, Consent.

BA5 Request from Baldwin County Sheriff's Office - Resolution #2022-017 Opposing Legislation Related to the Issuance of Concealed Carry Permits **22-0129**

Moved to November 2, 2021, regular meeting, Consent.

BC ARCHIVES AND HISTORY

BC1 Approval of BRATS and Solid Waste Services for Christmas at Bicentennial Park Event **22-0170**

Moved to November 2, 2021, regular meeting, Consent.

BE BUDGET/PURCHASING

BE1 Competitive Bid #WG21-38A - Provision of Instant Pre-cooked Meals for the Baldwin County Commission **22-0139**

Moved to November 2, 2021, regular meeting, Consent.

BE2 Competitive Bid #WG21-45 - Provision of Closed Top Recycling Roll-off Containers for the Baldwin County Commission **22-0128**

Moved to November 2, 2021, regular meeting, Consent.

BE3 Construction of the Baldwin County Highway Maintenance Facility (Area 100) Located in Bay Minette, Alabama for the Baldwin County Commission **22-0126**

Moved to November 2, 2021, regular meeting, Consent.

BE4 Construction of the Baldwin County Highway Maintenance Facility (Area 200) Located in Silverhill, Alabama for the Baldwin County Commission **22-0127**

Moved to November 2, 2021, regular meeting, Consent.

BE5 Project No. HW21098000 - Intersection Improvements at Baldwin Beach Express (BBE) and Foley Beach Express (FBE) for the Baldwin County Commission **22-0143**

Moved to November 2, 2021, regular meeting, Consent.

BE6 Rental of One (1) New Copy Machine for the Legislative Office Located in Bay Minette, Alabama for Baldwin County Commission **22-0141**

Moved to November 2, 2021, regular meeting, Consent.

BE7 Rental of One (1) New Copy Machine for the Baldwin County Highway Traffic Operations Division Located in Silverhill, Alabama for the Baldwin County Commission **22-0142**

Moved to November 2, 2021, regular meeting, Consent.

BE8 Request for Qualifications (RFQ) for Engineering/Environmental/Design Services for New Recycling Facility to be Located Adjacent to Magnolia Landfill **22-0175**

Moved to November 2, 2021, regular meeting, Consent.

BE9 Rescinding Previous Commission Action Related to Resolution #2019-043 Amending the Fiscal Year 2018-2019 Budget **22-0070**

Moved to November 2, 2021, regular meeting, Consent.

BE10 Temporary Loan of Vehicle from Solid Waste Department to Revenue Commissioner **22-0174**

Moved to November 2, 2021, regular meeting, Consent.

BH COMMUNICATIONS/INFORMATION SYSTEMS (CIS)

BH1 New Cingular Wireless PCS, LLC - Baldwin County Commission Fairhope Courthouse Parking Lot Easement **22-0144**

Moved to November 2, 2021, regular meeting, Consent.

BJ ELECTED OFFICIALS

BJ1 Edward Byrne Memorial Justice Assistance Grant (JAG) Fiscal Year 2021 Local Program Acceptance **22-0140**

Moved to November 2, 2021, regular meeting, Consent.

BJ2 Prime Data, LLC - Professional Services Agreement for General Programming and Consulting Services **22-0145**

Moved to November 2, 2021, regular meeting, Consent.

BM FINANCE AND ACCOUNTING

BM1 Resolution #2022-018 - Authorization for Chairman and Clerk/Treasurer to Sign Bank Documents for Fiscal Year 2022 **22-0162**

Moved to November 2, 2021, regular meeting, Consent.

BN HIGHWAY

BN1 Baldwin County Mitigation Area "Pine Savannah" Prescribed Burn - Request for Permission to Advertise **22-0138**

Moved to November 2, 2021, regular meeting, Consent.

BN2 County Road 65 Extension from County Road 28 to County Road 32 - Engineering and Survey Services **22-0125**

Moved to November 2, 2021, regular meeting, Consent.

BQ PERSONNEL

BQ1 BRATS - Employment of One (1) Mechanic I/Bus Driver Position **22-0165**

Moved to November 2, 2021, regular meeting, Consent.

BQ2 Building Inspection Department - Employment of One (1) Permit Technician I Position **22-0150**

Moved to November 2, 2021, regular meeting, Consent.

BQ3 Citizen Service Center - Employment of One (1) Marketing and Public Outreach Coordinator Position **22-0151**

Moved to November 2, 2021, regular meeting, Consent.

BQ4 Coroner's Office - Position Changes **22-0152**

Dr. Brian Pierce, Coroner, was present and explained his request to create an appointed Chief Deputy Coroner position and an Administrative Support Specialist I position due to the volume of work at the Coroner's office. Dr. Pierce explained the Chief Deputy Coroner position would be an appointed position, and he would like to appoint Mr. Troy Dyess who fills that role now when needed in a part-time capacity through SARPC. Dr. Pierce said these position changes are part of the overall strategic plan to have a blended workforce.

The Commissioners and Dr. Pierce discussed the proposed working hours, the volume of administrative work, the move toward an agency function to serve the population and be prepared for a

mass casualty event, the timeframe to respond to a scene, the complexity of cases, the need for a morgue attendant, and the restructuring needed to meet the targeted strategic plan by 2025.

Moved to November 2, 2021, regular meeting, Consent.

BQ5 Emergency Management Agency - Personnel Changes **22-0154**

Moved to November 2, 2021, regular meeting, Consent.

BQ6 Finance and Accounting Department - Reclassification of Position **22-0149**

Moved to November 2, 2021, regular meeting, Consent.

BQ7 Highway Department (Foley) - Promotion of Employee into Operator Technician I Position **22-0156**

Moved to November 2, 2021, regular meeting, Consent.

BQ8 Highway Department (Geospatial) - Employment of One (1) Geospatial Operations Manager Position **22-0157**

Moved to November 2, 2021, regular meeting, Consent.

BQ9 Highway Department (Silverhill) - Employment of One (1) Operator Technician I Position **22-0160**

Moved to November 2, 2021, regular meeting, Consent.

BQ10 Highway Department (Subdivision) - Employment of One (1) Engineering Technician II (Permits Option) Position **22-0158**

Moved to November 2, 2021, regular meeting, Consent.

BQ11 Planning and Zoning Department - Promotion of Employee into Deputy Planning and Zoning Director Position **22-0172**

Moved to November 2, 2021, regular meeting, Consent.

BQ12 Probate Office - Employment of One (1) License Revenue Officer I Position **22-0159**

Moved to November 2, 2021, regular meeting, Consent.

BQ13 Solid Waste Department - Personnel Changes **22-0161**

Moved to November 2, 2021, regular meeting, Consent.

BR PLANNING AND ZONING

BR1 Proposed Planning (Zoning) District 37 - Acceptance of Notice of Intent to Form a Planning (Zoning) District, Determination Regarding Infeasibility of Using Precinct Boundaries, and Acceptance of Proposed District Boundaries **22-0164**

Matthew Brown, Planning Director, explained the request to create a new planning district and noted staff recommendation #2 is a determination that it is not feasible to use the voting precinct boundaries for the proposed planning district.

The Commissioners and Mr. Brown discussed the surrounding district boundaries and the need to use custom boundaries for the proposed planning district.

C PRESENTATIONS

CA GENERAL

CA1 Employee Service Award Pins Presentation **22-0163**

Deidra Hanak, Personnel Director, said the service award pin presentation at the regular meeting would include employees who have 25 years and more of service.

Moved to November 2, 2021, regular meeting, Presentations.

D PUBLIC HEARINGS

DA ADMINISTRATION

DA1 Case No. LV-21004 - Alcohol License Application for The Cold Spot, LLC d/b/a The Cold Spot **22-0031**

Chairman Ball noted the proof of publication is forthcoming for this item.

Moved to November 2, 2021, regular meeting, Public Hearings.

E COMMITTEE REPORTS

EA FINANCE/ADMINISTRATION DIVISION

EA1 Payment of Bills **22-0148**

No discussion.

EA2 Notification of Interim Payments Approved by Clerk/Treasurer as Allowed Under Policy 8.1 **22-0147**

No discussion.

F DISCUSSION ITEMS

FL ENVIRONMENTAL MANAGEMENT

FL1 Reestablishment of Red Hill Landfill as a Construction and Demolition (C&D) Disposal Site for North Baldwin County **22-0155**

Terri Graham, Development and Environmental Director, explained the proposal to repurpose Red Hill Landfill as a construction and demolition (C&D) disposal site for north Baldwin County, which involves re-permitting the landfill to take C&D, possibly purchasing Highway's dirt pit for the transfer station location. This project would eliminate hauling between landfills and provide the citizens a disposal location on the north end of the county. Ms. Graham said there is a USDA grant opportunity available to help with engineering and permitting.

The Commissioners agreed with the proposal and congratulated Ms. Graham on the Solid Waste Association of North America award for Eastfork Landfill.

Commissioner Gruber asked what it would take to permit the site, to which Ms. Graham replied the permitting would take the longest, but since the site has previously been permitted, ground water and explosive gas monitoring are all in place which should move the permitting process along.

Commissioner Davis asked if a letter from the Commissioners would help.

Chairman Ball said the Commission would get something out.

G COMMISSIONER REQUESTS

None.

H ADDENDA

HA1 Proclamation / Declaration of a Termination and Lifting of a State of Local **22-0013**

Emergency - Hurricane Ida

Chairman Ball said the effective date of the termination and lifting of a State of Emergency for Hurricane Ida will be November 2, 2021, at 9:00 a.m.

Moved to November 2, 2021, regular meeting, Addenda.

HA2 Proclamation / Declaration of a Termination and Lifting of a State of Local
Emergency - Coronavirus (COVID-19) Pandemic Response

22-0014

Chairman Ball said the effective date of the termination and lifting of a State of Emergency for Coronavirus (COVID-19) Pandemic Response will be November 2, 2021, at 9:00 a.m.

Moved to November 2, 2021, regular meeting, Addenda.

I ADMINISTRATIVE REPORT

None.

J COUNTY ATTORNEY'S REPORT

None.

K PUBLIC COMMENTS

None.

L PRESS QUESTIONS

None.

M COMMISSIONER COMMENTS

Commissioner Underwood asked for more frequent updates from Department Heads regarding progress on the Strategic Plan to avoid anything coming up later as a crisis situation.

Commissioner Davis agreed and said it is good for all four Commissioners to receive the updates at the same time to avoid any miscommunication.

Commissioner Gruber mentioned several employees who retired recently with 30+ years of service and said formal recognition from the Commission would mean a lot.

Chairman Ball agreed and said this should be planned for the next regular meeting.

N ADJOURNMENT

Motion by Commissioner Billie Jo Underwood, seconded by Commissioner Joe Davis, III, to adjourn the November 1, 2021, Baldwin County Commission Work Session at 9:03 a.m.

The motion passed by the following vote:

Aye: 4 - James E. Ball, Joe Davis III, Billie Jo Underwood, and Charles F. Gruber

Nay: 0

Absent: 0

Abstain: 0

A handwritten signature in black ink, appearing to read "James E. Ball". The signature is stylized and cursive, with a large initial "J" and "E".