



Baldwin County Commission Regular  
Meeting Minutes

Tuesday, November 7, 2023  
10:00 AM

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

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**All supporting documentation for the minutes can be viewed in the File ID link of each item and are denoted by an asterisk.**

**Present:** 4 - Commissioner James E. Ball, Commissioner Matthew P. McKenzie,  
Commissioner Billie Jo Underwood, and Commissioner Charles F. Gruber

**Absent:** 0

Also present were, Roger Rendleman, County Administrator, Frank Lundy, County Engineer, and Brad Hicks, County Attorney.

**WELCOME, INVOCATION AND PLEDGE OF ALLEGIANCE**

The Chairman called the meeting to order at 10:07 a.m. Following the Invocation by Reverend Ron Reiser, and the Pledge of Allegiance led by Commissioner James E. Ball, the Commission transacted the following business to-wit:

**A ADOPTION OF MINUTES**

October 17, 2023, Regular Meeting

Motion by Commissioner Charles F. Gruber, seconded by Commissioner Matthew P. McKenzie, to adopt the minutes of the October 17, 2023, Regular meeting.

The motion passed by the following vote:

**Aye:** 4 - James E. Ball, Matthew P. McKenzie, Billie Jo Underwood, and Charles F. Gruber

**Nay:** 0

**Absent:** 0

**Abstain:** 0

## **B COMMITTEE REPORTS**

### **BA FINANCE/ADMINISTRATION DIVISION**

#### **BA1 \*Payment of Bills**

[24-0137](#)

Motion by Commissioner Matthew P. McKenzie, seconded by Commissioner Charles F. Gruber, to approve payment of the bills and distribution of taxes which are listed in the Baldwin County Accounts Payable Payments.

The motion passed by the following vote:

**Aye:** 4 - James E. Ball, Matthew P. McKenzie, Billie Jo Underwood, and Charles F. Gruber

**Nay:** 0

**Absent:** 0

**Abstain:** 0

#### **BA2 Notification of Interim Payments Approved by Clerk/Treasurer as Allowed Under Policy 8.1**

[24-0136](#)

No action taken.

## **C CONSENT**

Chairman Underwood noted the Consent Agenda includes Item FM1, Replacement Attachment for Item CE10, removal of staff recommendation #1 from Item CR12, and removal of Item CR13 from the Agenda.

Motion by Commissioner James E. Ball, seconded by Commissioner Matthew P. McKenzie, to approve the Consent Agenda, including Item FM1, Replacement Attachment for Item CE10, removal of staff recommendation #1 from Item CR12, and removal of Item CR13 from the Agenda.

The motion passed by the following vote:

**Aye:** 4 - James E. Ball, Matthew P. McKenzie, Billie Jo Underwood, and Charles F. Gruber

**Nay:** 0

**Absent:** 0

**Abstain:** 0

### **CA ADMINISTRATION**

#### **CA1 Annual Designations and Appointments of Commissioners to Various Boards**

[24-0079](#)

Take the following actions:

1) Appoint Chairman Billie Jo Underwood (District 3 Commissioner) to the following Boards, for the term of office as Chairman of the Baldwin County Commission (November 7, 2023, to November 4, 2024):

- Baldwin County Department of Archives and History Advisory Board
- Baldwin County Pretrial Release and Community Corrections Board
- Historic Blakeley Authority
- South Alabama Rural Planning Organization

2) Appoint Charles F. Gruber (District 4 Commissioner), as the Industrial and Civic Division Commissioner, and Billie Jo Underwood (District 3 Commissioner) as Chairman and next incoming Industrial and Civic Division Commissioner, to the following Board for their terms of office as Industrial and Civic Division Commissioner and Chairman (November 7, 2023, to November 4, 2024):

- Economic Development Authority Board

**CA2** City of Fairhope - Annexation Notification

[24-0164](#)

Authorize placement of the City of Fairhope's Annexation Ordinance No. 1783, annexing property into the corporate limits of the City of Fairhope, Alabama, into the minutes of the November 7, 2023, Baldwin County Commission Regular meeting with proper notification to the following departments/organizations:

Baldwin County Commission Departments:  
Baldwin County Commission  
Building Inspection Department  
Communications/Information Systems Department  
Environmental Management/Solid Waste Department  
Highway Department  
Planning and Zoning Department

Elected Officials:  
Baldwin County Probate Office  
Baldwin County Revenue Commission  
Baldwin County Sheriff's Office

Other Agencies:  
Board of Registrars Office  
Emergency 911  
South Alabama Regional Planning Commission

**CA3** City of Loxley - Annexation Notification

[24-0144](#)

Authorize the placement of the City of Loxley's Ordinance No. 2023-26, annexing

property into the corporate limits of the City of Loxley into the minutes of the November 7, 2023, Baldwin County Commission Regular meeting with the proper notifications to the following departments/organizations:

**Baldwin County Commission Departments:**

Baldwin County Commission  
Baldwin County Building Inspection Department  
Communications/Information Systems Department  
Baldwin County Environmental Management/Solid Waste  
Baldwin County Highway Department  
Baldwin County Planning and Zoning Department

**Elected Officials:**

Baldwin County Probate Office  
Baldwin County Revenue Commission  
Baldwin County Sheriff's Office

**Other Agencies:**

Board of Registrars Office  
Emergency 911  
South Alabama Regional Planning Commission

**CA4    Gateswood Annual Volunteer Fire Department 2023 Christmas Parade**

**24-0163**

Approve the request from Gateswood Volunteer Fire Department to close County Road 112 for its Annual Christmas Parade on December 2, 2023, between 11:30 a.m. and 11:45 a.m., with the route beginning at 33066 County Road 112 (Gateswood Volunteer Fire Department), traveling to 32815 County Road 112 (Hamilton Baptist Church), and returning to Gateswood Volunteer Fire Department.

The Baldwin County Sheriff's Office will provide security for the event.

**CA5    The Optimist Club of Perdido Bay 33rd Annual Lillian Christmas Parade**

**24-0107**

Approve the requested parade route for the Optimist Club of Perdido Bay 33rd Annual Lillian Christmas Parade on Saturday, December 9, 2023, beginning at 12:45 p.m. until 2:15 p.m. The parade will start on Widell Street, proceeding southeast on U.S. Highway 98, north on 6th Street, west on West Barclay, then south on Santa Piedro Street, back to the point of beginning. The parade is 1 ¼ miles long and will take approximately 1 hour and 15 minutes to complete.

The Baldwin County Sheriff's Office will provide security for the event and the Alabama Law Enforcement Agency will provide traffic control on U.S. Highway 98.

**CA6    Case No. LV-23010 - Alcohol License Application for Best CS Inc d/b/a**

**24-0126**

## Bama First Stop

Take the following actions:

1) Approve the transfer and issuance of 050 - Retail Beer (Off Premises Only) license by the Alabama Alcoholic Beverage Control (ABC) Board from Stateline Pride Convenience Store LLC d/b/a Stateline Pride to Best CS Inc d/b/a Bama First Stop, located at 32485 US Highway 90, Seminole, Alabama 36574; and

2) Approve the issuance of 070 - Retail Table Wine (Off Premises Only) license by the Alabama Alcoholic Beverage Control (ABC) Board to Best CS Inc d/b/a Bama First Stop, located at 32485 US Highway 90, Seminole, Alabama 36574.

**CA7** Case No. LV-23011 - Alcohol License Application for Jo's Country Store LLC d/b/a Jo's Country Store LLC

[24-0127](#)

Approve the transfer and issuance of 050 - Retail Beer (Off Premises Only) and 070 - Retail Table Wine (Off Premises Only) license by the Alabama Alcoholic Beverage Control (ABC) Board from Robertsdale Food Mart Inc d/b/a Country Convenience to Jo's Country Store LLC d/b/a Jo's Country Store LLC, located at 19511 County Road 64, Robertsdale, Alabama 36567.

**CA8** Order Granting License to Establish a Private Cemetery - C.F. Williams Cemetery, Bay Minette, Baldwin County, Alabama

[24-0135](#)

Memorialize for the record, the Order Granting License to Establish Private Cemetery (Case No.42128) by the Baldwin County Judge of Probate, dated October 17, 2023, granting a license to John R. Williams and Christina L. Williams, owners of the real property upon which the proposed cemetery will be situated, to establish a private cemetery on said property located in unincorporated Baldwin County, at 9092 Hurricane Road, Bay Minette, Alabama, and to be known as "C.F. Williams Cemetery."

**CA9** Amendment to FY2024 Funding Appropriation Agreement with Baldwin County Library Cooperative

[24-0161](#)

Approve an amendment to the Agreement between the Baldwin County Library Cooperative and the Baldwin County Commission (originally approved by the Commission on September 28, 2023), which changes the distribution of funds to four equal quarterly installments instead of a one-time lump sum payment.

This amendment will not change any other terms of the Agreement. The Agreement expires September 30, 2024.

**CA10** Absentee Election Duties Related to the Baldwin County Planning (Zoning) District 40 Zoning Election on January 9, 2024

[24-0192](#)

Related to the Baldwin County Planning (Zoning) District 40 Zoning Election on January 9, 2024, take the following action:

Pursuant to Section 17-11-2 of the Code of Alabama (1975), recognize the performance at and designate the place / office where the Absentee Election Manager shall perform such public duties for the applicable absentee election time period recognized by state law for the January 9, 2024, Baldwin County Planning (Zoning) District 40 Zoning Election, as follows:

Place: Baldwin County (Main) Courthouse at the County Seat in Bay Minette

Office: Office of Circuit Clerk of the 28th Judicial Circuit

8:00 AM - 4:30 PM (Monday - Friday)

## **CC ARCHIVES AND HISTORY**

### **CC1 Approval of BRATS Services for Christmas Extravaganza at Bicentennial Park Event**

[24-0153](#)

Related to the Christmas Extravaganza at Bicentennial Park Event, December 8-9, 2023, approve Baldwin Region Area Transit Systems (BRATS) to donate transportation services for four (4) hours each day at a cost of \$4,636.78 to transport attendees to and from their vehicles and the event site.

### **CC2 Gulf Coast Resource Conservation and Development Council Grant Acceptance - Baldwin County First Settlers Brick Paver Program**

[24-0166](#)

Take the following actions:

- 1) Accept the Gulf Coast Resource Conservation and Development (RC&D) Council Grant for \$15,000.00 for Phase I of the project entitled: Baldwin County First Settlers Brick Paver Program; and
- 2) Approve the Cooperative Agreement between the Baldwin County Commission and Gulf Coast (RC&D) Council; and
- 3) Authorize the Chairman and the Director of Archives to execute documents related to the above grant.

The Cooperative Agreement begins October 1, 2023, and ends September 30, 2024.

### **CC3 Preservation of Burial Mounds at Live Oak Landing**

[24-0151](#)

Take the following actions:

- 1) Authorize the Tribal Historic Preservation Officers (THPOs) to advise and assist Archives and History staff in the preservation efforts of a tribal historic property located

at Live Oak Landing; and

2) Approve the THPOs to conduct the work necessary (if applicable) at the Live Oak Landing site, to preserve the tribal historic property; and

3) Authorize the Archives and History Department to work with the THPOs to ensure that the burial mound site is properly preserved to protect the cultural heritage of the property.

## **CE BUDGET/PURCHASING**

**CE1** Competitive Bid #WG22-01 - On-Call Fiber Optic Installation and Repair Services for the Baldwin County Commission [24-0094](#)

Extend Competitive Bid #WG22-01 - On-Call Fiber Optic Installation and Repair Services with B & L Cable Construction, LLC, for an additional twelve (12) months at the same prices and terms stated in the original bid award on December 7, 2021.

The Contract extension will expire on December 7, 2024.

**CE2** Competitive Bid #WG23-51 - Provision of Installation, Service and Operation of the Inmate Telephone and Video Visitation Services for the Baldwin County Sheriff's Office [24-0146](#)

Determine that the bid protest for Competitive Bid #WG23-51 - Provision of Inmate Telephone and Video Visitation Services for the Baldwin County Commission and Sheriff's Office is not in the public interest and does not present clean and convincing evidence of fraud, misrepresentation, other illegality, or gross impropriety in the selection of a bid.

**CE3** Competitive Bid #WG23-60 - Purchase of Three (3) New 2023 Chevrolet Tahoes 4WD LS or Equivalent for the Baldwin County Sheriff's Office [24-0130](#)

Take the following actions:

1) Approve the Purchasing Director to not re-bid Bid #WG23-60 for the Purchase of Three (3) New 2023 Chevrolet Tahoes 4WD LS or Equivalent for the Baldwin County Sheriff's Office due to no bids received; and

2) Authorize staff to issue a purchase order utilizing the State of Alabama Contract to purchase three (3) New 2024 Ford Expeditions off state bid which are currently available to be reimbursed by the Baldwin County Sheriff's Office Discretionary fund.

**CE4** Competitive Bid #WG24-01 - Purchase of One (1) New 2023 Toyota Highlander XLE or Equivalent for the Baldwin County Sheriff's Office [24-0143](#)

Award Bid #WG24-01 - Purchase of One (1) New 2023 Toyota Highlander XLE to Eastern Shore Toyota, for the Baldwin County Sheriff's Office as follows:

Make/Model: 2023 Toyota Highlander XLE

Amount Bid: \$46,362.00

Delivery Time: 60 Days

**CE5**    Competitive Bid #WG24-02 - Purchase of Four (4) or More 2024 Chevrolet Silverado 4WD Crew Cab Pick-up Trucks or Equivalent for the Baldwin County Sheriff's Office

[24-0112](#)

Take the following actions:

- 1) Approve the specifications and authorize the Purchasing Director to place a competitive bid for the purchase of four (4) or more 2024 Chevrolet Silverado 4WD Crew Cab Pick-up Trucks or equivalent for the Baldwin County Sheriff's Office; 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.

**CE6**    Competitive Bid #WG24-03 - Provision of Police Vehicle Equipment for the Baldwin County Commission

[24-0113](#)

Take the following actions:

- 1) Approve the specifications and authorize the Purchasing Director to place a competitive bid for the Provision of Police Vehicle Equipment 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.

**CE7**    Competitive Bid #WG24-04 - Provision of Push-To-Talk Over Cellular (PoC) Services & Equipment Monthly Rental for the Baldwin County Commission

[24-0134](#)

Take the following actions:

- 1) Approve the specifications and authorize the Purchasing Director to place a competitive bid for the Provision of Push-To-Talk over Cellular (PoC) Services & Equipment Monthly Rental; 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.

**CE8** Competitive Bid #WG24-05 - Purchase and Implementation of One (1) New DS450 Absentee Voting Machine or Equivalent for the Baldwin County Commission

[24-0156](#)

Take the following actions:

1) Approve the specifications and authorize the Purchasing Director to place a competitive bid for the Purchase and Implementation of One (1) New DS450 Absentee Voting Machine or Equivalent; 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.

**CE9** Rental of Three (3) New Copy Machines for the Baldwin County Parks Department, Emergency Management Agency and Baldwin County Animal Shelter for the Baldwin County Commission

[24-0122](#)

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 on the date of full execution as follows:

Location: Baldwin County Parks Department, Silverhill, AL

Model: MX-B376WH

Price: \$48.74/per month

Excess Charge Per Copy: \$0.0092 B/W

Location: Baldwin County Emergency Management Agency, Robertsdale, AL

Model: BP-70C65

Price: \$240.20/per month

Excess Charge Per Copy: \$0.0400 Color copy/\$0.0054 B/W copy

Location: Baldwin County Animal Shelter, Summerdale, AL

Model: BP-70C55

Price: \$215.87/per month

Excess Charge Per Copy: \$0.0400 Color copy/\$0.0054 B/W copy

**CE10** \*Rental of Three (3) New Copy Machines for the Baldwin County Revenue Commission Appraisal Office Located in Robertsdale, Alabama, and the Judge of Probate Offices Located in the Fairhope and Foley Satellite Courthouses for the Baldwin County Commission

[24-0121](#)

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 on the date of full execution as follows:

Location: Baldwin County Revenue Commission Appraisal Office, Robertsdale, AL

Model: MX-3071

Price: \$126.25/per month

Excess Charge Per Copy: \$0.0079 B/W copy, \$0.0450 Color copy

Location: Baldwin County Judge of Probate Office, Fairhope Satellite Courthouse

Model: MX-B376WH

Price: \$48.74/per month

Excess Charge Per Copy: \$0.0092 B/W copy

Location: Baldwin County Judge of Probate Office, Foley Satellite Courthouse

Model: MX-B376WH

Price: \$49.68/per month

Excess Charge Per Copy: \$0.0092 B/W copy

**CE11** Request for Proposals (RFP) for General Grant Coordination and Management, Project Management, and Capacity Building for Community Development Block Grant - Disaster Recovery (CDBG-DR) Subaward for the Baldwin County Commission

[24-0128](#)

Take the following actions:

1) Approve the Request for Proposals (RFP) for General Grant Coordination and Management, Project Management, and Capacity Building for Community Development Block Grant - Disaster Recovery (CDBG-DR) Subaward and authorize the Purchasing Director to advertise RFP; 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 RFP is advertised.

**CE12** Intergovernmental Agreement with South Alabama Purchasing Association for Purchasing Cooperative Membership

[24-0141](#)

Approve and authorize the Chairman to execute the Intergovernmental Purchasing Agreement between the Baldwin County Commission and South Alabama Purchasing Association to continue the County's membership with the purchasing cooperative.

## **CH COMMUNICATIONS/INFORMATION SYSTEMS (CIS)**

**CH1** Rental Agreement with Tower Equities, LLC for Lillian Radio Tower

[24-0116](#)

Approve and authorize the Chairman to execute the Radio Tower Rental Agreement with Tower Equities, LLC for the P-25 radio tower site located in Lillian, in the amount of \$2,000.00 per month.

The term of this agreement shall commence on the date of full execution and run for a period of three (3) years. If either party desires to terminate this Agreement, that party shall give written notice of such termination to the other party at least ninety (90) days before the last day of service.

**CH2**    Sale of Surplus Equipment on GovDeals.com

**24-0138**

Authorize the sale of the following equipment from the Communications and Information Systems (CIS) Department by online auction on GovDeals.com:

Lot 1: Server Lot

- Six (6) - HP - ProLiant DL360P Gen6
- One (1) - HP - ProLiant DL360P Gen5
- Two (2) - HP - ProLiant DL380P Gen9
- One (1) - LCD Console
- One (1) - KVM Switch

Lot 2: Telephony Equipment Lot

- Two (2) - Siemens - AP3700 Switch Cabinets
- Eight (8) - Siemens - AP3700IP Switch Cabinets
- One (1) - Siemens - Hipath Communications Server 4000
- One (1) - Siemens - Hipath Back-Up Server 4000
- Three (3) - Siemens - OptiPoint WLS Cordless
- Twenty-three (23) - Siemens Cabinet Cards
- Two (2) - Siemens - Ring Generator

**CH3**    Service Agreement with Baldwin County District Attorney's Office for Communication and Information Systems Services

**24-0140**

Authorize the Chairman to execute the Service Agreement between the Baldwin County Commission and the Baldwin County District Attorney's Office for Communication and Information Systems (CIS) services with an option to add or remove services based on the CIS rate schedule.

The term of the Agreement shall be from the date of full execution and extending twelve (12) months thereafter, automatically renewing annually for two additional years, unless terminated by either party with a ninety (90) day written notice.

**CH4**    Service Agreement with City of Bay Minette for Communication and Information Systems and Fiber Optic Network Services

**24-0139**

Authorize the Chairman to execute the Service Agreement between the Baldwin County Commission and the City of Bay Minette for connectivity to Baldwin County's fiber optic networks and Communication and Information Systems (CIS) services with an option to add or remove services based on the CIS rate schedule.

The term of the Agreement shall be from the date of full execution and extending twelve (12) months thereafter, automatically renewing annually for two additional years, unless terminated by either party with a ninety (90) day written notice.

**CH5**    Service Agreement with City of Fairhope for Communication and Information Systems and Fiber Optic Network Services

[24-0165](#)

Authorize the Chairman to execute the Service Agreement between the Baldwin County Commission and the City of Fairhope for connectivity to Baldwin County's fiber optic networks and Communication and Information Systems (CIS) services with an option to add or remove services based on the CIS rate schedule.

The term of the Agreement shall be from the date of full execution and extending twelve (12) months thereafter, automatically renewing annually for two additional years, unless terminated by either party with a ninety (90) day written notice.

**CH6**    Service Agreement with City of Robertsdale for Communication and Information Systems and Fiber Optic Network Services

[24-0145](#)

Authorize the Chairman to execute the Service Agreement between the Baldwin County Commission and the City of Robertsdale for connectivity to Baldwin County's fiber optic networks and Communication and Information Systems (CIS) services with an option to add or remove services based on the CIS rate schedule.

The term of the Agreement shall be from the date of full execution and extending twelve (12) months thereafter, automatically renewing annually for two additional years, unless terminated by either party with a ninety (90) day written notice.

**CJ      ELECTED OFFICIALS**

**CJ1**    Coroner's Office - Fiscal Year 2023 State Homeland Security Grant Acceptance and Cooperative Agreement with Alabama Law Enforcement Agency

[24-0168](#)

Take the following actions:

1) Accept the State Homeland Security Grant Program Subgrant Award in the amount of \$60,177.00 for reimbursement on the purchase of a Ford F-250 Super Duty truck and an enclosed 8.5 x 20 trailer; and

2) Approve the Cooperative Agreement between Baldwin County Commission

3) Authorize the Coroner's Office staff to submit the agreement and any other documents related to this grant electronically through the ALEA grants portal on behalf of the Baldwin County Commission.

**24-0110**

**24-0097**

**24-0147**

**24-0132**

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1) Accept the State Homeland Security Grant Program Subgrant Award in the amount of \$46,908.00 to purchase four (4) portable incident staging lights; and

2) Approve the Cooperative Agreement between Baldwin County Commission (Emergency Management Agency), and Alabama Law Enforcement Agency (ALEA) for the period of October 1, 2023, through September 30, 2024; and

3) Authorize the EMA Planning & Grants Division Manager to submit the agreement and any other documents related to this grant electronically through the ALEA grants portal on behalf of the Baldwin County Commission.

## **CL ENVIRONMENTAL MANAGEMENT**

### **CL1 Magnolia Landfill Financial Assurance**

**24-0185**

Recognize the closure and post closure liability accrual for Magnolia Landfill for Fiscal Year 2023. Total accrual will be \$891,180.54. Cash transfer is not needed this fiscal year for the Solid Waste Financial Assurance reserve account to be funded as required.

## **CN GRANTS**

### **CN1 Resolution #2024-013 - Retroactive Allocation of ARPA Funds for Governmental Services Using Revenue Replacement Funds**

**24-0059**

Take the following actions:

1) Adopt Resolution #2024-013 of the Baldwin County Commission retroactively allocating \$620,000.00 of ARPA funds for the Baldwin County Materials Recovery Facility architectural and design services; and

2) Approve and authorize the Chairman to execute Addendum No. 1 to the Professional Services Agreement No. 1895R3 with LaBella Associates, D.P.C., that Professional Services Agreement approved and authorized for execution by the Chairman during the Regular Meeting on February 1, 2022, contingent on the acceptance and execution by both parties.

The expenditure of ARPA funds for the purposes described herein shall be further contingent on the continued appropriation and availability of ARPA funds for this purpose and in no event shall be used for any expenses not obligated by December 31, 2024, and expended by December 31, 2026.

The period of performance for Addendum No. 1 to the Professional Services Agreement No. 1895R3 shall begin on the date of execution of Addendum No. 1 by both parties and shall end upon the completion of the project or on December 31, 2026.

### **CN2 Resolution #2024-014 - Retroactive Allocation of ARPA Funds for Boros**

**24-0060**

## Road Bowl Drainage Improvement Water Infrastructure Project

Adopt Resolution #2024-014 of the Baldwin County Commission retroactively allocating \$111,559.58 of ARPA funds to be used toward the County's internal cost for construction of the Boros Road Bowl drainage improvement water infrastructure project by Baldwin County Highway Department Maintenance Staff.

The expenditure of ARPA funds for the purposes described herein shall be further contingent on the continued appropriation and availability of ARPA funds for this purpose and in no event shall be used for any expenses not obligated by December 31, 2024, and expended by December 31, 2026.

### **CO HIGHWAY**

#### **CO1** Agreement with ALDOT for the Transfer of Certain Public Roads Maintenance Responsibilities and Access Management Responsibilities

[24-0160](#)

Take the following actions:

1) Authorize the Chairman to execute an agreement between the State of Alabama Department of Transportation (ALDOT) and Baldwin County Commission for the transfer of maintenance responsibilities and access management responsibilities for portions of the Baldwin Beach Express, Foley Beach Express, Roscoe Road and County Road 4; and

2) Authorize the Chairman to execute quitclaim deeds, attached as Exhibits to the agreement, conveying any and all right and title to that portion of right-of-way owned by Baldwin County on the Baldwin Beach Express, Foley Beach Express, Roscoe Road and County Road 4 to ALDOT; and

3) Authorize the Chairman to execute any other documents related to the transfer of maintenance responsibilities and access management responsibilities for these roads.

#### **CO2** License Agreement #23029 - 7th Street Unopened Right-of-Way between Barclay Avenue and Kee Avenue

[24-0182](#)

Take the following actions:

1) Authorize Area 300 Highway Department crews to perform a one-time clearing of 6' by 630' strip along the western portion of 7th Street in Lillian, Alabama unopened right-of-way; and

2) Approve License Agreement #23029 permitting Maria Nogueira to maintain 6' by 630' strip of unopened right-of-way on 7th Street in Lillian, Alabama.

The term of this agreement shall commence on the date of full execution. License for

maintenance shall be indefinite according to the terms of the agreement or until modified by a written agreement with Licensor.

**CO3** Rental of One (1) Hydraulic Under Bridge Inspection Platform for the Baldwin County Highway Department in Robertsedale, Alabama

[24-0129](#)

Approve and authorize the Chairman to execute the Equipment Rental Agreement with Anderson Crane and Bridge Technologies for the rental of one (1) hydraulic under bridge inspection platform for one (1) month effective the date of execution as follows:

Location: Area 100 Maintenance Barn - Bay Minette, Alabama

Model: HP35 Trailer Mounted Hydra Platform

Serial: 1H9US3332HS196471

Price: \$17,310.00

**CO4** Request from Seminole Volunteer Fire Department for Boom Mowing and Vegetation Removal

[24-0111](#)

Approve the Highway Department to remove fallen trees, boom mow around property line, and trim limbs around the building at the Seminole Volunteer Fire Department for a total estimated cost of \$15,623.18.

The Seminole Volunteer Fire Department will be invoiced the actual cost of labor in the amount of \$4,500.00 upon completion of the project. The County will donate equipment costs in the amount of \$11,123.18.

The subject work is being performed at the request of the Seminole Volunteer Fire Department and the County shall not be responsible or liable for any future control, maintenance, or repairs of the subject property, or otherwise, which shall remain the sole responsibility of the Seminole Volunteer Fire Department.

**CO5** Resolution #2024-035 and Agreement with ALDOT for Installation, Operation, and Maintenance of Traffic Control Signal on State Highway 104 at Langford Road

[24-0131](#)

Adopt Resolution #2024-035 and approve an agreement between the Baldwin County Commission and the Alabama Department of Transportation for the installation, operation, and/or maintenance of a traffic control signal on State Highway 104 at Langford Road.

**CO6** Resolution #2024-037 and Project Funding Agreement for ARPA Drinking Water/Wastewater Main Street Drainage Project

[24-0158](#)

Adopt Resolution #2024-037 and authorize the Chairman to execute an agreement between the Baldwin County Commission and the Alabama Department of Environmental



Management (ADEM) for the funding of the Main Street Drainage Project south of Forest Park Drive. (This agreement shall be effective upon full execution and shall be in effect until the project has been completed and reimbursements are complete. This agreement may be terminated by either party upon delivery of thirty (30) day notice of termination.)

**CO7**    Resolution #2024-038 and Project Funding Agreement for ARPA Drinking Water/Wastewater County Road 68 Drainage Project

[24-0159](#)

Adopt Resolution #2024-038 and authorize the Chairman to execute an agreement between the Baldwin County Commission and the Alabama Department of Environmental Management (ADEM) for the funding of the County Road 68 Drainage Project, 1900 feet east of County Road 65. (This agreement shall be effective upon full execution and shall be in effect until the project has been completed and reimbursements are complete. This agreement may be terminated by either party upon delivery of thirty (30) day notice of termination.)

**CO8**    Rescinding and Approving Supplemental Reimbursable Utility Agreement - County Road 13 at County Road 44 Roundabout

[24-0155](#)

Take the following actions:

1) Rescind the action taken by the Baldwin County Commission during its regularly scheduled meeting on September 5, 2023, more specifically, the Staff recommendation regarding Agenda item CO5, which approved as follows:

“Approve a Supplemental Utility Agreement between the Baldwin County Commission and Riviera Utilities to complete the Highway Safety Improvement Project (HSIP) Roundabout Project at County Road 13 and County Road 44. Total cost of this supplemental relocation work is \$94,564.53 with the Alabama Department of Transportation (ALDOT) providing \$85,108.08 (90%) and Baldwin County providing \$9,456.45 (10%). (This agreement shall be effective upon full execution and will terminate upon completion of the project.)”

2) Approve a Supplemental Utility Agreement between the Baldwin County Commission and Riviera Utilities to complete the Highway Safety Improvement Project (HSIP) Roundabout Project at County Road 13 and County Road 44.

Total cost of this supplemental relocation work is \$95,014.53 with the Alabama Department of Transportation (ALDOT) providing \$85,513.07 (90%) and Baldwin County providing \$9,501.46 (10%). (This agreement shall be effective upon full execution and will terminate upon completion of the project.)

**CR    PERSONNEL**

**CR1**    Animal Control - Employment of Two (2) Animal Control Technician Positions

[24-0169](#)

Take the following actions:

1) Approve the employment of Brady Hill to fill the open Animal Control Technician position (#5438) at a grade 304 (\$15.00 per hour / \$31,200.00 annually); and

2) Approve the employment of Alexandria Lassitter to fill the open Animal Control Technician position (#5720) at a grade 304 (\$15.00 per hour / \$31,200.00 annually).

These actions shall be effective no sooner than November 13, 2023.

**CR2** BRATS - Employment of Two (2) Part-time Bus Driver Positions

**24-0170**

Take the following actions:

1) Approve the employment of Gayle Allen to fill the open part-time Bus Driver position (#03) at a grade of 305 (\$15.75 per hour); and

2) Approve the employment of Art Ogden to fill the open part-time Bus Driver (Non-CDL) position (#27) at a grade 302 (\$13.60 per hour).

These actions shall be effective no sooner than November 13, 2023.

**CR3** Building Inspection Department - Employment of One (1) Building Inspector III Position

**24-0181**

Approve the employment of Charlz Childress to fill the open Building Inspector III position (#5278) grade 315 (\$25.75 per hour / \$53,560.00 annually) effective no sooner than November 13, 2023.

**CR4** CIS Department - Promotion of Employee

**24-0184**

Approve the promotion of Timothy O'Brien from the Communications Technician III position (#835) grade 313 (\$23.70 per hour / \$49,296.00 annually) to fill the open System Support Specialist position (#5727) at a grade S316 (\$57,033.60 annually) to be effective no sooner than November 20, 2023.

**CR5** Emergency Management Agency - Position Change

**24-0171**

Take the following actions:

1) Reclassify the Emergency Management Officer position (#1044), grade S315 (\$53,560.00 - \$87,734.40 annually) to an Operations Division Manager at a grade S313 (\$47,652.80 - \$78,083.20 annually); and

2) Approve the organizational chart for the Emergency Management Agency; and

3) Approve the position description for the Operations Division Manager.

**CR6** Highway Department (Bay Minette) - Employment of One (1) Operations Support Specialist I Position

[24-0172](#)

Approve the employment of Danielle Cox to fill the open Operations Support Specialist I position (#5387) at a grade 305 (\$15.75 per hour / \$32,760.00 annually) to be effective no sooner than November 13, 2023.

**CR7** Highway Department (Construction Engineering) - Promotion of Employee

[24-0173](#)

Approve the promotion of Brady Thoennes from the Engineering Technician I position (#865) grade 310 (\$20.52 per hour / \$42,681.60 annually) to fill the open Engineering Technician II position (#1071) grade 311 (\$22.16 per hour / \$46,092.80 annually) effective no sooner than November 20, 2023.

**CR8** Highway Department (Foley) - Employment of One (1) Operator Technician Trainee Position

[24-0174](#)

Approve the employment of Logan Brock to fill the open Operator Technician Trainee position (#5494) at a grade 306 (\$16.54 per hour / \$34,403.20 annually) to be effective no sooner than November 13, 2023.

**CR9** Highway Department (Maintenance/Permits) - Personnel Changes

[24-0175](#)

Take the following actions:

1) Approve the lateral transfer of the Engineering Technician II positions (#5179, #5731, and #5732) from the Highway Maintenance Department (53130) to the Highway Permits Department (53150); and

2) Approve the lateral transfer of Joshua Chiasson from the Engineering Technician II (P&Z) position (#1072) grade 311 (\$23.20 per hour / \$48,256.00 annually) in the Planning and Zoning Department (52730) to fill the open Engineering Technician II (Utilities) position (#5731) in the Highway Permits Department (53150) with no change in pay, to be effective no sooner than November 20, 2023; and

3) Approve the employment of Michael Wates to fill the open Engineering Technician II (Utilities) position (#5732) grade 311 (\$20.94 per hour / \$43,555.20 annually) to be effective no sooner than November 13, 2023; and

4) Approve the updated organizational chart for the Highway Permits Department.

Take the following actions:

- 1) Approve the employment of Noah Kelly to fill the open Operator Technician Trainee position (#5489) at a grade 306 (\$16.54 per hour / \$34,403.20 annually); and
- 2) Approve the employment of Kevin Carroll to fill the open part-time Operator Technician IV position (#5724) at a grade 312 (\$25.00 per hour / \$37,700.00 annually), with said salary due to experience.

These actions shall be effective no sooner than November 13, 2023.

**CR11 Highway Department (Traffic Operations) - Personnel Changes****24-0177**

Take the following actions:

- 1) Approve the employment of Keanna Knight to fill the open Operator Technician II position (#5385) at a grade 309 (\$18.64 per hour / \$38,771.20 annually) to be effective no sooner than November 13, 2023; and
- 2) Approve the employment of Christopher McBay to fill the open Operator Technician III position (#5403) at a grade 310 (\$19.75 per hour / \$41,080.00 annually) to be effective no sooner than November 13, 2023; and
- 3) Approve the employment of Joseph McFerrin to fill the open Operator Technician I position (#5687) at a grade 308 (\$17.74 per hour / \$36,899.20 annually) to be effective no sooner than November 13, 2023; and
- 4) Approve the employment of Roberto Tafolla to fill the open Operator Technician I position (#5287) at a grade 308 (\$17.74 per hour / \$36,899.20 annually) to be effective no sooner than November 13, 2023; and
- 5) Approve the promotion of Jerald Akins from the Traffic Control Technician II (Sign) position (#503), grade 309 (\$19.15 per hour / \$39,832.00 annually) to fill the open Traffic Control Technician III (Sign) (#393) at a grade 310 (\$20.68 per hour / \$43,014.40 annually), to be effective no sooner than November 20, 2023; and
- 6) Approve the promotion of Kelly Murray from the Operator Technician I position (#5687), grade 308 (\$17.73 per hour / \$36,878.40 annually) to fill the open Traffic Control Technician II (Sign) position (#503) at a grade 309 (\$19.15 per hour / \$39,832.00 annually), to be effective no sooner than November 20, 2023.

**CR12 Juvenile Detention Center - Employment of Two (2) Detention Worker I Positions****24-0178**

Approve the employment of Dewayne Jackson to fill the open Detention Worker I position (#466) at a grade 308 (\$17.74 per hour / \$36,899.20 annually).

This action shall be effective no sooner than November 13, 2023.

**CR13** Planning and Zoning Department - Employment of One (1) Permit Engineer Position

[24-0179](#)

Removed from the Agenda.

**CR14** Probate Office - Personnel Changes

[24-0183](#)

Take the following actions:

1) Approve the lateral transfer of Karey Rail from the Probate Customer Service Specialist position (#5638) grade 306 (\$17.04 per hour / \$35,443.20 annually) to fill the open License Revenue Officer I position (#5691) grade 306 with no change in salary, effective no sooner than November 20, 2023; and

2) Approve the employment of Devin Gregis to fill the open License Revenue Officer I position (#5637) grade 306 (\$16.54 per hour / \$34,403.20 annually) effective no sooner than November 13, 2023; and

3) Approve the employment of Stephanie Hopkins to fill the open Probate Customer Service Specialist position (#5567) grade 306 (\$16.54 per hour / \$34,403.20 annually) effective no sooner than November 13, 2023; and

4) Approve the employment of Olivia Drysdale to fill the open Probate Customer Service Specialist position (#5638) grade 306 (\$16.54 per hour / \$34,403.20 annually) effective no sooner than November 13, 2023.

**CR15** Sales and Use Tax/License Inspection Department - Position Change

[24-0180](#)

Take the following actions:

1) Reclassify the Deputy License Inspector II position (#3082), grade 310 (\$19.75 - \$32.37 per hour) to a Deputy License Inspector I position at a grade 308 (\$17.74 - \$29.08 per hour); and

2) Approve the organizational chart for the Sales and Use Tax/License Inspection Department.

**CS PLANNING AND ZONING**

**CS1** Proposed Planning (Zoning) District 40 - Making Judge of Probate Order

[24-0149](#)

for Election Part of the Record

Make a part of the record the Order from Baldwin County Judge of Probate setting the date for the Planning (Zoning) District 40 election for January 9, 2024, to be held at:

Fishermen Baptist Church  
17101 River Road  
Bon Secour, Alabama 36511

**FM FINANCE AND ACCOUNTING**

**FM1** Resolution #2024-036 - Authorization for Chairman and Clerk/Treasurer to Sign Bank Documents [24-0157](#)

Adopt Resolution #2024-036, authorizing Chairman, Billie Jo Underwood, and Interim Clerk/Treasurer, Roger Rendleman, to sign all necessary bank and purchasing card documents such as the bank signature cards, bank resolutions, merchant services documents, bank night depository agreements and any other necessary supporting documents that must be updated.

This Resolution will authorize the removal of previous Chairman Charles F. Gruber and previous Clerk/Treasurer Adria Cian Harrison from all bank, purchasing card, and merchant services documents.

**D PRESENTATIONS**

**DA GENERAL**

**DA1** Employee Recognition - Fall 2023 Commission Sponsored Events [24-0167](#)

Felisha Anderson, Director of Archives and History/Special Historic Projects Coordinator, discussed the Fall 2023 Commission sponsored events coordinated and hosted by the Department of Archives and History with invaluable support from the Parks, Building Maintenance, Highway, Custodial, Probate, Revenue Commission, and EMA Departments, and the Baldwin County Sheriff's Office Corrections Division.

After a video presentation of the events, including Olde Time Day at Bicentennial Park, Removal Day at the County seat in Bay Minette, and Terror at the Landing (Haunted Hayride) held at Live Oak Landing , and Saturday, October 21, 2023, Ms. Anderson recognized the County employees who assisted with the events.

**DA2** Proclamation - 2023 Day of Thanks [24-0162](#)

After Commissioner McKenzie read the Proclamation proclaiming November 21, 2023, as a county wide Day of Thanks, he presented it to Ms. Ruthie Campbell with Baldwin County United, who thanked the Commission for their partnership.

Motion by Commissioner James E. Ball, seconded by Commissioner Matthew P. McKenzie, to adopt a Proclamation which sets aside November 21, 2023, as a county wide "Day of Thanks" in Baldwin County, Alabama.

The motion passed by the following vote:

**Aye:** 4 - James E. Ball, Matthew P. McKenzie, Billie Jo Underwood, and Charles F. Gruber

**Nay:** 0

**Absent:** 0

**Abstain:** 0

**E PUBLIC HEARINGS**

None.

**G ADDENDA**

None.

**H PUBLIC COMMENTS**

Mark Acreman, Assistant County Engineer, explained License Agreement #23029 is a request from the applicant, Ms. Maria Nogueira, to allow her to mow and maintain a 6 foot strip of unmaintained right-of-way along her property.

Mr. Douglas Stewart, adjacent property owner, discussed his concern regarding increased water runoff from Ms. Nogueira's property due to removal of trees along the right-of-way.

Mr. Michael Ross, resident of 7th Street, expressed his concerns regarding erosion and drainage if the right-of-way is cleared, and the request to rezone the property to Rural Agriculture to allow Ms. Nogueira to have a farmer's market.

Ms. Nogueira explained previous clearing on her property was done to determine her property borders and discussed the survey of her property.

Mr. Acreman reiterated the license agreement is limited to mowing and said should there be an issue with erosion or drainage, he would address it immediately.

**I PRESS QUESTIONS**

None.

**J COMMISSIONER COMMENTS**

The Commissioners provided their closing comments.

**K ADJOURNMENT**

Motion by Commissioner James E. Ball, seconded by Commissioner Matthew P. McKenzie, to adjourn the November 7, 2023, Baldwin County Commission Regular meeting at 11:12 a.m.

The motion passed by the following vote:

<b>Aye:</b>	4 -	James E. Ball, Matthew P. McKenzie, Billie Jo Underwood, and Charles F. Gruber
<b>Nay:</b>	0	
<b>Absent:</b>	0	
<b>Abstain:</b>	0	

The November 7, 2023, Baldwin County Commission Regular meeting adjourned at 11:12 a.m.

A handwritten signature in black ink that reads "Billie Jo Underwood". The signature is written in a cursive, flowing style.