



Baldwin County Commission Work Session  
Meeting Minutes

Tuesday, July 6, 2021  
8:30 AM

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

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**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:**

Brian Peacock, CIS Director  
Cian Harrison, Clerk Treasurer  
Joey Nunnally, County Engineer  
Ron Cink, Budget Director  
Deidra Hanak, Personnel Director  
Harry D'Olive, Judge of Probate  
Buford King, Development Review Planner  
Suzanne Doughty, Accounting Manager  
Wayne Dyess, County Administrator  
Eddie Harper, Building Official  
Anu Gary, Administrative Services Manager  
Barbara Pate, Commission Executive Assistant  
Sherry-Lea Bloodworth Botop, Director of Public/Government Affairs  
Lisa Sangster, Chief Administrative Assistant  
Felisha Anderson, Director of Archives and History/Special Historic Project Coordinator  
Katrina Taylor, Grants Coordinator  
Wanda Gautney, Purchasing Director  
Ann Simpson, BRATS Accounting Manager  
Carjetta Crook, Administrative Support Specialist

**Also present:**

Brad Hicks, County Attorney  
Hope Hicks, Legal Counsel  
David Conner, Legal Counsel  
Dana Jepsen, South Baldwin Director, Ecumenical Ministries

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

**A ADOPTION OF MINUTES**

June 15, 2021, Regular Meeting

No discussion.

**B ACTION ITEMS**

**BA ADMINISTRATION**

Wayne Dyess, County Administrator, noted on Item BA4, the name of the entity should be corrected to Family Promise of Baldwin County, Inc.

**BA1** Absentee Election Duties Related to the September 21, 2021, Special School Tax Election in the District 5 (Am. 382) School Tax District in Baldwin County (Robertsdale, Silverhill, Loxley), Alabama **21-1000**

Moved to July 6, 2021, regular meeting, Consent.

**BA2** East Central Baldwin County Water, Sewer, and Fire Protection Authority - Board Appointment(s) **21-0996**

Moved to July 6, 2021, regular meeting, Consent.

**BA3** Optimist Club of Perdido Bay 34th Annual Labor Day Mullet Festival 5K and 1-Mile Fun Run **21-1013**

Moved to July 6, 2021, regular meeting, Consent.

**BA4** Request from Family Promise of Baldwin County, Inc. - Certification Regarding ADECA (ESG-CV) Coronavirus Grant **21-1003**

Moved to July 6, 2021, regular meeting, Consent.

**BA5** Request to Use Byrnes Lake Landing and the Bicentennial Park Grounds for Overnight Camping and a Movie Screening Event **21-0993**

Moved to July 6, 2021, regular meeting, Consent.

**BC ARCHIVES AND HISTORY**

**BC1** Fort Mims Historic Site - Stump Removal at the Fort Mims Historic Site **21-1004**

Wayne Dyess, County Administrator, asked that Item BC1 be moved to the end of the agenda.

Ms. Claudia Slaughter-Campbell, President of the Fort Mims Restoration Association, has a presentation, but she is not present yet.

Moved to July 6, 2021, regular meeting, Consent.

### **BDBALDWIN REGIONAL AREA TRANSIT SYSTEM (BRATS)**

**BD1** Acquisition of One (1) Baldwin Regional Area Transit System (BRATS) Replacement Vehicle **21-1017**

Wayne Dyess, County Administrator, noted the replacement vehicle BRATS is requesting is a smaller bus in comparison to BRATS' inventory of buses.

Ann Simpson, BRATS Accounting Manager, explained the replacement vehicle is a smaller bus which will enable the driver to maneuver into smaller areas and a CDL license will not be required, which will help in recruiting drivers.

Moved to July 6, 2021, regular meeting, Consent.

### **BE BUDGET/PURCHASING**

**BE1** Competitive Bid #WG21-25A - Roof Repairs and Replacement of Various County Buildings due to Hurricane Damage for the Baldwin County Commission **21-1026**

Moved to July 6, 2021, regular meeting, Consent.

**BE2** Competitive Bid #WG21-31 - Purchase of Four Hundred (400) Pedestrian Barricade Wall Units for the Baldwin County Commission **21-0990**

Commissioner Gruber asked what the barricades are for, to which Wanda Gautney, Purchasing Director, replied they are for Fairhope. Discussion followed regarding the purchase of barricades for Fairhope and Gulf Shores, and the cost of the barricades.

Moved to July 6, 2021, regular meeting, Consent.

**BE3** Competitive Bid #WG21-32 - Provision of Bottled Water for the Baldwin County Commission **21-0998**

Moved to July 6, 2021, regular meeting, Consent.

**BE4** Competitive Bid #WG21-37 - Provision of Pressure Washing Services for the Baldwin County Commission **21-0974**

Moved to July 6, 2021, regular meeting, Consent.

**BE5** Competitive Bid #WG21-38 - Provision of Instant Pre-cooked Meals for the Baldwin County Commission **21-0975**

Moved to July 6, 2021, regular meeting, Consent.

**BE6** Competitive Bid #WG21-39 - Provision of Vehicle Detergent for the Baldwin County Commission **21-0976**

Moved to July 6, 2021, regular meeting, Consent.

**BE7** Competitive Bid #WG21-40 - Provision of Industrial Fittings, Hoses, and Accessories for the Baldwin County Commission **21-0984**

Moved to July 6, 2021, regular meeting, Consent.

**BE8** Competitive Bid #WG21-41 - Annual Scrap Metal and White Good Recycling Services for the Baldwin County Commission **21-0986**

Moved to July 6, 2021, regular meeting, Consent.

**BE9** Competitive Bid #WG21-42 - Provision of Annual Traffic Signal Repair for the Baldwin County Commission **21-0999**

Moved to July 6, 2021, regular meeting, Consent.

**BE10** Lease of One (1) Postage Machine for the Baldwin County Foley Satellite Courthouse **21-0978**

Moved to July 6, 2021, regular meeting, Consent.

**BE11** Purchase of Two (2) New 5-Ton HVAC Units for the Baldwin County Annex IV Building (CIS) Located in Bay Minette, Alabama **21-0985**

Moved to July 6, 2021, regular meeting, Consent.

**BE12** Quotes for Installing Two (2) New HVAC Units at the Baldwin County Health Department Building in Bay Minette, Alabama, for the Baldwin County Commission **21-0994**

Moved to July 6, 2021, regular meeting, Consent.

- BE13** Quote for the Purchase and Delivery of Two (2) Pre-cast Concrete Restroom Buildings at the Intracoastal Waterway (ICW) Boat Launch Located in Orange Beach, Alabama, for the Baldwin County Commission **21-1035**

Moved to July 6, 2021, regular meeting, Consent.

- BE14** Quotes for Repairs to the Josephine Park Fishing Pier located in Josephine, Alabama, for the Baldwin County Commission **21-1041**

Moved to July 6, 2021, regular meeting, Consent.

- BE15** Service Agreement for the Restoration and Preservation of Old Baldwin County Probate Deed Books and Documents for the Baldwin County Commission **21-1016**

Moved to July 6, 2021, regular meeting, Consent.

- BE16** Engagement Agreement between Silver, Voit & Thompson, Attorneys at Law, P.C. and the Baldwin County Commission for Legal Services for the Baldwin County Sales & Use Tax Department **21-0982**

Moved to July 6, 2021, regular meeting, Consent.

- BE17** Sales and Use Tax Department - Computer Software Support Agreement and Addendum with Delta Computer Systems, Inc. **21-0997**

Moved to July 6, 2021, regular meeting, Consent.

**BF BUILDING INSPECTION**

- BF1** Building Inspection Department - Computer Software Support Agreement and Addendum with Delta Computer Systems, Inc. **21-1034**

Eddie Harper, Building Official, explained the item is for the annual contract renewal for the Building Inspections Department computer software.

Moved to July 6, 2021, regular meeting, Consent.

**BJ ELECTED OFFICIALS**

- BJ1** Revenue Commission Office - Computer Software Support Agreement and Addendum with Delta Computer Systems, Inc. **21-1020**

Brian Peacock, CIS Director, explained this is an annual contract renewal for the Revenue Commission Office computer software.

Moved to July 6, 2021, regular meeting, Consent.

**BL ENVIRONMENTAL MANAGEMENT**

- BL1** Baldwin County Solid Waste Uncollectible Residential Accounts - June 2021 **21-0973**

Moved to July 6, 2021, regular meeting, Consent.

- BL2** Baldwin County Solid Waste Uncollectible Residential Accounts - July 2021 **21-1028**

Moved to July 6, 2021, regular meeting, Consent.

**BM FINANCE AND ACCOUNTING**

- BM1** First Addendum to the Agreement with Community Action Agency of South Alabama and Baldwin Together **21-1033**

Moved to July 6, 2021, regular meeting, Consent.

- BM2** Magnolia Landfill Recycling Facility - Request to Amend the Alabama Department of Natural Resources (ADCNR) - Gulf of Mexico Energy Security Act (GOMESA) Grant Submittal and to Allocate American Rescue Plan Act (ARPA) Funds **21-1015**

Commissioner Gruber; Cian Harrison, Clerk Treasurer; and Sherry-Lea Botoy, Director of Public/Government Affairs, discussed the projects the County is submitting for GOMESA funding, Recycling Facility at the Magnolia Landfill, County Road 6 Boat Launch, and Regional Detention Ponds, and if they would be approved to be funded.

The Commissioners discussed the Magnolia Landfill Recycling Facility being a priority for the County and the possibility of the State not funding the project, funding from the American Rescue Plan Act (ARPA) being available and the possibility of the funds to be allocated for the Landfill Recycling Facility project.

Further discussion followed by Suzanne Doughty, Accounting Manager; and Joey Nunnally, County Engineer, regarding transfer of ARPA funds to the Magnolia Landfill Recycling Facility project which would speed up the process, and the need for regional detention ponds in the County.

The Commissioners requested Mr. Nunnally to pursue GOMESA funding for the regional detention ponds.

Moved to July 6, 2021, regular meeting, Consent.

**BM3** Motorola Solutions, Inc. - Communications Products Agreement **21-1031**

Moved to July 6, 2021, regular meeting, Consent.

**BM4** Motorola Equipment Lease Purchase Agreement #24671 - Change Order 002 **21-1032**

Moved to July 6, 2021, regular meeting, Consent.

**BM5** Tyler Technologies - Amendment to License and Services Agreement **21-1027**

Moved to July 6, 2021, regular meeting, Consent.

**BN HIGHWAY**

**BN1** License Agreement #21006 - Cedar Street - Right-of-Way **21-1030**

Wayne Dyess, County Administrator, noted BN1 has a replacement item which changes the name in the staff recommendation from Cedar Point to Cedar Street.

Moved to July 6, 2021, regular meeting, Consent.

**BN2** License Agreement #21009 - Ferry Road - Right-of-Way **21-1022**

Moved to July 6, 2021, regular meeting, Consent.

**BN3** Rebuild Alabama - Baldwin County Fiscal Year 2021 County Transportation Plan - County Rebuild Alabama Contractor Report **21-1023**

Moved to July 6, 2021, regular meeting, Consent.

**BN4** Rebuilding American Infrastructure with Sustainability and Equality (RAISE) Grant - Resolution #2021-089 and Application Submittal **21-1002**

Wayne Dyess, County Administrator, noted several letters in support of the RAISE Grant have

been received.

Moved to July 6, 2021, regular meeting, Consent.

**BN5** Sale of Vehicles on GovDeals.com by the Highway Department **21-1029**

Moved to July 6, 2021, regular meeting, Consent.

**BQ PERSONNEL**

Commissioner Davis asked if the Baldwin County Commission staff was continuing to grow, to which Deidra Hanak, Personnel Director, replied yes, the County continues to increase the number of new employees hired.

**BQ1** Animal Shelter - Personnel Changes **21-1006**

Moved to July 6, 2021, regular meeting, Consent.

**BQ2** Baldwin Regional Area Transit System (BRATS) Department - Position Changes **21-1007**

Moved to July 6, 2021, regular meeting, Consent.

**BQ3** Building Inspection Department - Employment of Two (2) Building Inspector III Positions **21-1011**

Moved to July 6, 2021, regular meeting, Consent.

**BQ4** Building Inspection Department - Promotion of Employee **21-1038**

Moved to July 6, 2021, regular meeting, Consent.

**BQ5** Finance and Accounting Department - Promotion of Employee **21-1005**

Moved to July 6, 2021, regular meeting, Consent.

**BQ6** Highway Department (Silverhill) - Promotion of Employee **21-1010**

Moved to July 6, 2021, regular meeting, Consent.

**BQ7** Planning and Zoning Department - Position and Personnel Changes **21-1008**

Wayne Dyess, County Administrator, explained the new planning position is due to growth in

the county and the ability for staff to manage the increased workload.

Moved to July 6, 2021, regular meeting, Consent.

**BQ8** Parks Department - Re-classification of Position **21-1037**

Moved to July 6, 2021, regular meeting, Consent.

**BQ9** Revenue Commission - Title Change for Personal Property Support Technician I Position **21-1009**

Moved to July 6, 2021, regular meeting, Consent.

**BQ10** Solid Waste Department (Collections/Maintenance) - Position Changes **21-1012**

Moved to July 6, 2021, regular meeting, Consent.

**BR PLANNING AND ZONING**

**BR1** Baldwin County Planning and Zoning Commission - Board Appointment(s) **21-0995**

Moved to July 6, 2021, regular meeting, Consent.

**BR2** Correction to Agenda Item DR1 - June 15, 2021, Baldwin County Commission Regular Meeting **21-1040**

Moved to July 6, 2021, regular meeting, Consent.

**C PRESENTATION**

None.

**D PUBLIC HEARINGS**

None.

**E COMMITTEE REPORTS**

**EA FINANCE/ADMINISTRATION DIVISION**

**EA1** Payment of Bills **21-0989**

No discussion.

**EA2** Notification of Interim Payments Approved by Clerk/Treasurer as Allowed Under Policy 8.1 **21-0988**

No discussion.

**F DISCUSSION ITEMS**

**FA ADMINISTRATION**

**FA1** American Veterans (AmVets) Post 316 - New Post Introduction **21-0966**

Wayne Dyess, County Administrator, noted that Mr. Isaac Brownlow with the American Veterans Post 316 will attend the regular meeting.

**FQ PERSONNEL**

**FQ1** Discussion of County Holiday Schedule **21-1014**

Deidra Hanak, Personnel Director, discussed the Juneteenth Independence Day holiday and requested the Commission to consider adding the holiday to the Employee Handbook as a recognized paid holiday. Ms. Hanak requested the Commission to consider adding a one-time holiday change for the 2021 Christmas Holidays. The County's adopted policy recognizes Christmas Eve and Christmas Day as employee holidays. If a holiday falls on a Saturday, the holiday is observed on the preceding Friday; if a holiday falls on a Sunday, the holiday is observed on the following Monday. With Christmas Eve being on a Friday, staff requests the Commission consider the 2021 Christmas holiday be observed on Thursday, December 23, 2021 and Friday, December 24, 2021.

Commissioner Davis noted the Commission should coordinate the Christmas holiday closing with other agencies at the Courthouses.

It was decided Ms. Hanak will check with the State on its holiday schedule and bring the item back for discussion at the next meeting. The Commission decided to move forward with the Juneteenth Independence Day holiday approval to the regular meeting.

Moved to July 6, 2021, regular meeting, Consent.

**FR PLANNING AND ZONING**

**FR1** Amendment to the Baldwin County Subdivision Regulations **21-1025**

Buford King, Development Review Planner, asked if the Commissioners have questions regarding the proposed amendment to the Subdivision Regulations.

The Commissioners had no questions.

**BA4** Request from Family Promise of Baldwin County, Inc. - Certification Regarding ADECA (ESG-CV) Coronavirus Grant – Cont. **21-1003**

Ms. Beth Biggs, Executive Director, Family Promise of Baldwin County, Inc. appeared before the Commission and discussed the role of Family Promise of Baldwin County and Mary's Shelter which provides housing to families with children and prevents homeless. Ms. Biggs is asking the Commission to execute an agreement with Alabama Department of Economic and

Community Affairs (ADECA) as the subrecipient of the 2020 Emergency Solutions Grants (ESG-CV) Coronavirus Funds.

Moved to July 6, 2021, regular meeting, Consent.

Wayne Dyess, County Administrator, noted Item BC1-Fort Mims Historic Site - Stump Removal at the Fort Mims Historic Site, will be discussed during in the regular meeting on July 6, 2021.

**G COMMISSIONER REQUESTS**

None.

**H ADDENDA**

None.

**I ADMINISTRATIVE REPORT**

None.

**J COUNTY ATTORNEY'S REPORT**

Brad Hicks, County Attorney, said there are three items to be discussed in an executive session today with different attorneys.

**K PUBLIC COMMENTS**

None.

**L PRESS QUESTIONS**

None.

**M COMMISSIONER COMMENTS**

None.

**N ADJOURNMENT**

Motion by Commissioner Gruber, seconded by Commissioner Ball, in accordance with Code of Alabama Section 36-25A-7, to adjourn into an executive session at 9:05 a.m. to discuss with their attorney the legal ramifications of and legal options for pending litigation, controversies not yet being litigated but imminently likely to be litigated or imminently likely to be litigated if the governmental body pursues a proposed course of action.

After the motion and before the vote, Mr. Hicks said he is an attorney licensed to practice law in the State of Alabama and the planned discussion complies with the reasons stated for the executive session.

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

After the vote, Chairman Davis said the July 6, 2021, Baldwin County Commission Work Session meeting is adjourned at 9:05 a.m.

A handwritten signature in black ink, appearing to read "Joe Davis III". The signature is written in a cursive style with a large, stylized initial "J" and a distinct "III" at the end.