

# Baldwin County Commission

Baldwin County Commission Regular  
Meeting Minutes  
Tuesday, June 1, 2021  
10:00 AM



Baldwin County Administration Building  
County Commission Chambers  
322 Courthouse Square  
Bay Minette, Alabama 36507

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

Wayne A. Dyess, County Administrator

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## WELCOME BY CHAIRMAN, INVOCATION AND PLEDGE OF ALLEGIANCE

**Present:** 4 - Commissioner James E. Ball, Commissioner Joe Davis III, Commissioner BillieJo Underwood, and Commissioner Charles F. Gruber

**Absent:** 0

Also present were, Wayne Dyess, County Administrator, and Brad Hicks, County Attorney.

The Chairman called the meeting to order at 10:02 a.m. After the prayer led by Pastor Richard Mueller, Holy Trinity Lutheran Church, Daphne, and the Pledge of Allegiance led by Commissioner James E. Ball, the Commission transacted the following business to-wit:

### A ADOPTION OF MINUTES

May 18, 2021, Regular Meeting

Motion by Commissioner Charles F. Gruber, seconded by Commissioner James E. Ball, to approve the minutes of the May 18, 2021, Regular meeting.

The motion passed by the following vote:

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

**Nay:** 0

**Absent:** 0

**Abstain:** 0

### B ACTION ITEMS

#### BA ADMINISTRATION

Wayne Dyess, County Administrator, said there are eight Items under Administration for the Commission's approval.

Motion by Commissioner James E. Ball, seconded by Commissioner Charles F. Gruber, to approve Items BA1 - BA8.

The motion passed by the following vote:

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

**Nay:** 0

**Absent:** 0

**Abstain:** 0

**BA1** Corrections to Minutes of the Baldwin County Commission September 14, 2020, Emergency Special Meeting and the September 22, 2020, Regular Meeting [21-0900](#)

Due to scrivener's errors in the minutes of the September 14, 2020, Emergency Special meeting and the September 22, 2020, Regular meeting of the Baldwin County Commission, related to Agenda Item EA1 - Payment of Bills, take the following actions:

1) Related to the September 14, 2020, BCC Emergency Special meeting, correct for the record the vote tally for the action on payment to Vendor #34, James E. Ball, in the amount of \$622.50, to reflect 3 "ayes" (Joe Davis III, Billie Jo Underwood, and Charles F. Gruber) and 1 "abstain" (James E. Ball).

2) Related to the September 22, 2020, BCC Regular meeting, correct for the record the action taken to pay bills to read as follows:

"Pay bills totaling \$14,313,159.17 (fourteen million, three hundred thirteen thousand, one hundred fifty-nine dollars and seventeen cents) with the exception of Vendor #34, which is listed in the Baldwin County Accounts Payable Payments - September 15, 2020, for a revised total of \$14,312,536.67.

Of this amount, \$9,743,470.25 (nine million, seven hundred forty-three thousand, four hundred seventy dollars and twenty-five cents) is payable to the Baldwin County Board of Education and \$575,121.55 (five hundred seventy-five thousand, one hundred twenty-one dollars and fifty-five cents) is payable to the Gulf Shores Board of Education for their portion of the County Sales and Use Tax."

3) Related to the September 22, 2020, BCC Regular meeting, correct for the record the action taken to pay Vendor #34, which was inadvertently omitted, to read as follows:

"Pay Vendor #34 in the amount of \$622.50.

Vendor #34: Ball, James E. - \$622.50"

**BA2** Naming and Signage for Recently Purchased Intracoastal Waterway [21-0551](#)

(ICW) Boat Launch Property

Approve naming the newly acquired Intracoastal Waterway (ICW) park/boat launch property in Orange Beach as “The Launch at ICW.”

In addition, approve the new signage for the above property to be installed.

**BA3** E-911 Address Designation for Yupon Street Boat Launch and Fish Trap Boat Launch in the Elberta Area

[21-0898](#)

Take the following actions related to address designations for the County-owned properties listed below as recommended by Baldwin County Emergency Communication District E-911 Addressing:

- 1) Acknowledge and make part of the record the address designation for the Yupon Street Water Access/Boat Launch, as 30451 Yupon Street, Elberta, Alabama, 36530; and
- 2) Acknowledge and make part of the record the address designation for the Fish Trap Boat Launch, (in right-of-way), as 26161 Fish Trap Road, Elberta, Alabama, 36530.

**BA4** Recommendations Related to COVID-19 Restrictions for Baldwin County Courthouses Located in Bay Minette and Fairhope

[21-0921](#)

To coincide with the Presiding Judge’s Order dated May 13, 2021 (which became effective May 21, 2021), approve the revised COVID-19 policies, mandates and restrictions, which removes the mask requirement in the Bay Minette Courthouse and the Fairhope Satellite Courthouse public lobby areas.

**BA5** Revision of County Take Home Vehicle List - June 2021

[21-0917](#)

Approve the revised “County Take Home Vehicle List - June 2021” effective June 7, 2021, of the County employees and officers who drive County vehicles home as identified in the report.

The total number of Baldwin County Commission departmental staff driving public taxpayer owned County vehicles is 201.

**BA6** Sale of Vehicle on GovDeals.com by the Baldwin County Administration Department

[21-0886](#)

Take the following actions:

- 1) Approve the sale of the following vehicle on GovDeals.com through the Clerk/Treasurer:

2006 Chevrolet Silverado  
VIN #1GCEC14X56Z147820  
(147,674 Miles)

2) Authorize funds from the sale of the vehicle to be deposited into the General Fund.

**BA7** Voting Administration - Agreement for the Use of the Boykin Center Building as a Voting Location for Voting Precinct No. 5

[21-0713](#)

To provide for the use of the Voting Place (Boykin Center Building located at 900 B Still Boulevard, Bay Minette, Alabama) for Baldwin County Voting Precinct No. 5, which benefits citizens in their exercise of the electoral franchise, take the following actions:

- 1) Execute an Agreement between the Baldwin County Commission and the Bay Minette Housing Authority to accomplish the parameters set forth in said Agreement, commencing on July 21, 2021, and expiring on July 21, 2024; and
- 2) Authorize County personnel to accomplish external grounds-cleaning on the grounds of the Voting Place for Baldwin County Voting Precinct No. 5 after any election; and
- 3) Authorize an expenditure not to exceed \$235.00, from Baldwin County Elections Contract Services Fund 10051910.51500, to accomplish the provision of professional cleaning services in the Voting Place for Baldwin County Voting Precinct No. 5 after any election.

**BA8** Voting Administration - Agreement for the Use of New Life Assembly of God Church as a Voting Location for Voting Precinct No. 7

[21-0712](#)

To provide for the use of the Voting Place (New Life Assembly of God, Incorporated, located at 10424 U.S. Highway 31, Spanish Fort, Alabama) for Baldwin County Voting Precinct No. 7, which benefits citizens in their exercise of the electoral franchise, take the following actions:

- 1) Execute an Agreement between the Baldwin County Commission and the New Life Assembly of God Church, Spanish Fort, Alabama, to accomplish the parameters set forth in said Agreement, commencing on July 16, 2021, and expiring on July 16, 2024; and
- 2) Authorize County personnel to accomplish external grounds-cleaning on the grounds of the Voting Place for Baldwin County Voting Precinct No. 7 after any election; and
- 3) Authorize an expenditure not to exceed \$235.00, from Baldwin County Elections Contract Services Fund 10051910.51500, to accomplish the provision of professional cleaning services in the Voting Place for Baldwin County Voting Precinct No. 7 after any

election.

## **BC ARCHIVES AND HISTORY**

Wayne Dyess, County Administrator, said there are two Items under Archives and History for the Commission's approval.

Motion by Commissioner BillieJo Underwood, seconded by Commissioner Charles F. Gruber, to approve Items BC1 - BC2.

The motion passed by the following vote:

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

**Nay:** 0

**Absent:** 0

**Abstain:** 0

### **BC1 Baldwin County Historic Development Commission - Board Appointment(s) [21-0888](#)**

Related to the Baldwin County Historic Development Commission, take the following actions:

- 1) Re-appoint Mr. Mike Bunn for a four (4) year term, said term to commence on July 3, 2021, and expire July 3, 2025; and
- 2) Re-appoint Mr. Todd Thomas for a four (4) year term, said term to commence on July 3, 2021, and expire July 3, 2025; and
- 3) Accept the resignation of Mr. Grey Redditt, Jr., effective July 3, 2021, and thank him for his former service as a member of the board; and
- 4) Appoint Mr. Kelly A. McGriff to the board to fill the place seat formerly held by Mr. Grey Redditt, Jr., for a four (4) year term, said term to commence July 3, 2021, and to expire July 3, 2025.

### **BC2 Resolution #2021-079 - Appropriation from the Historic Parks Fund to the Fort Mims Restoration Association, Inc. for the Fort Mims Re-enactment and Living History Event August 28-29, 2021 [21-0902](#)**

Take the following actions:

- 1) Approve Resolution #2021-079 authorizing an appropriation of \$4,148.00 from the Historic Parks Fund to the Fort Mims Restoration Association, Inc. for the Fort Mims Re-enactment and Living History Event August 28-29, 2021, specifically related to the cost of services provided by Baldwin County Commission; and

2) Approve the Baldwin County Highway Department Maintenance Crew to mark/paint the parking lot at the Fort Mims State Historic Site just prior to the event at a cost of \$2,077.30 with said cost to be invoiced to the Fort Mims Restoration Association, Inc; and

3) Approve four (4) Parks Department employees, two employees working eight hours each and two employees working four hours each (Administration Department) to clean up at the Fort Mims State Historic Site just prior to the event and to clean up at the Fort Mims State Historic Site immediately following the event at a cost of \$904.80 with said cost to be invoiced to the Fort Mims Restoration Association, Inc.; and

4) Authorize the Archives Department to facilitate the rental from A & M Portables, Inc., of four (4) handicap portable toilets equipped with toilet paper, hand sanitizer and a sink outside for handwashing to be delivered to the event site on Friday, August 27, 2021, and removed on Monday, August 30, 2021, at a cost of \$1,125.00 with said cost to be invoiced to the Fort Mims Restoration Association, Inc.; and

5) Approve the use of thirty (30) large rolling garbage carts from the Solid Waste Department, for use throughout the Fort Mims Historic State Site for the event, at a cost of \$40.00 (\$10.00 delivery fee, \$1.00 per cart) with said cost to be invoiced to the Fort Mims Restoration Association, Inc.; and

6) Authorize the Archives Department staff to request Southeast Mosquito Control to provide mosquito spraying for the Fort Mims State Historic Site just prior to the event as routine maintenance. There is no additional charge for this service.

#### **BD BALDWIN REGIONAL AREA TRANSIT SYSTEM (BRATS)**

Wayne Dyess, County Administrator, said there are two Items under Baldwin Regional Area Transit System (BRATS) for the Commission's approval.

Motion by Commissioner Charles F. Gruber, seconded by Commissioner James E. Ball, to approve Items BD1 - BD2.

The motion passed by the following vote:

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

**Nay:** 0

**Absent:** 0

**Abstain:** 0

**BD1** Baldwin Regional Area Transit System (BRATS) - Transportation for the Fort Mims Re-enactment and Living History Event 2021

[21-0878](#)

Approve the request from the Fort Mims Restoration Association to utilize Baldwin Regional Area Transit System (BRATS) transportation for the 2021 Fort Mims

Re-enactment on August 28, 2021, from 8:30 a.m. - 4:30 p.m. at a cost of \$632.70 to be donated by the County.

**BD2** Extension of License Agreement with Cypress Spanish Fort III, LLC, for Spanish Fort Transit Hub

[21-0874](#)

Approve the extension of the License Agreement between the Baldwin County Commission and Cypress Spanish Fort III, LLC, for the Spanish Fort Transit Hub at no cost to the County. The term of the extended agreement shall commence on July 1, 2021, and terminate on June 30, 2022.

**BE BUDGET/PURCHASING**

Wayne Dyess, County Administrator, said there are 11 Items under Budget/Purchasing for the Commission's approval.

Motion by Commissioner James E. Ball, seconded by Commissioner BillieJo Underwood, to approve Items BE1 - BE11.

The motion passed by the following vote:

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

**Nay:** 0

**Absent:** 0

**Abstain:** 0

**BE1** Competitive Bid #WG19-43 - Provision of Pest Control Services for the Baldwin County Commission

[21-0877](#)

Extend Bid #WG19-43 for provision of pest control services with Bay Pest Control Company, Inc., for an additional twelve (12) months at the same prices and terms as the original bid award on July 16, 2019. The bid extension will expire on July 16, 2022.

**BE2** Competitive Bid #WG21-21 - Pre-event Debris Removal and Disposal Services from the County Right-of-Ways within Unincorporated Baldwin County for the Baldwin County Commission

[21-0897](#)

Award Bid #WG21-21 for pre-event debris removal and disposal services from the County right-of-ways within unincorporated Baldwin County to the lowest responsible bidder, who met all the specifications, CrowderGulf, LLC, as per the bid tabulation and authorize the Chairman to execute the Contract. (Contract shall be effective and commence immediately upon the same date as its full execution, and the same shall terminate upon the expiration of twenty-four (24) months, with an option to extend for one twelve (12) month period or until such time that a new contract can be bid and awarded.)

**BE3** Competitive Bid #WG21-25 - Roof Repairs and Replacement of Various County Buildings due to Hurricane Damage for the Baldwin County Commission

[21-0925](#)

Take the following actions:

- 1) Reject the bid received and authorize the Purchasing Director to re-bid for roof repairs and replacement of various County buildings due to hurricane damage; and
- 2) Further, authorize the Chairman/Purchasing Division Commissioner for the Baldwin County Commission to approve any necessary addendums or clarifications if required after the bid is advertised.

**BE4** Competitive Bid #WG21-27 - Labor and Incidental Materials for Roof Replacement and Maintenance to Various County Buildings for the Baldwin County Commission

[21-0911](#)

Award Bid #WG21-27 for labor and incidental materials for roof replacement and maintenance to various County buildings to Double AA Construction Company, LLC as per the Award Listing and authorize the Chairman to execute the contract.

**BE5** Competitive Bid #WG21-32 - Provision of Bottled Water for the Baldwin County Commission

[21-0867](#)

Take the following actions:

- 1) Approve the specifications for the provision of bottled water and authorize the Purchasing Director to place a competitive bid; and
- 2) Further, authorize the Chairman/Purchasing Division Commissioner for the Baldwin County Commission to approve any necessary addendums for clarifications if required after the bid is advertised.

**BE6** Competitive Bid #WG21-33 - Provision of Painting and Drywall Services for the Baldwin County Commission

[21-0869](#)

Take the following actions:

- 1) Approve the specifications and authorize the Purchasing Director to place a competitive bid for the provision of painting and drywall services for the Baldwin County Commission; and
- 2) Further, authorize the Chairman/Purchasing Division Commissioner for the Baldwin County Commission to approve any necessary addendums or clarifications if required after the bid is advertised.

**BE7** Competitive Bid #WG21-34 - Provision of Hydraulic Mulches for the Baldwin County Commission

[21-0873](#)

Take the following actions:

- 1) Approve the specifications and authorize the Purchasing Director to place a competitive bid for the provision of hydraulic mulches; and
- 2) Further, authorize the Chairman/Purchasing Division Commissioner for the Baldwin County Commission to approve any necessary addendums or clarifications if required after the bid is advertised.

**BE8** Competitive Bid #WG21-35 - Provision of Paint Striping Materials for the Baldwin County Commission

[21-0872](#)

Take the following actions:

- 1) Approve the specifications for the provision of paint striping materials and authorize the Purchasing Director to place a competitive bid; and
- 2) Further, authorize the Chairman/Purchasing Division Commissioner for the Baldwin County Commission to approve any necessary addendums for clarifications if required after the bid is advertised.

**BE9** Final Design of the Office Renovations and Additions to the Baldwin County Solid Waste Collections Building Located in Summerdale, Alabama, for the Baldwin County Commission

[21-0866](#)

Approve the final design of the office renovations and additions to the Baldwin County Solid Waste Collections Building located in Summerdale and authorize the Purchasing Director and Architect to bid the project.

**BE10** Project No. BCP 0203120 (HW20031000) Construction of the Baldwin County Intracoastal Waterway (ICW) Boat Launch

[21-0889](#)

Due to the identification of a typographical error in Agenda Item BE7 approved by the Baldwin County Commission during its May 18, 2021, regular meeting related to Project No. BCP 0203120 (HW20031000) - Construction of the Baldwin County Intracoastal Waterway (ICW) Boat Launch Award, take the following actions:

AMEND the previous action by changing the construction time from 100 working days to 120 working days and authorize the Chairman to execute the revised Contract for Construction Services, which reflects the same change.

**BE11** Rental of Three (3) Copy Machines for the Baldwin County Judge of

[21-0876](#)

Probate Offices Located in Bay Minette, Alabama

Approve and authorize the Chairman to execute the rental agreements with Sharp Electronics Corporation for the rental of three (3) new copy machines off the State of Alabama bid for thirty-six (36) months effective the date of execution as follows:

Location: Probate Records Department - Bay Minette

Model: MX-M3571

Price: \$117.66/month

Excess Charge/copy: \$0.0055 B/W

Location: Probate Records Department - Bay Minette

Model: MX-M3571

Price: \$117.66/month

Excess Charge/copy: \$0.0055 B/W

Location: Baldwin County Judge of Probate Office - Bay Minette

Model: MX-5071

Price: \$188.25/month

Excess Charge/copy: \$0.0054 B/W and \$0.04/color

**BI COUNCIL ON AGING**

Wayne Dyess, County Administrator, said there is one Item under Council on Aging (COA) for the Commission's approval.

Motion by Commissioner Charles F. Gruber, seconded by Commissioner BillieJo Underwood, to approve Item BI1.

The motion passed by the following vote:

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

**Nay:** 0

**Absent:** 0

**Abstain:** 0

**BI1** Title III Older Americans Act Contract Proposal and Application for Fiscal Year 2022

[21-0868](#)

Approve the Baldwin County Council on Aging Coordinator to submit the South Alabama Planning Commission/Area Agency on Aging Application for Title III Funding for Fiscal Year 2022, requesting funds in the amount of \$147,523.00, effective October 1, 2021, through September 30, 2022, said funding to support the operations of the Baldwin County Council on Aging programs.

**BJ ELECTED OFFICIALS**

Wayne Dyess, County Administrator, said there is one Item under Elected Officials for the Commission's approval.

Motion by Commissioner BillieJo Underwood, seconded by Commissioner Charles F. Gruber, to approve Item BJ1.

The motion passed by the following vote:

**Aye:** 4 - James E. Ball, Joe Davis III, BillieJo Underwood, and Charles F. Gruber  
**Nay:** 0  
**Absent:** 0  
**Abstain:** 0

**BJ1** Insolvents, Errors and Taxes in Litigation for 2020

[21-0805](#)

As requested by the Revenue Commissioner of Baldwin County, the Honorable Teddy J. Faust, Jr., and in conformance with Section 40-5-23 of the Code of Alabama (1975) and any other applicable law, take the following actions:

- 1) Approve report titled Insolvents, Errors and Taxes in Litigation for 2020; and
- 2) Authorize the Chairman to execute the aforesaid report/instrument.

## **BL ENVIRONMENTAL MANAGEMENT**

Wayne Dyess, County Administrator, said staff recommends approval of Item BL1 - Magnolia Sanitary Landfill - National Pollutant Discharge Elimination System (NPDES) Permit Renewal, with the request for interim check approval to be made part of the record.

Motion by Commissioner James E. Ball, seconded by Commissioner BillieJo Underwood, to approve Item BL1 with interim check approval.

The motion passed by the following vote:

**Aye:** 4 - James E. Ball, Joe Davis III, BillieJo Underwood, and Charles F. Gruber  
**Nay:** 0  
**Absent:** 0  
**Abstain:** 0

**BL1** Magnolia Sanitary Landfill - National Pollutant Discharge Elimination System (NPDES) Permit Renewal

[21-0891](#)

Take the following actions:

- 1) Authorize the Chairman to execute the National Pollutant Discharge Elimination

System (NPDES) Permit Renewal for Magnolia Sanitary Landfill, Permit No. AL 0069345; and

2) Authorize the Clerk Treasurer to issue an interim check to Alabama Department of Environmental Management (ADEM) for permit fees in the amount of \$7,060.00.

**BM FINANCE AND ACCOUNTING**

Wayne Dyess, County Administrator, said there are two Items under Finance and Accounting for the Commission's approval.

Motion by Commissioner Charles F. Gruber, seconded by Commissioner BillieJo Underwood, to approve Items BM1 - BM2.

The motion passed by the following vote:

**Aye:** 4 - James E. Ball, Joe Davis III, BillieJo Underwood, and Charles F. Gruber  
**Nay:** 0  
**Absent:** 0  
**Abstain:** 0

**BM1** \*Amendment of Emergency Rental Assistance Program Guidelines for Baldwin County [21-0916](#)

Approve the following Amendments to the Emergency Rental Assistance Program Guidelines:

- 1) Amendment #1: Payments made directly to renters when landlords refuse to participate.
- 2) Amendment #2: Include utilities, late fees, relocation expenses, and reconnection fees.
- 3) Amendment #3: Revise program deadline to September 30, 2022; and application submission deadline to June 10, 2022.

**BM2** Fund Allocation Application to the U.S. Department of the Treasury for Coronavirus State and Local Fiscal Recovery Funds [21-0880](#)

Confirm, ratify and approve the attached Agreement for Coronavirus State & Local Fiscal Recovery Funds, established by the American Rescue Plan Act of 2021 (ARPA), between the U.S. Department of the Treasury and the Baldwin County Commission, which was executed by the Baldwin County Commission Chairman, Joe Davis III, on May 18, 2021, related to funds allocated to the Baldwin County Commission, and make the Agreement a part of the June 1, 2021, Baldwin County Commission regular meeting minutes.

The funds under this Agreement (award) shall remain available only through December 31, 2024, unless the recipient requests and receives an extension from the Treasury for an extension up to ninety (90) days.

**BN HIGHWAY**

Wayne Dyess, County Administrator, said there is one Item under Highway for the Commission's approval.

Motion by Commissioner Charles F. Gruber, seconded by Commissioner James E. Ball, to approve Item BN1.

The motion passed by the following vote:

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

**Nay:** 0

**Absent:** 0

**Abstain:** 0

**BN1** Town of Loxley - Intergovernmental Service Agreement for Loxley Transit Shelter [21-0912](#)

Approve an Intergovernmental Service Agreement formalizing the arrangements between the Baldwin County Commission and the Town of Loxley to provide joint cooperation in the Town's management of the Loxley Transit Shelter project. (This agreement shall be effective upon full execution and terminate after thirty-six (36) months).

**BQ PERSONNEL**

Wayne Dyess, County Administrator, said there are five Items under Personnel for the Commission's approval.

Motion by Commissioner BillieJo Underwood, seconded by Commissioner Charles F. Gruber, to approve Items BQ1 - BQ5.

The motion passed by the following vote:

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

**Nay:** 0

**Absent:** 0

**Abstain:** 0

**BQ1** Animal Shelter - Personnel Changes [21-0904](#)

Take the following actions:

1) Approve the employment of Airiana Beane to fill the open Animal Control Technician position (PID #5357) at a grade 304 (\$13.250 per hour/\$27,560.00 annually); and

2) Approve the voluntary demotion of Shealyn Flowers from the Animal Control Technician position (PID #5358) grade 304 (\$13.42 per hour/\$27,913.60 annually) to fill the open Animal Control Officer position (PID #608) at a grade 303 (\$12.749 per hour/\$26,517.92 annually).

These actions will be effective no sooner than June 7, 2021.

**BQ2** Highway Department (Bay Minette) - Personnel Changes

[21-0905](#)

Take the following actions:

1) Approve the employment of Marcus Ledbetter to fill the open Operator Technician Trainee position (PID #5486) at a grade 304 (\$13.250 per hour/\$27,560.00 annually); and

2) Approve the promotion of James Bradley from the Operator Technician I position (PID #4046) grade 307 (\$15.569 per hour/\$32,383.52 annually) to fill the open Operator Technician II position (PID #356) at a grade 308 (\$16.815 per hour/\$34,975.20 annually).

These actions will be effective no sooner than June 7, 2021.

**BQ3** Revenue Commission - Position Changes

[21-0906](#)

Take the following actions:

1) Approve the employment of Martina Perez to fill the open Collections Support Technician I position (PID #5602) at a grade 305 (\$13.91 per hour/\$28,932.80 annually) to be effective no sooner than June 7, 2021; and

2) Approve the re-title of the Collections Support Technician I position (PID #5338) to an Assessment Support Technician I; and

3) Approve the updated organizational chart for the Revenue Commission, Collections and Assessment Divisions.

**BQ4** Request for Leave of Absence - Baldwin Regional Area Transit System (BRATS)

[21-0910](#)

Approve a Leave of Absence for employee #188426 beginning April 14, 2021, for up to a 3-month period as outlined in the Baldwin County Employee Handbook, Section IV.I. "If

an employee exhausts all of his or her annual, sick and FMLA leave and still needs additional time off for personal or health reasons, he or she may apply for an unpaid leave of absence for a period of up to three (3) months. The request for leave must be given to the employee's supervisor and Appointed Department Head at least thirty (30) days prior to the start of the requested leave date unless the leave is an emergency. Any request for leave of absences must be approved or denied by the County Commission."

**BQ5** Request for Leave of Absence - Revenue Commission

[21-0907](#)

Approve a Leave of Absence for employee #193202 beginning May 21, 2021, for up to a 3-month period as outlined in the Baldwin County Employee Handbook, Section IV.I. "If an employee exhausts all of his or her annual, sick and FMLA leave and still needs additional time off for personal or health reasons, he or she may apply for an unpaid leave of absence for a period of up to three (3) months. The request for leave must be given to the employee's supervisor and Appointed Department Head at least thirty (30) days prior to the start of the requested leave date unless the leave is an emergency. Any request for leave of absences must be approved or denied by the County Commission."

**BR PLANNING AND ZONING**

Wayne Dyess, County Administrator, said there is one Item under Planning and Zoning for the Commission's approval.

Motion by Commissioner James E. Ball, seconded by Commissioner BillieJo Underwood, to approve Item BR1.

The motion passed by the following vote:

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

**Nay:** 0

**Absent:** 0

**Abstain:** 0

**BR1** Baldwin County Commission Board of Adjustment Number 1 - Board Appointment(s)

[21-0899](#)

Related to the Baldwin County Commission Board of Adjustment Number 1, take the following actions:

- 1) Appoint Mr. Jamal Allen as a regular member (Planning District 19 Designee), for a pro-rata reduced three (3) year term, said term commencing June 1, 2021, and expiring on March 16, 2024; and
- 2) Appoint Ms. Tracy Frost as an alternate member, for a pro-rata reduced three (3) year term, said term commencing June 1, 2021, and expiring on March 16, 2024.

## **C PRESENTATIONS**

### **CA GENERAL**

#### **CA1 Baldwin County Historic Driving and Walking Tour App**

[21-0930](#)

Felisha Anderson, Director of Archives and History, appeared before the Commission and gave a presentation on the Baldwin Historic Driving and Walking Tour App, launched in July 2020. The presentation gave an overview of the work conducted thus far and the sites selected for Phase II. Ms. Anderson demonstrated the app by showing a video featuring Steadman's Landing.

Mr. Blaine Chastang, member of the Gulf Coast Resource Conservation & Development Council, Mr. Rickey Fields, Forestry Commission, Mr. Charlie Ramsey, Executive Director, Ms. Jill Morris, Office Manager, and Ms. Emily Fayard, Project Manager with Gulf Coast RC&D, Representative Harry Shiver, and Senator Greg Albritton appeared before the Commission and presented a \$5,000 grant to the Baldwin County Commission for the Baldwin Historic Driving and Walking Tour App, Phase II.

Mr. Chastang noted the passing of Mr. Frank Trione, a long time GCRC&D member and said he is greatly missed.

Ms. Jennifer Foutch, Government Affairs Director, Baldwin Realtors Association, Ms. Sheila Dodson, CEO, Baldwin Realtors Association, and Ms. Andreda Randelson, President of the Mobile branch of the National Association of Real Estate Brokers (NAREB), appeared before the Commission and announced the award of a grant in the amount of \$5,000 to the Baldwin County Commission to be used for the expansion of the app.

Ms. Foutch said Baldwin Realtors partnered with the NAREB to apply for funding through the National Association of Realtor's Diversity and Inclusion Grant fund. The expansion of the app includes African-American and Native American historic sites which aligns with the organization's commitment to diversity.

Ms. Randelson said it is a pleasure to be part of the app coming together for the residents and visitors of Baldwin County.

The Commissioners further discussed the app, suggesting the area museums and historic markers be included in future expansions of the app. Commissioner Ball suggested adding Mr. Bert Blackmon's name (in memory of) on the app page.

## **D PUBLIC HEARINGS**

### **DN HIGHWAY**

#### **DN1 Case No. VAC-21-3 - Vacation of an Unopened, Unimproved Right-of-way known as Pinewood Court South**

[21-0896](#)

Chairman Davis opened the public hearing at 10:46 a.m. and asked if there is anyone present who wishes to speak.

Mr. Frank Parks, the applicant, appeared before the Commission and discussed his request related to the subject property.

There being no further requests to address the Commission, Chairman Davis closed the public hearing at 10:49 a.m.

Motion by Commissioner Charles F. Gruber, seconded by Commissioner James E. Ball, to take the following actions:

- 1) Approve the request from Frank D. Parks, H. Lynn Parks and Robert W. Laarmann to vacate an unopened, unimproved right-of-way known as Pinewood Court South; and
- 2) Adopt Resolution #2021-073 which approves the vacation in accordance with Section 23-4-2 and Section 23-4-20 of the Code of Alabama 1975.

The motion passed by the following vote:

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

**Nay:** 0

**Absent:** 0

**Abstain:** 0

## **DR PLANNING AND ZONING**

**DR1** Case No. TA - 21001 - Amendment to the Baldwin County Zoning Ordinance to Add Planning District 19 Zoning Map and Local Provisions

[21-0903](#)

Matthew Brown, Interim Planning Director, appeared before the Commission to present background information outlining the process that must be followed in order to create any additional zoning districts. The process is set by state law, Code 45-2-261.07, Code of Alabama 1975, and is a citizen driven process. Mr. Brown said the law is the starting point when an area of the County desires to become zoned and determines the process and how that process will unfold. Mr. Brown further discussed the process with detailed timelines for Planning District 19, noting two additional items which have been brought to the attention of the Planning Department since the Planning and Zoning meeting on May 6, 2021:

- 1) The additional designation of parcels with PINs 50393 (portion in District 19), 50398 (portion in District 19) and 376883 to RTF-4; and
- 2) The additional designation of PINs 44438, 44437 and 245610 as RSF-1 versus RSF-E.

Chairman Davis opened the public hearing at 11:09 a.m. and asked if there is anyone present who wishes to speak.

Ms. Tracy Frost, a resident of Point Clear and the newly formed Planning District 19, appeared before the Commission and spoke about the process surrounding the creation of Planning District 19. Ms. Frost said this recommendation aligns with the County master plan and preserves the uniqueness of Point Clear.

Mr. Willie Williams, a resident of Point Clear, appeared before the Commission in opposition to the zoning district. Mr. Williams spoke on previous planning elections, and his concerns that the process for conducting the election was not done properly.

Ms. Kelly Guilbert, property owner in Planning District 19, appeared before the Commission and said she has asked for her property to be rezoned as RSF-1 as part of the new Planning District 19, and she is here to answer any questions regarding her request.

There being no further requests to address the Commission, Chairman Davis closed the public hearing at 11:19 a.m.

Motion by Commissioner Charles F. Gruber, seconded by Commissioner BillieJo Underwood, to adopt Resolution #2021-076 which approves the amendment to the Baldwin County Zoning Ordinance to add Planning District 19 Zoning Map and Local Provisions, including the changes as follows:

- 1) Approve the additional designation of parcels with PINs 50393 (portion in District 19), 50398 (portion in District 19) and 376883 to RTF-4; and
- 2) Approve the additional designation of PINs 44438, 44437 and 245610 as RSF-1 versus RSF-E.

This approval will have the effect of disbanding the District 19 Advisory Committee.

The motion passed by the following vote:

**Aye:** 4 - James E. Ball, Joe Davis III, BillieJo Underwood, and Charles F. Gruber  
**Nay:** 0  
**Absent:** 0  
**Abstain:** 0

After the motion and second, and before the vote, Commissioner Gruber thanked everyone who worked on this project for their time and attention to this matter.

Chairman Davis thanked the Planning District 19 Advisory Committee members.

Mr. Brown clarified the motion includes the two additional staff recommendations as noted in his presentation.

## **E COMMITTEE REPORTS**

### **EA FINANCE/ADMINISTRATION DIVISION**

#### **EA1 Payment of Bills**

[21-0894](#)

Motion by Commissioner James E. Ball, seconded by Commissioner BillieJo Underwood, to pay bills totaling 3,655,478.83 (three million, six hundred fifty-five thousand, four hundred seventy-eight dollars and eighty-three cents) with the exception of Vendor #129, for a revised total of \$3,655,081.11.

Of this amount, \$1,627,456.79 (one million, six hundred twenty-seven thousand, four hundred fifty-six dollars and seventy-nine cents) is payable to the Baldwin County Board of Education and \$103,054.06 (one hundred three thousand, fifty-four dollars and six cents) is payable to the Gulf Shores Board of Education for their portion of the County Sales and Use Tax.

The motion passed by the following vote:

**Aye:** 4 - James E. Ball, Joe Davis III, BillieJo Underwood, and Charles F. Gruber  
**Nay:** 0  
**Absent:** 0  
**Abstain:** 0

Motion by Commissioner James E. Ball, seconded by Commissioner Charles G. Gruber, to pay Vendor #129 in the amount of \$397.72

Vendor #129: Davis, Joseph L., III - \$397.72

The motion passed by the following vote:

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

[21-0893](#)

Wayne Dyess, County Administrator, informed the Commission that the Baldwin County Commission interim payments made by the Clerk/Treasurer totaling \$18,052,056.64 (eighteen million, fifty-two thousand, fifty-six dollars and sixty-four cents) are a part of the record.

## **F DISCUSSION ITEMS**

Wayne Dyess, County Administrator, said there is no action required for the

Discussion Items at this time.

**FA ADMINISTRATION**

**FA1** Request to Use Byrnes Lake Landing and the Bicentennial Park Grounds for Overnight Camping and a Movie Screening Event "On Set Cinema" [21-0901](#)

No action taken.

**FA2** \*Request from the Stockton Community for a Community Garden on County-owned Property off Canaan Road in Stockton [21-0919](#)

No action taken.

**FM FINANCE AND ACCOUNTING**

**FM1** American Rescue Plan Act (ARPA) Eligible Uses of Funds [21-0923](#)

No action taken.

**FR PLANNING AND ZONING**

No action taken.

**FR1** Draft Planning Jurisdiction Agreement with the Municipalities - Act No. 2021-297 (SB107) [21-0908](#)

No action taken.

**G COMMISSIONER REQUESTS**

Commissioner Gruber said he has received several noise complaints from the Bon Secour area and asked the Commission to consider creating a noise ordinance.

Chairman Davis agreed and asked Wayne Dyess, County Administrator, to look into what is already in place for noise complaints.

Wayne Dyess, County Administrator, said he and Brad Hicks, County Attorney, will consult with the Baldwin County Sheriff's Office and will research what other counties currently have in place regarding noise ordinances and enforcement of the ordinance.

**H ADDENDA**

**HA GENERAL**

**HA1** Correspondence to Baldwin County Municipalities - Senate Bill 107 Related to Extraterritorial Planning Jurisdictions [21-0931](#)

Wayne Dyess, County Administrator, said Item HA1 has been pulled and will be

brought back to a subsequent meeting.

## **I ADMINISTRATIVE REPORT**

Wayne Dyess, County Administrator, said he would like to clarify the staff recommendation for Item BM1-Amendment of Emergency Rental Assistance Program Guidelines for Baldwin County, which was approved earlier in the meeting under Action Items.

Katrina Taylor, Grants Coordinator, appeared before the Commission and read the amended staff recommendation for Item BM1, based on the discussion during the June 1, 2021, Work Session, as follows:

Approve the following Amendments to the Emergency Rental Assistance Program Guidelines:

- 1) Amendment #1: Payments made directly to renters when landlords refuse to participate.
- 2) Amendment #2: Include utilities, late fees, relocation expenses, and reconnection fees.
- 3) Amendment #3: Revise program deadline to September 30, 2022; and application submission deadline to June 10, 2022.

## **J COUNTY ATTORNEY'S REPORT**

## **K PUBLIC COMMENTS**

Mr. Randy Davis, former member of the Alabama House of Representatives, appeared before the Commission and said he currently works at Columbia Southern University in Governmental Affairs. Mr. Davis said he enjoyed the presentation of the Baldwin County Historic Driving and Walking Tour app and looks forward to attending Commission meetings more often and working closely with the Commission as well as the surrounding municipalities.

## **L PRESS QUESTIONS**

## **M COMMISSIONER COMMENTS**

The Commissioners provided their closing comments.

## **N ADJOURNMENT**

Motion by Commissioner James E. Ball, seconded by Commissioner BillieJo Underwood, to adjourn the June 1, 2021, Baldwin County Commission Regular meeting at 11:44 a.m.

The motion passed by the following vote:

**Aye:** 4 - James E. Ball, Joe Davis III, BillieJo Underwood, and Charles F. Gruber  
**Nay:** 0

**Absent:** 0

**Abstain:** 0

Chairman Davis said the June 1, 2021, Baldwin County Commission Regular meeting is adjourned at 11:44 a.m.