



## **Baldwin County Commission Meeting Agenda**

**Tuesday, November 7, 2023**

**Pre-meeting Work Session 8:30 AM  
Regular Meeting 10:00 AM**

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

Commissioners  
District 1 - James E. Ball  
District 2 - Matthew P. McKenzie  
District 3 - Billie Jo Underwood  
District 4 - Charles F. Gruber



Supporting documentation for the agenda can be viewed in the File ID link of each item. Revisions to agenda items or supporting documentation made after the initial publication are denoted by an asterisk.

## **PRE-MEETING WORK SESSION (8:30 AM)**

### **WELCOME BY CHAIRMAN, INVOCATION AND PLEDGE OF ALLEGIANCE**

#### **REVIEW OF ITEMS AND SETTING OF THE CONSENT AGENDA**

Review and discussion of items on the Regular meeting agenda. The Commission will set the Consent Agenda for the Regular meeting, determining the order of items for consideration with any additions, removals and/or replacements as presented.

#### **COMMISSIONER REQUESTS**

#### **SENIOR STAFF REPORT**

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

#### **ADJOURNMENT OF PRE-MEETING WORK SESSION**

## **REGULAR MEETING (10:00 AM)**

### **WELCOME BY CHAIRMAN, INVOCATION AND PLEDGE OF ALLEGIANCE**

#### **A ADOPTION OF MINUTES**

October 17, 2023, Regular Meeting

#### **B COMMITTEE REPORTS**

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

**BA1** \*Payment of Bills [24-0137](#)

**BA2** Notification of Interim Payments Approved by Clerk/Treasurer as Allowed Under Policy 8.1 [24-0136](#)

#### **C CONSENT**

##### **CA ADMINISTRATION**

**CA1** Annual Designations and Appointments of Commissioners to Various Boards [24-0079](#)

**CA2** City of Fairhope - Annexation Notification [24-0164](#)

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| <b>CA3</b>  | City of Loxley - Annexation Notification  | <a href="#"><u>24-0144</u></a> |
| <b>CA4</b>  | Gateswood Annual Volunteer Fire Department 2023 Christmas Parade  | <a href="#"><u>24-0163</u></a> |
| <b>CA5</b>  | The Optimist Club of Perdido Bay 33rd Annual Lillian Christmas Parade   | <a href="#"><u>24-0107</u></a> |
| <b>CA6</b>  | Case No. LV-23010 - Alcohol License Application for Best CS Inc d/b/a Bama First Stop   | <a href="#"><u>24-0126</u></a> |
| <b>CA7</b>  | Case No. LV-23011 - Alcohol License Application for Jo's Country Store LLC d/b/a Jo's Country Store LLC   | <a href="#"><u>24-0127</u></a> |
| <b>CA8</b>  | Order Granting License to Establish a Private Cemetery - C.F. Williams Cemetery, Bay Minette, Baldwin County, Alabama   | <a href="#"><u>24-0135</u></a> |
| <b>CA9</b>  | Amendment to FY2024 Funding Appropriation Agreement with Baldwin County Library Cooperative   | <a href="#"><u>24-0161</u></a> |
| <b>CA10</b> | Absentee Election Duties Related to the Baldwin County Planning (Zoning) District 40 Zoning Election on January 9, 2024   | <a href="#"><u>24-0192</u></a> |
| <b>CC</b>   | <b>ARCHIVES AND HISTORY</b>   |                                |
| <b>CC1</b>  | Approval of BRATS Services for Christmas Extravaganza at Bicentennial Park Event  | <a href="#"><u>24-0153</u></a> |
| <b>CC2</b>  | Gulf Coast Resource Conservation and Development Council Grant Acceptance - Baldwin County First Settlers Brick Paver Program   | <a href="#"><u>24-0166</u></a> |
| <b>CC3</b>  | Preservation of Burial Mounds at Live Oak Landing   | <a href="#"><u>24-0151</u></a> |
| <b>CE</b>   | <b>BUDGET/PURCHASING</b>  |                                |
| <b>CE1</b>  | Competitive Bid #WG22-01 - On-Call Fiber Optic Installation and Repair Services for the Baldwin County Commission   | <a href="#"><u>24-0094</u></a> |
| <b>CE2</b>  | 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 | <a href="#"><u>24-0146</u></a> |
| <b>CE3</b>  | Competitive Bid #WG23-60 - Purchase of Three (3) New 2023 Chevrolet Tahoes 4WD LS or Equivalent for the Baldwin County Sheriff's Office                                   | <a href="#"><u>24-0130</u></a> |
| <b>CE4</b>  | Competitive Bid #WG24-01 - Purchase of One (1) New 2023 Toyota Highlander XLE or Equivalent for the Baldwin County Sheriff's Office                                       | <a href="#"><u>24-0143</u></a> |
| <b>CE5</b>  | 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        | <a href="#"><u>24-0112</u></a> |
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| <b>CE6</b>  | Competitive Bid #WG24-03 - Provision of Police Vehicle Equipment for the Baldwin County Commission  | <a href="#"><u>24-0113</u></a> |
| <b>CE7</b>  | Competitive Bid #WG24-04 - Provision of Push-To-Talk Over Cellular (PoC) Services & Equipment Monthly Rental for the Baldwin County Commission  | <a href="#"><u>24-0134</u></a> |
| <b>CE8</b>  | Competitive Bid #WG24-05 - Purchase and Implementation of One (1) New DS450 Absentee Voting Machine or Equivalent for the Baldwin County Commission   | <a href="#"><u>24-0156</u></a> |
| <b>CE9</b>  | 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  | <a href="#"><u>24-0122</u></a> |
| <b>CE10</b> | *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 | <a href="#"><u>24-0121</u></a> |
| <b>CE11</b> | 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                           | <a href="#"><u>24-0128</u></a> |
| <b>CE12</b> | Intergovernmental Agreement with South Alabama Purchasing Association for Purchasing Cooperative Membership   | <a href="#"><u>24-0141</u></a> |
| <b>CH</b>   | <b>COMMUNICATIONS/INFORMATION SYSTEMS (CIS)</b>   |                                |
| <b>CH1</b>  | Rental Agreement with Tower Equities, LLC for Lillian Radio Tower   | <a href="#"><u>24-0116</u></a> |
| <b>CH2</b>  | Sale of Surplus Equipment on GovDeals.com   | <a href="#"><u>24-0138</u></a> |
| <b>CH3</b>  | Service Agreement with Baldwin County District Attorney's Office for Communication and Information Systems Services   | <a href="#"><u>24-0140</u></a> |
| <b>CH4</b>  | Service Agreement with City of Bay Minette for Communication and Information Systems and Fiber Optic Network Services   | <a href="#"><u>24-0139</u></a> |
| <b>CH5</b>  | Service Agreement with City of Fairhope for Communication and Information Systems and Fiber Optic Network Services  | <a href="#"><u>24-0165</u></a> |
| <b>CH6</b>  | Service Agreement with City of Robertsdale for Communication and Information Systems and Fiber Optic Network Services   | <a href="#"><u>24-0145</u></a> |
| <b>CJ</b>   | <b>ELECTED OFFICIALS</b>  |                                |
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| <b>CJ1</b> | Coroner's Office - Fiscal Year 2023 State Homeland Security Grant Acceptance and Cooperative Agreement with Alabama Law Enforcement Agency                 | <a href="#"><u>24-0168</u></a> |
| <b>CJ2</b> | Coroner's Office - Lease Agreement with Williams Scotsman, Inc. for Modular Unit for Additional Office Space   | <a href="#"><u>24-0110</u></a> |
| <b>CJ3</b> | Revenue Commission - Renewal Amendment to IncomeWorks Software License Agreement   | <a href="#"><u>24-0097</u></a> |
| <b>CJ4</b> | Sheriff's Office - Fiscal Year 2023-2024 Agreement for Community Traffic Safety Program Grant Participation  | <a href="#"><u>24-0147</u></a> |
| <b>CK</b>  | <b>EMERGENCY MANAGEMENT AGENCY (EMA)</b>   |                                |
| <b>CK1</b> | Fiscal Year 2023 State Homeland Security Grant Acceptance and Cooperative Agreement with Alabama Law Enforcement Agency                                    | <a href="#"><u>24-0132</u></a> |
| <b>CL</b>  | <b>ENVIRONMENTAL MANAGEMENT</b>  |                                |
| <b>CL1</b> | Magnolia Landfill Financial Assurance  | <a href="#"><u>24-0185</u></a> |
| <b>CN</b>  | <b>GRANTS</b>  |                                |
| <b>CN1</b> | Resolution #2024-013 - Retroactive Allocation of ARPA Funds for Governmental Services Using Revenue Replacement Funds                                      | <a href="#"><u>24-0059</u></a> |
| <b>CN2</b> | Resolution #2024-014 - Retroactive Allocation of ARPA Funds for Boros Road Bowl Drainage Improvement Water Infrastructure Project                          | <a href="#"><u>24-0060</u></a> |
| <b>CO</b>  | <b>HIGHWAY</b>   |                                |
| <b>CO1</b> | Agreement with ALDOT for the Transfer of Certain Public Roads Maintenance Responsibilities and Access Management Responsibilities                          | <a href="#"><u>24-0160</u></a> |
| <b>CO2</b> | License Agreement #23029 - 7th Street Unopened Right-of-Way between Barclay Avenue and Kee Avenue  | <a href="#"><u>24-0182</u></a> |
| <b>CO3</b> | Rental of One (1) Hydraulic Under Bridge Inspection Platform for the Baldwin County Highway Department in Robertsedale, Alabama                            | <a href="#"><u>24-0129</u></a> |
| <b>CO4</b> | Request from Seminole Volunteer Fire Department for Boom Mowing and Vegetation Removal   | <a href="#"><u>24-0111</u></a> |
| <b>CO5</b> | Resolution #2024-035 and Agreement with ALDOT for Installation, Operation, and Maintenance of Traffic Control Signal on State Highway 104 at Langford Road | <a href="#"><u>24-0131</u></a> |

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| <b>CO6</b>  | Resolution #2024-037 and Project Funding Agreement for ARPA Drinking Water/Wastewater Main Street Drainage Project    | <a href="#"><u>24-0158</u></a> |
| <b>CO7</b>  | Resolution #2024-038 and Project Funding Agreement for ARPA Drinking Water/Wastewater County Road 68 Drainage Project | <a href="#"><u>24-0159</u></a> |
| <b>CO8</b>  | Rescinding and Approving Supplemental Reimbursable Utility Agreement - County Road 13 at County Road 44 Roundabout    | <a href="#"><u>24-0155</u></a> |
| <b>CR</b>   | <b>PERSONNEL</b>  |                                |
| <b>CR1</b>  | Animal Control - Employment of Two (2) Animal Control Technician Positions  | <a href="#"><u>24-0169</u></a> |
| <b>CR2</b>  | BRATS - Employment of Two (2) Part-time Bus Driver Positions  | <a href="#"><u>24-0170</u></a> |
| <b>CR3</b>  | Building Inspection Department - Employment of One (1) Building Inspector III Position                                | <a href="#"><u>24-0181</u></a> |
| <b>CR4</b>  | CIS Department - Promotion of Employee  | <a href="#"><u>24-0184</u></a> |
| <b>CR5</b>  | Emergency Management Agency - Position Change   | <a href="#"><u>24-0171</u></a> |
| <b>CR6</b>  | Highway Department (Bay Minette) - Employment of One (1) Operations Support Specialist I Position                     | <a href="#"><u>24-0172</u></a> |
| <b>CR7</b>  | Highway Department (Construction Engineering) - Promotion of Employee   | <a href="#"><u>24-0173</u></a> |
| <b>CR8</b>  | Highway Department (Foley) - Employment of One (1) Operator Technician Trainee Position                               | <a href="#"><u>24-0174</u></a> |
| <b>CR9</b>  | Highway Department (Maintenance/Permits) - Personnel Changes  | <a href="#"><u>24-0175</u></a> |
| <b>CR10</b> | Highway Department (Silverhill) - Personnel Changes   | <a href="#"><u>24-0176</u></a> |
| <b>CR11</b> | Highway Department (Traffic Operations) - Personnel Changes   | <a href="#"><u>24-0177</u></a> |
| <b>CR12</b> | Juvenile Detention Center - Employment of Two (2) Detention Worker I Positions  | <a href="#"><u>24-0178</u></a> |
| <b>CR13</b> | Planning and Zoning Department - Employment of One (1) Permit Engineer Position                                       | <a href="#"><u>24-0179</u></a> |
| <b>CR14</b> | Probate Office - Personnel Changes  | <a href="#"><u>24-0183</u></a> |
| <b>CR15</b> | Sales and Use Tax/License Inspection Department - Position Change   | <a href="#"><u>24-0180</u></a> |
| <b>CS</b>   | <b>PLANNING AND ZONING</b>  |                                |
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- CS1** Proposed Planning (Zoning) District 40 - Making Judge of Probate Order for Election Part of the Record [24-0149](#)

**D PRESENTATIONS**

**DA GENERAL**

- DA1** Employee Recognition - Fall 2023 Commission Sponsored Events [24-0167](#)
- DA2** Proclamation - 2023 Day of Thanks [24-0162](#)

**E PUBLIC HEARINGS**

All individuals wishing to speak during public hearings must fill out a speaker form. Comments from individuals should be limited to 3 minutes; groups are asked to select a spokesperson to speak on behalf of the group with comments limited to 5 minutes.

**F OTHER STAFF RECOMMENDATIONS**

**FM FINANCE AND ACCOUNTING**

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

**G ADDENDA**

**H PUBLIC COMMENTS**

Comments should be limited to 3 minutes per person.

**I PRESS QUESTIONS**

**J COMMISSIONER COMMENTS**

**K ADJOURNMENT**