

Baldwin County Commission



Baldwin County Commission Regular Meeting Agenda Organizational Meeting for 2018-2022 Term

**Wednesday, November 14, 2018
8:30 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

Ronald J. Cink, County Administrator

All 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.

A WELCOME, INVOCATION AND PLEDGE OF ALLEGIANCE

Welcome by Baldwin County Commission
Invocation by Reverend Ron Reiser, Summerdale Assembly of God Church
Pledge of Allegiance by Mr. Frank Burt, Jr., Former County Commissioner
Administration of Oath of Office by the Honorable James H. Reid, Circuit Judge,
Active/Retired

ADOPTION OF MINUTES

B CONSENT

C PRESENTATIONS

D PUBLIC HEARINGS

E COMMITTEE REPORTS

EA FINANCE/ADMINISTRATION DIVISION

EB ROAD AND BRIDGE DIVISION

F ELECTED OFFICIAL REQUESTS

G OTHER STAFF RECOMMENDATIONS

GA ADMINISTRATION

GA1 Adoption of Divisional Resolution of the Baldwin County Commission (2018-2022 Term of Office) [18-0689](#)

GA2 Designations and Appointments of Commissioners to Various Boards [18-0663](#)

GA3 Consideration for Rescheduling and Cancelling Certain Baldwin County Commission Meetings in November 2018, December 2018 and January 2019 [18-0860](#)

GM FINANCE AND ACCOUNTING

GM1 Resolution 2019-003 - Authorization for Chairman and Clerk/Treasurer to Sign Bank Documents [19-0041](#)

H COMMISSIONER REQUESTS

- HA COMMISSION DISTRICT 1
- HB COMMISSION DISTRICT 2
- HC COMMISSION DISTRICT 3
- HD COMMISSION DISTRICT 4

- I ADDENDA
- J ADMINISTRATIVE REPORT
- K COUNTY ATTORNEY'S REPORT
- L ANNOUNCEMENTS
- M PUBLIC COMMENTS
- N PRESS QUESTIONS
- O COMMISSIONER COMMENTS
- P ADJOURNMENT



Baldwin County Commission

Agenda Action Form

File #: 18-0689, **Version:** 1

Item #: GA1

Meeting Type: BCC Regular Meeting

Meeting Date: 11/14/2018

Item Status: New

From: Ronald J. Cink, County Administrator

Submitted by: Anu Gary, Administration/Records Manager

ITEM TITLE

Adoption of Divisional Resolution of the Baldwin County Commission (2018-2022 Term of Office)

STAFF RECOMMENDATION

Adopt Resolution #2019-001 which enacts the "Divisional Resolution of the Baldwin County Commission" to authorize certain procedural requirements and prescribe other permitted and authorized duties as enumerated at Act No. 239 (1931), as amended, and other applicable law, said resolution organizing the 2018-2022 Baldwin County Commission.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The 2018-2022 Baldwin County Commission was elected at the November 6, 2018, General Election.

Alabama General Law requires each Alabama county commission which has a member/members elected during the November 6, 2018, General Election to meet, in regular session assembled, on Wednesday, November 14, 2018, to organize the county commission's upcoming 2018-2022 term of office.

Every four years and during an election year for Baldwin County Commissioners, the Baldwin County Commission meets to set its meetings schedule, determine the cycle by which the Chairman position rotates from Commissioner to Commissioner annually and determine other duties. Baldwin County Local Law, specifically the Local Act which dates to 1931 and which established the Baldwin County Commission, which is known as Act No. 239 (1931), as amended, is observed in the compilation of the "Divisional Resolution."

FINANCIAL IMPACT

Total cost of recommendation: N/A

Budget line item(s) to be used: N/A

If this is not a budgeted expenditure, does the recommendation create a need for funding?
N/A

LEGAL IMPACT

Is legal review necessary for this staff recommendation and related documents?
N/A

Reviewed/approved by: N/A

Additional comments: N/A

ADVERTISING REQUIREMENTS

Is advertising required for this recommendation? N/A

If the proof of publication affidavit is not attached, list the reason: N/A

FOLLOW UP IMPLEMENTATION

For time-sensitive follow up, select deadline date for follow up: N/A

Individual(s) responsible for follow up: Administration:

- 1) Upload signed Resolution to BCAP
- 2) Enter meetings on Outlook calendar for 4BCC (invitation to 4BCC, RC, Admin staff including Satellite Offices) and create meetings in Insite online public calendar
- 3) Send public notices out for the next 4-year meetings schedule
- 4) Post public notice at the Courthouses, other county facilities and online PN page
- 5) Update FY 2018-2019 Court Reporter Calendar and email notification to Susan Andrews and county staff
- 6) Email notification to QuickCaption (closed captioning for meetings)
- 7) Email notification to SandsTechAV (audio/video for meetings) cc: CIS staff working meetings (B. Peacock, T. Doerr, and C. Welch)
- 8) Update meeting upload log for FY 2018-2019 meeting dates
- 9) Prepare agenda item to reconfirm Divisional Resolution during first regular BCC meeting of January 2019

Action required (list contact persons/addresses if documents are to be mailed or emailed):
N/A

Additional instructions/notes: N/A

STATE OF ALABAMA)

COUNTY OF BALDWIN)

**RESOLUTION #2019-001
OF THE
BALDWIN COUNTY COMMISSION**

**ENACTING AN INSTRUMENT TO BE COMMONLY KNOWN AS THE
"DIVISIONAL RESOLUTION OF THE BALDWIN COUNTY COMMISSION" TO
AUTHORIZE CERTAIN PROCEDURAL REQUIREMENTS AND PRESCRIBE
OTHER PERMITTED AND AUTHORIZED DUTIES, AS ENUMERATED AT ACT NO.
239 (1931), AS AMENDED, AND OTHER APPLICABLE LAW.**

KNOW ALL MEN BY THESE PRESENTS THAT WHEREAS, the Baldwin County Commission was established by a 1931 Act of the Legislature of Alabama, as amended by said Legislature of Alabama from time-to-time in subsequent years thereafter, which, collectively, are commonly referred to as Act No. 239, [Local Acts Alabama, 1931, p. 100] as amended [hereinafter referred to as "Act No. 239 (1931), as amended"]; and

WHEREAS, in addition to the duties, powers, jurisdiction, authority and privileges set forth in Act No. 239 (1931), as amended, the Baldwin County Commission exercises other additional authority as provided by the Constitution of Alabama 1901, General Laws of the State of Alabama and applicable Baldwin County Local Laws; and

WHEREAS, pursuant to §11-3-1 (e) of the Code of Alabama 1975, the Baldwin County Commission is required to meet on the Wednesday following the election and tabulation of provisional ballots pursuant to §17-10A-2 of the Code of Alabama 1975 of any one of its members whose term commences at 12:00 a.m. on the second Wednesday following the general election at which he or she is elected; and

WHEREAS, in Baldwin County, Alabama, during the November 6, 2018, General Election, County Commissioners were elected to compose the Baldwin County Commission requiring said honorable county governing body to convene as required by the aforementioned Alabama law; and

WHEREAS, on this date, November 14, 2018, during the regular meeting required by the aforementioned Alabama law, the Baldwin County Commission, respecting Act No. 239 (1931), as amended, coupled with the decision of the Supreme Court of the State of Alabama as found at *State ex rel. Whetstone v. Baldwin County*, 686 So.2d 220 (Ala.1996) and §45-2-72.01 of the Code of Alabama 1975 hereby adopts this instrument in order to authorize certain procedural requirements, and prescribe other permitted and authorized duties, as enumerated at Act No. 239 (1931), as amended, and other applicable law; now therefore

BE IT RESOLVED, BY THE BALDWIN COUNTY COMMISSION, IN REGULAR SESSION ASSEMBLED, that, pursuant to Section 7 of Act No. 239 (1931), as amended, and for the convenience and efficiency in the exercise and execution of the duties, powers, jurisdiction, authority and privileges, as enumerated in Act No. 239 (1931), as amended, the Baldwin County Commission is required to provide for the "Divisions," of the Baldwin County Commission, as follows:

FIRST DIVISION
Chairman and Purchasing Division Commissioner

SECOND DIVISION
Road and Bridge Division Commissioner

THIRD DIVISION
Finance and Taxation Division Commissioner

FOURTH DIVISION
Industrial and Civic Division Commissioner

FURTHER, BE IT RESOLVED, that, pursuant to Section 8 of Act No. 239 (1931), as amended, the duties required of each "Division," of the Baldwin County Commission, are as follows:

<u>FIRST DIVISION</u>
Chairman and Purchasing Division Commissioner

- (a) Shall be the presiding officer of the Baldwin County Commission; and
- (b) Shall sign the minutes of the proceedings of the Baldwin County Commission; and
- (c) Shall sign all warrants drawn on the County Treasury and all orders drawn on funds or disbursements of the County, except as otherwise directed by the Baldwin County Commission; and
- (d) Shall be such Office's duty to prepare the order of business and obtain information for the sessions of the Baldwin County Commission and see that all orders thereof are properly executed, except as otherwise directed by the Baldwin County Commission; and
- (e) Shall act as the Purchasing Agent for the County and all purchases for and on behalf of Baldwin County and the Baldwin County Commission or by any Division or employee of the Baldwin County Commission, and all purchases by and for any office, officer or employee of Baldwin County, except those under the jurisdiction of and acting as for the Baldwin County Board of Education and paid out of school funds, shall be made through the Chairman and Purchasing Commissioner; and
- (f) Such Office is directed and required to use all proper care in purchasing to the best interest of Baldwin County; and
- (g) Shall perform such services only under the direction and control of the entire Baldwin County Commission and in the manner directed by the Baldwin County Commission; and
- (h) In addition thereto, such Office shall perform all duties and have all rights, powers, jurisdiction, authority and privileges that may be granted to and required of the Chairman and Purchasing Division Commissioner by the Baldwin County Commission, and all duties,

powers, jurisdiction, authority and privileges that are now or may hereafter be granted to and required by the presiding officer of the Courts of County Commissioners, Boards of Revenue, or other governing bodies of the Counties by the General Laws of the State of Alabama, except as otherwise provided in this act; and

- (i) Shall give bond in the sum of \$5,000 payable to Baldwin County, conditioned upon the faithful performance of such Office's duties with lawful sureties, to be approved by the Judge of Probate of Baldwin County; and
- (j) Shall, upon requisition from any officer, Division or employee of Baldwin County, issue a purchase order for equipment, supplies and materials necessary and proper for the functioning of the county business, and attend the purchase of the same; and
- (k) At each meeting of the Baldwin County Commission, such Office shall have available for the Baldwin County Commission the details of all purchases made since the previous meeting, show the articles purchased, from who purchased, the price paid therefor, the quantity purchased, for what office, officer for Division the same was purchased, and the object for which said purchase was made and the requisition therefor to the end that the Baldwin County Commission as a whole and individually shall at all times be fully advised as to the expenditures made since the last preceding meeting.

SECOND DIVISION
Road and Bridge Division Commissioner

- (a) Shall have jurisdiction over the location, construction, maintenance and repair of the roads and bridges in Baldwin County under the jurisdiction of the Baldwin County Commission; and
- (b) Shall render all necessary and proper assistance to the State Highway Department in its operation in Baldwin County; and
- (c) Shall make requisition upon the Chairman and Purchasing Division Commissioner for all necessary and proper purchases of supplies, material, and equipment for the location, construction, maintenance and repair of the roads, provided, however, it shall not be necessary for such Office to make requisition for repair parts and for minor equipment before purchasing the same when the same is needed for immediate use, nor shall it be necessary for such Office to make requisition for authority to have minor repairs made on County road equipment and machinery, when to make such requisition would cause unnecessary and expensive delay; and
- (d) Shall budget the funds available for road location, construction, maintenance, and repair and allocate the fair and reasonable amount of such funds to the location, maintenance and repair and shall maintain necessary and proper labor and technical employees and proper equipment within the funds available for the proper location, construction, repair and maintenance of the roads and bridges in every section of Baldwin County, and such Office shall report to the Baldwin

County Commission such budget and allocation of the funds, equipment, labors and employees, so that the Baldwin County Commission may pass upon the same and make such recommendations, changes and directions as it shall deem to the interest of Baldwin County.

THIRD DIVISION

Finance and Taxation Division Commissioner

- (a) Shall be charged with the duty of acquiring all necessary and proper information for the Baldwin County Commission as to the financial condition of Baldwin County, and at each meeting have available for the Baldwin County Commission a complete statement showing all funds available and for what purpose created, all claims against Baldwin County and on which fund the same are chargeable, and shall from time to time prepare a general budget for Baldwin County so as to fairly and equitably allocate and apportion the funds of Baldwin County to its several services and shall from time to time determine the probable expenditures and the probable income of Baldwin County from all available sources; and
- (b) Shall gather all necessary and proper information as to the assessed valuation of property in Baldwin County; and
- (c) Shall in the exercise and discharge of such Office's duties report to the Baldwin County Commission at each meeting his actions and make recommendations relating to Baldwin County's finances to the end that Baldwin County's expenditures shall not exceed its income.

FOURTH DIVISION

Industrial and Civic Division Commissioner

- (a) Shall make a survey of the resources of Baldwin County and have the same available for the Baldwin County Commission from time to time, to the end that the agricultural, mineral, timber, water, labor and all other resources of Baldwin County shall be fully developed; and
- (b) Shall cooperate with the Department of Public Health, the Department of Public Welfare, the Agricultural Experiment Station, the Agricultural Extension Work Services, and the Federal and State Reforestation Services, as well as with all other services for the promotion of all its resources and render to them all proper assistance in their respective spheres of operation, and keep the Baldwin County Commission advised as to the activities and needs of the several departments and services; and
- (c) Shall cooperate with the several municipalities and communities in Baldwin County in the development of such communities and municipalities, and keep the Baldwin County Commission advised as to such Offices' activities relative thereto.

FURTHER, BE IT RESOLVED, that, as authorized at Section 11-3-20 of the Code of Alabama 1975 and pursuant to Section 7 of Act No. 239 (1931), as amended, and for the convenience and efficiency in the exercise and execution of the duties, powers, jurisdiction, authority and privileges, as enumerated in Act No. 239 (1931), as amended, the Baldwin County Commission, further, invokes Section 11-3-20 of the Code of Alabama 1975, and said Section 7 of Act No. 239 (1931), as amended, and, collectively, authorizes and directs, as follows:

The Chairman and Purchasing Division Commissioner shall serve as signatory for the Baldwin County Commission on all appropriate documents, such as resolutions, orders, contracts or directives as are necessary to carry out the official actions as adopted by the Baldwin County Commission in regular or special session assembled.

FURTHER, BE IT RESOLVED, that, while Section 7 of Act No. 239 (1931), as amended, requires the Baldwin County Commission to designate its members into the aforementioned Division(s) **in January of each year**, the Baldwin County Commission, pursuant to the decision of the Supreme Court of the State of Alabama as found at *State ex rel. Whetstone v. Baldwin County*, 686 So.2d 220 (Ala.1996) and §45-2-72.01 of the Code of Alabama 1975 shall authorize the initial application of said designations on November 14, 2018, which, in fact, causes the Baldwin County Commission to invoke Section 7 of Act No. 239 (1931), as amended, which provides that said Baldwin County Commission retains the authority, **from time to time**, to change the "Division(s)" of the specific duties, powers, jurisdiction, authority and privileges within each of such "Division(s)" and, furthermore pursuant to said Section 7, preserves the authority to change, **at will**, the Commissioner from one "Division" to another, as limited by §45-2-72.01 of the Code of Alabama 1975 and, to this end, the Baldwin County Commission exercises its collective will to change the Commissioners, from one "Division" to another, to be effected per the time schedule as follows:

<p>YEAR 1 - Divisional Composition of the Members of the Baldwin County Commission November 14, 2018 - November 4, 2019</p>
<p><u>FIRST DIVISION</u> Chairman and Purchasing Division Commissioner District 4 Commissioner, Charles F. Gruber CHAIR</p>
<p><u>SECOND DIVISION</u> Road and Bridge Division Commissioner District 1 Commissioner, James E. Ball</p>
<p><u>THIRD DIVISION</u> Finance and Taxation Division Commissioner District 3 Commissioner, Billie Jo Underwood VICE CHAIR</p>
<p><u>FOURTH DIVISION</u> Industrial and Civic Division Commissioner District 2 Commissioner, Joe Davis, III</p>
<p>YEAR 2 - Divisional Composition of the Members of the Baldwin County Commission November 5, 2019 - November 2, 2020</p>
<p><u>FIRST DIVISION</u> Chairman and Purchasing Division Commissioner District 3 Commissioner, Billie Jo Underwood CHAIR</p>

SECOND DIVISION
Road and Bridge Division Commissioner
District 4 Commissioner, Charles F. Gruber

THIRD DIVISION
Finance and Taxation Division Commissioner
District 2 Commissioner, Joe Davis, III VICE CHAIR

FOURTH DIVISION
Industrial and Civic Division Commissioner
District 1 Commissioner, James E. Ball

**YEAR 3 - Divisional Composition of the Members of the Baldwin County Commission
November 3, 2020 - November 1, 2021**

FIRST DIVISION
Chairman and Purchasing Division Commissioner
District 2 Commissioner, Joe Davis, III CHAIR

SECOND DIVISION
Road and Bridge Division Commissioner
District 3 Commissioner, Billie Jo Underwood

THIRD DIVISION
Finance and Taxation Division Commissioner
District 1 Commissioner, James E. Ball VICE CHAIR

FOURTH DIVISION
Industrial and Civic Division Commissioner
District 4 Commissioner, Charles F. Gruber

**YEAR 4 - Divisional Composition of the Members of the Baldwin County Commission
November 2, 2021 - November 8, 2022**

FIRST DIVISION
Chairman and Purchasing Division Commissioner
District 1 Commissioner, James E. Ball CHAIR

SECOND DIVISION
Road and Bridge Division Commissioner
District 2 Commissioner, Joe Davis, III

THIRD DIVISION
Finance and Taxation Division Commissioner
District 4 Commissioner, Charles F. Gruber VICE CHAIR

FOURTH DIVISION
Industrial and Civic Division Commissioner
District 3 Commissioner, Billie Jo Underwood

FURTHER, BE IT RESOLVED, that, as required by Section 11 of Act No. 239 (1931), as amended, any three of said Commissioners shall constitute a quorum for the transaction of business which is compliant to Section 11-3-7 of the Code of Alabama 1975 which requires a majority of members of the Baldwin County Commission to constitute a quorum.

FURTHER, BE IT RESOLVED, that, pursuant to, but not limited to, a decision by the honorable Supreme Court of the State of Alabama as found at *Ex parte Meeks, 682 So.2d 423 (Ala.1996)*, the "Chairman and Purchasing Division Commissioner" is entitled to vote on all matters coming before the Baldwin County Commission.

FURTHER, BE IT RESOLVED, that, as required by §45-2-72.01 of the Code of Alabama 1975, the Office of "Chairman and Purchasing Division Commissioner" shall rotate in the chronological sequence as provided for in this resolution; however, notwithstanding the chronological sequence provided for by this instrument setting forth the rotation with the Office of "Chairman and Purchasing Division Commissioner" and pursuant to §45-2-72.01 of the Code of Alabama 1975 a member may decline to serve in the Office of "Chairman and Purchasing Division Commissioner" during all or part of the period of his or her rotation by the submission of a written statement to the Baldwin County Commission, and the Baldwin County Commission shall select a member to serve as chair during the rotation period of the member.

FURTHER, BE IT RESOLVED, that, as authorized at §11-3-20 of the Code of Alabama 1975 and as directed by this instrument, and, further, pursuant to Section 7 of Act No. 239 (1931), as amended, and for the convenience and efficiency in the exercise and execution of the duties, powers, jurisdiction, authority and privileges, as enumerated in Act No. 239 (1931), as amended, the Baldwin County Commission, further, invokes §11-3-20 of the Code of Alabama 1975 and Section 7 and, collectively, authorizes, directs and elects one member of Baldwin County Commission to serve, ***only in the temporary absence of the "Chairman and Purchasing Division Commissioner,"*** as "Chairman and Purchasing Division Commissioner" and at all other times shall be styled, in addition to their prescribed "Division" Commissioner duties, as "**Vice Chairman of the Baldwin County Commission**" per the following time schedule, as follows:

<p>November 14, 2018, through November 4, 2019 District 3 Commissioner, Billie Jo Underwood</p>
<p>November 5, 2019, through November 2, 2020 District 2 Commissioner, Joe Davis, III</p>
<p>November 3, 2020, through November 1, 2021 District 1 Commissioner, James E. Ball</p>
<p>November 2, 2021, through November 8, 2022 District 4 Commissioner, Charles F. Gruber</p>

and, to such end, said member of the Baldwin County Commission, in the aforementioned time schedule, acting as "Chairman and Purchasing Division Commissioner" and only in the temporary absence of the "Chairman and Purchasing Division Commissioner," is authorized to exercise any and all duties related to said "Chairman and Purchasing Division Commissioner;" notwithstanding the aforementioned, said member of the Baldwin County Commission, while acting in the temporary absence of the "Chairman and Purchasing Division Commissioner" and as acting "Chairman and Purchasing Division Commissioner," shall, also, accomplish any and all duties required of such "Division" Commissioner as primarily designated by this instrument.

FURTHER, BE IT RESOLVED, that, with respect for §36-25A-1, et seq., Code of Alabama 1975 and as required by Section 11-3-8 (a), Code of Alabama 1975, the Baldwin County Commission at this first county commission meeting held pursuant to Section 11-3-1 of the Code of Alabama 1975, establishes the days of the month on which **REGULAR MEETINGS** of the Baldwin County Commission shall be held, as follows:

For the purpose of conducting the public business affairs of the Baldwin County Commission, said Baldwin County Commission shall meet, in regular session assembled, in the County Commission Chambers, at the Baldwin County Administration Building, located at 322 Courthouse Square, at the County Seat, in Bay Minette, Alabama, on the **first and third Tuesdays of each month**, and on the Wednesday following the general election and tabulation of provisional ballots pursuant to Section 17-10A-2 of any one of its members beginning at **8:30 a.m.**

FURTHER, BE IT RESOLVED, that, as authorized at Section 11-3-8 (b), Code of Alabama 1975, the Baldwin County Commission shall exercise said Section 11-3-8 (b), Code of Alabama 1975, to convene **SPECIAL MEETINGS**, emergency or other, of the Baldwin County Commission.

FURTHER, BE IT RESOLVED, that, with respect for §36-25A-1, et seq., of the Code of Alabama 1975, the Baldwin County Commission establishes the days of the month on which **WORK SESSIONS** of the Baldwin County Commission shall be held, as follows:

For the purpose of conducting the working sessions, or what are commonly referred to as work sessions, of the Baldwin County Commission, said Baldwin County Commission shall meet, on the **second and fourth Tuesdays of each month** beginning at **8:30 a.m.**, in working session assembled at:

Baldwin County Administration Building in **Bay Minette**, Alabama
322 Courthouse Square
County Commission Conference Room or Meeting Chambers

November 2018
March 2019
July 2019
September 2019
March 2020
July 2020
September 2019
March 2021
July 2021
September 2019
March 2022
July 2022

Baldwin County Satellite Courthouse at **Fairhope**, Alabama
1100 Fairhope Avenue
County Commission Conference Room

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August 2020
December 2020
April 2021
August 2021
December 2021
April 2022
August 2022

Baldwin County Central Annex Building in **Robertsdale**, Alabama
22251 Palmer Street
Auditorium or Large Conference Room or County Commission Conference Room

January 2019
May 2019
November 2019
January 2020
May 2020
November 2019
January 2021
May 2021
November 2019
January 2022
May 2022
September 2022

Baldwin County Satellite Courthouse at **Foley**, Alabama
201 East Section Avenue
Large Meeting Hall

February 2019
June 2019
October 2019
February 2020
June 2020
October 2020
February 2021
June 2021
October 2021
February 2022
June 2022
October 2022

FURTHER, BE IT RESOLVED, that, with respect for §36-25A-1, et seq., of the Code of Alabama 1975, the Baldwin County Commission establishes the days of the month on which **ROAD AND BRIDGE DIVISION MEETINGS** of the Baldwin County Commission shall be held, as follows:

For the purpose of conducting the Road and Bridge Division meetings of the Baldwin County Commission, said Baldwin County Commission shall meet, in Road and Bridge Division session assembled, in the 3rd Floor Conference Room, at the Baldwin County Central Annex II Building, located at 22070 Highway 59, in Robertsdale, Alabama, **quarterly on the third Thursday of January, April, July, and October** beginning at **8:30 a.m.**

FURTHER, BE IT RESOLVED, that, with respect for §36-25A-1, et seq., of the Code of Alabama 1975, the Baldwin County Commission establishes the days and months on which **DEPARTMENT HEAD MEETINGS** of the Baldwin County Commission shall be held, as follows:

For the purpose of conducting the Department Head meetings of the Baldwin County Commission, said Baldwin County Commission shall meet, in Department Head meeting assembled in the 3rd Floor Conference Room, at the Baldwin County Central Annex II Building, located at 22070 Highway 59, in Robertsedale, Alabama, **quarterly on the second Thursday of March, June, September, and December**, beginning at **8:30 a.m.**

FURTHER, BE IT RESOLVED, that, pursuant to Section 7 of Act No. 239 (1931), as amended, and for the convenience and efficiency in the exercise and execution of the duties, powers, jurisdiction, authority and privileges, as enumerated in Act No. 239 (1931), as amended, the Baldwin County Commission, further, invokes said Section 7 and, collectively, authorizes and directs that the Baldwin County Commission shall conduct its public business affairs in regular session and special session assembled pursuant to Robert's Rules of Order, and Act No. 239, (1931), as amended, and applicable Alabama law.

FURTHER, BE IT RESOLVED, that, pursuant to the authority conveyed at Section 23-1-80, Code of Alabama 1975, the Baldwin County Commission, for the purposes of constructing and maintaining all county roads/highways, requires all county roads/highways to be constructed and maintained on the basis of the county as a unit with funds to accomplish said construction / maintenance as provided by the Baldwin County Commission.

FURTHER, BE IT RESOLVED, that pursuant to §45-2-72.01 of the Code of Alabama 1975 the Baldwin County Commission shall **adopt this instrument during the first meeting of newly-elected Baldwin County Commissioners**, said meeting required pursuant to §11-3-1 (e), Code of Alabama 1975 coupled with the decision of the Supreme Court of the State of Alabama as found at *State ex rel. Whetstone v. Baldwin County*, 686 So.2d 220 (Ala.1996), on November 14, 2018, and **reconfirm said instrument**, respecting Section 7 of Act No. 239 (1931), as amended, providing amendments if so authorized, **in January of each year** or from time to time, as set forth at Section 7 of Act No. 239 (1931), as amended, to provide for "Division" designations setting forth the "Division" Commissioners from one "Division" to another, as limited by §45-2-72.01 of the Code of Alabama 1975, as per the following time schedule with respect to §36-25A-1, et seq., Code of Alabama 1975 and §45-2-72.01 of the Code of Alabama 1975 in regular meeting assembled on the dates, chronologically prescribed as follows:

First Regular Meeting on November 14, 2018 for 2018-2022 Baldwin County Commission.
First Regular Meeting in January, 2019.
First Regular Meeting in January, 2020.
First Regular Meeting in January, 2021.
First Regular Meeting in January, 2022.

FURTHER, BE IT RESOLVED, that if any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof,

and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this instrument shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

DONE, AS RESOLVED AND ORDERED, BY THE COUNTY COMMISSION OF BALDWIN COUNTY, ALABAMA, and under the Seal of the County Commission of Baldwin County, Alabama, on this the 14th day of November, 2018.

CHARLES F. GRUBER
Chairman and Purchasing Division Commissioner

ATTEST:

RONALD J. CINK
County Administrator/Budget Director



Baldwin County Commission

Agenda Action Form

File #: 18-0663, **Version:** 1

Item #: GA2

Meeting Type: BCC Regular Meeting

Meeting Date: 11/14/2018

Item Status: New

From: Ronald J. Cink, County Administrator

Submitted by: Anu Gary, Administration/Records Manager

ITEM TITLE

Designations and Appointments of Commissioners to Various Boards

STAFF RECOMMENDATION

Take the following actions:

1) Appoint Chairman **Charles F. Gruber** to various Boards and for the term of office as Chairman of the Baldwin County Commission (November 14, 2018, to November 4, 2019), as follows:

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 Commissioner **Billie Jo Underwood** to various Boards and for the term of office as Commissioner (November 14, 2018, to November 8, 2022), as follows:

South Alabama Regional Planning Commission
Mobile Bay National Estuary Program

3) Appoint Commissioner **James E. Ball** to a Board and for the term of office as Commissioner (November 14, 2018, to November 8, 2022), as follows:

Community Action Agency of South Alabama

4) Appoint Commissioner **Joe Davis, III** to a Board and for the term of office as Industrial and Civic Division Commissioner (November 14, 2018, to November 4, 2019), as follows:

Economic Development Authority Board

5) Appoint Commissioner **James E. Ball**, Commissioner **Joe Davis, III**, Commissioner **Billie Jo Underwood**, and Commissioner **Charles F. Gruber** to a Board and for the term of office as

Commissioners (November 14, 2018, to November 8, 2022), as follows:

Waste Siting Board

6) Appoint Commissioner **Joe Davis, III** and Commissioner **Billie Jo Underwood** to a Board and for the term of office as Commissioners (November 14, 2018, to November 8, 2022), as follows:

Eastern Shore Metropolitan Planning Organization (MPO)

7) Appoint Commissioner **Charles F. Gruber** as member and Commissioner **James E. Ball**, Commissioner **Joe Davis, III**, Commissioner **Billie Jo Underwood**, as alternate members to a Board and for the term of office as Commissioners (November 14, 2018, to November 8, 2022), as follows:

Florida-Alabama Transportation Planning Organization (TPO)

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: Alabama General Law, Baldwin County Local Law or other governing instrument requires the Chairman of the Baldwin County Commission to serve on various boards, as the Commission's representative, while serving as Chairman.

Furthermore, Commissioners serve on various boards due to a variety of requirements or preferences.

This agenda item accomplishes numerous Chairman or Commissioner appointments to various boards.

REQUIREMENTS FOR EACH BOARD (SUMMARIZED):

Baldwin County Department of Archives and History Advisory Board

Appointment requirement: Chairman of Baldwin County Commission or designee of Baldwin County Commission

Baldwin County Pretrial Release and Community Corrections Board

Appointment requirement: Chairman of Baldwin County Commission (must rotate annually)

Historic Blakeley Authority

Appointment requirement: Chairman of Baldwin County Commission or Commissioner chosen by Baldwin County Commission

South Alabama Rural Planning Organization

Appointment requirement: Baldwin County Commission designates the Chairman of the Baldwin County Commission to the Policy Committee of the RPO for service during the respective term of office for each Chairman of the Baldwin County Commission. Any member of the Policy Committee, as designated by the Baldwin County Commission, must be a Baldwin County Commissioner.

Mobile Bay National Estuary Program

Appointment requirement: None listed

Community Action Agency of South Alabama

Appointment requirement: Baldwin County Commission appoints one (1) member (Public Sector Representative).

Economic Development Authority Board

Appointment requirement: Appointed by Baldwin County Commission, Two (2) members who are Baldwin County Commissioners. Term of One (1) member is Three (3) years, Term of One (1) member is One (1) year. In the past, the Industrial and Civic Division Commissioner is appointed annually to this board. The second position has been VACANT since 2005, as no appointments have been made to replace the place seat of the late Commissioner Mary Frances Stewart.

Waste Siting Board

Appointment requirement: Each Commissioner is appointed for the 4-year term.

Eastern Shore Metropolitan Planning Organization (MPO)

Appointment requirement: The two (2) Baldwin County Commissioners appointed to this Board represents County Commission Districts #2 and #3.

Florida-Alabama Transportation Planning Organization (TPO)

Appointment requirement: The One (1) Baldwin County Commissioner whose residency county commission district comprises the Lillian community serves on the board.

FINANCIAL IMPACT

Total cost of recommendation: N/A

Budget line item(s) to be used: N/A

If this is not a budgeted expenditure, does the recommendation create a need for funding?
N/A

LEGAL IMPACT

Is legal review necessary for this staff recommendation and related documents?
N/A

Reviewed/approved by: N/A

Additional comments: N/A

ADVERTISING REQUIREMENTS

Is advertising required for this recommendation? N/A

If the proof of publication affidavit is not attached, list the reason: N/A

FOLLOW UP IMPLEMENTATION

For time-sensitive follow up, select deadline date for follow up: N/A

Individual(s) responsible for follow up: Administration

Action required (list contact persons/addresses if documents are to be mailed or emailed):
Correspondence to the boards/organizations

Additional instructions/notes: N/A

BALDWIN COUNTY DEPARTMENT OF ARCHIVES AND HISTORY ADVISORY BOARD

General Board Information:

Statutory authority - Act No. 98-579, as amended by Act No. 2000-275 (specifically Section 7)

Board composed of:

- (1) Chairman of Baldwin County Commission or designee of Baldwin County Commission
- (2) Presiding Circuit Judge of 28th Judicial Circuit or designee of Presiding Circuit Judge
 - (3) Judge of Probate of Baldwin County or designee of Judge of Probate
- (4) Revenue Commissioner of Baldwin County or designee of Revenue Commissioner
 - (5) Sheriff of Baldwin County or designee of Sheriff
- (6) Circuit Clerk of 28th Judicial Circuit or designee of Circuit Clerk
 - (7) Citizen designated by Baldwin County Historical Society
 - (8) Citizen designated by Baldwin County Genealogical Society

Historical Board Subject Information:

(Prior to the adoption of Act No. 98-579, as amended by Act No. 2000-275)

I.

The Baldwin County Commission established a "Records Management Board" to determine policies and procedures regarding the county's records.

The former "Records Management Board" never met and the Baldwin County Commission never established terms of office for the three citizens appointed, by the Baldwin County Commission, to this Board.

The "Records Management Board" was abolished by the Baldwin County Commission during their July 17, 1997, regular meeting.

II.

During the same July 17, 1997, regular meeting, the Baldwin County Commission abolished the former "Records Management Board" the Baldwin County Commission established, pursuant to the request of the Judge of Probate, a "County Archives Study Committee" to study the feasibility of creating a County Archives.

The "County Archives Study Committee" was tasked to determine if local (state) legislation was required to create such a County Archives.

The Alabama Legislature, by Local Act, adopted Act No. 98-579, as amended by Act No. 2000-275 which created the "Baldwin County Department of Archives and History."

The Baldwin County Commission never established terms of office for the five citizens appointed, by the Baldwin County Commission, to this Committee.

The "County Archives Study Committee" is inactive and not abolished.

MEMBERS	APPOINTED/REAPPOINTED	TERM OF OFFICE	EXPIRATION DATE
Frank Burt, Jr. Baldwin County Commission 312 Courthouse Square Bay Minette, AL 36507	Appointed 11/07/2017 to replace previous Chairman Chris Elliott	Term as Chairman	11/13/2018

REVISED: 11/07/2017 akg

BALDWIN COUNTY PRETRIAL RELEASE AND COMMUNITY CORRECTIONS BOARD

General Board Information:

Statutory authority - Act No. 2005-135

Implementation instrument - *Resolution #2007-124 of the Baldwin County Commission* (July 19, 2007, regular meeting)
[The Baldwin County Commission implemented Act No. 2005-137 through the adoption of *Resolution #2007-124 of the Baldwin County Commission* during the July 19, 2007, regular meeting]

Composition of Board:

Section 3 (3) of Act No. 2005-135 provides for the following officers or their delegated representatives:

- [1] Presiding Circuit Court Judge
- [2] Chairman of the Baldwin County Commission
- [3] Sheriff
- [4] District Attorney
- [5] Circuit Clerk

MEMBERS	APPOINTED/REAPPOINTED	TERM OF OFFICE	EXPIRATION DATE
Frank Burt, Jr., Chairman 312 Courthouse Square, Suite 12 Bay Minette, AL 36507	Appointed 11/07/2017 to replace previous Chairman Chris Elliott	Term as Chairman	11/13/2018

REVISED: 11/07/2017 ak

HISTORIC BLAKELEY AUTHORITY

Post Office Box 7279
Spanish Fort, Alabama 36577-7279
Ms. Jo Ann Flirt, Director

General Board Information:

Board is composed of twenty-one (21) members

One (1) member shall be Chairman of Baldwin County Commission or Commissioner chosen by Baldwin County Commission
Term of Chairman of Baldwin County Commission or chosen Commissioner is for their term of office

Board operate & maintains Historic Blakeley State Park in Baldwin County, Alabama
Statutory Authority - §41-10-171, Code of Alabama 1975

MEMBERS	APPOINTED/REAPPOINTED	TERM OF OFFICE	EXPIRATION DATE
Frank Burt, Jr., Chairman 312 Courthouse Square, Suite 12 Bay Minette, AL 36507	Appointed 11/07/2017 to replace previous Chairman Chris Elliott	Term as Chairman	11/13/2018

The Commission is not responsible for appointing the other members of the Historic Blakeley Authority.

REVISED: 11/07/2017 akg

SOUTH ALABAMA RURAL PLANNING ORGANIZATION (RPO)

Contact: Tom Piper, Senior Transportation Planner
 South Alabama Regional Planning Commission
 P.O. Box 1665
 Mobile, Alabama 36633
 (251) 433-6541

General Board Information:

RPO seeks to establish a transportation planning process in the rural areas of South Alabama comprising the areas of Mobile County (AL), Baldwin County (AL) and Escambia County (AL), which are not included in the Mobile County Metropolitan Planning Organization (MPO) Study Area.

Member Governments in the RPO are: Baldwin County Commission, Escambia County Commission, Mobile County Commission, City of Gulf Shores, City of Orange Beach, City of Bay Minette, City of Daphne, City of Fairhope, City of Foley, City of Robertsdale, Town of Silverhill, Town of Magnolia Springs, City of Spanish Fort, Town of Summerdale, Town of Elberta, Town of Loxley, City of Brewton, City of East Brewton, Town of Flomaton, City of Atmore, Town of Riverview, Town of Pollard, Town of Dauphin Island, Town of Mount Vernon, City of Citronelle, Poarch Band of Creek Indians, MOWA Baldwin of Choctaw Indians and the Alabama Department of Transportation.

Policy Committee

Baldwin County Commission designates the Chairman of the Baldwin County Commission to the 'Policy Committee' of the RPO for service during the respective term of office for each Chairman of the Baldwin County Commission. Any member of the "Policy Committee," as designated by the Baldwin County Commission, must be a Baldwin County Commissioner.

Technical / Citizens Advisory Committee

Baldwin County Commission designates the Baldwin County Planning Director, Baldwin County Engineer and Baldwin County Rural Area Transportation Director to the "Technical / Citizens Advisory Committee" of the RPO for their respective service during each person's tenure in such position.

Baldwin County Commission appoints one (1) citizen to the "Technical / Citizens Advisory Committee" to a two (2) year term. The Baldwin County Commission can appoint any combination of staff or citizens and place the length of terms for each as they deem appropriate or change the combination thereof.

MEMBERS	APPOINTED/REAPPOINTED	TERM OF OFFICE	EXPIRATION DATE
Frank Burt, Jr., Chairman 312 Courthouse Square, Suite 12 Bay Minette, AL 36507 Member of the Policy Committee	Appointed 11/07/2017 to replace previous Chairman Chris Elliott	*	11/13/2018
Vince Jackson Baldwin County Planning Director Member of the Technical/Citizens Advisory Committee	11/15/2011	**	**
Joey Nunnally Baldwin County Engineer Member of the Technical/Citizens Advisory Committee	Appointed 11/07/2017 to replace previous County Engineer Cal Markert	**	**

SOUTH ALABAMA RURAL PLANNING ORGANIZATION (RPO) – Cont.

MEMBERS	APPOINTED/REAPPOINTED	TERM OF OFFICE	EXPIRATION DATE
Taylor Rider Baldwin Regional Area Transit System Director Member of the Technical/Citizens Advisory Committee	05/01/2007	**	**
Stan Virden P. O. Box 475 Gulf Shores, AL 36547 Member of the Technical/Citizens Advisory Committee	Reappointed 11/15/2011 term continuing from 05/01/2011	2 years	05/01/2013

* Term continues for the respective terms of office for each Chairman of the Baldwin County Commission. *(Typically, term as Chairman expires the first Tuesday in November except in an election year, when the new Commission meets officially for the first time on the Tuesday, following election, i.e. the second Tuesday.)*

** Term continues for the respective period of service, to the Baldwin County Commission, as Director or Engineer.

***REVISED: 11/07/2017 akg**

SOUTH ALABAMA REGIONAL PLANNING COMMISSION (SARPC)

General Board Information:

South Alabama Regional Planning Commission (SARPC) is a regional planning and development commission organized consistent with Title 11, Chapter 85, Article 4, of the Code of Alabama 1975

Based on the final agreed upon structure by SARPC on January 23, 2013, the following members will be appointed by County Commissions to the SARPC Board of Directors:

- 1) County Commissioner from each member County appointed at the discretion of each County Commission (For the term of office)
- 2) Economic development representative appointed by each County Commission (For 1 year January-December)
- 3) Citizen member appointed by each County Commission (For 1 year January-December)

SLOTS	MEMBERS	APPOINTED/REAPPOINTED	TERM OF OFFICE	EXPIRATION DATE
County Commissioner	Commissioner Charles F. Gruber 312 Courthouse Square Suite 12 Bay Minette, AL 36507	Appointed 11/12/2014	Term of Office	11/13/2018
Economic Development Representative	Stanley Raye (Lee) Lawson, Jr. Baldwin County Economic Development Alliance, Inc. P.O. Box 1340 Robertsdale, AL 36567	Reappointed 03/17/2015 as the Commission's "Economic Development Representative" term continuing from 01/01/2015	1 year	01/01/2016
Citizen Member	Troy Ronald Strunk 411 Rothley Avenue Fairhope, AL 36532	Reappointed 03/17/2015 as the "Citizen Member Representative" term continuing from 01/01/2015	1 year	01/01/2016

REVISED: 03/17/2015 - akg

MOBILE BAY NATIONAL ESTUARY PROGRAM

Roberta Swann, Director
4172 Commanders Drive
Mobile, Alabama 36615
Telephone 431-6400
Fax 431-6450

MEMBERS	APPOINTED/REAPPOINTED	TERM OF OFFICE	EXPIRATION DATE
Charles F. Gruber 312 Courthouse Square, Suite 12 Bay Minette, AL 36507	Appointed 11/12/2014	Tenure of Office	11/13/2018

REVISED: 11/12/2014 - akg

COMMUNITY ACTION AGENCY OF SOUTH ALABAMA

Chris Rowe, Executive Director
Post Office Box 250
Daphne, Alabama 36526
(251) 626-2646 - Office
(251) 621-5146 – Fax

Board Information:

The Community Action Agency of South Alabama is governed by a tripartite board that is designated to promote the participation of the entire community in the reduction or elimination of poverty. Community Action Agencies seek to involve the community including elected public officials, private sector representatives and especially low-income residents, in assessing local needs and attacking the causes and conditions of poverty.

Officers

Sector I - Public Sector Representatives, Sector II - Low Income Representatives, Sector III - Private Representation

The Board of Directors meets every other month. In accordance with current Community Action Agency of South Alabama Board of Directors' By-Laws (Article, V Section 5.01), Public Sector representative "shall serve as long as they hold elective or appointive office."

Baldwin County Commission appoints one (1) member (Public Sector Representative).
Section 11-96-1, et seq., Code of Alabama 1975

MEMBERS	APPOINTED/REAPPOINTED	TERM OF OFFICE	EXPIRATION DATE
Commissioner Charles F. Gruber 312 Courthouse Square, Suite 12 Bay Minette, AL 36507	Appointed 02/20/2018 to represent the BCC on the Board of Directors, to the place seat formerly held by Commissioner Chris Elliott	Term of Office	11/13/2018

Note: This board has formerly been 1) Little River Community Action Agency; and 2) Community Action Agency of Baldwin, Escambia, Clarke, Monroe & Conecuh Counties.

REVISED: 02/20/2018 akg

ECONOMIC DEVELOPMENT AUTHORITY BOARD

General Board Information:

Appointed by Baldwin County Commission
 Two (2) members who are Baldwin County Commissioners
 Term of One (1) member is Three (3) years
 Term of One (1) member is One (1) year
 Created by Baldwin County Commission on November 2, 1993
 Board serves as “vehicle” through which such members obtain appointment, as Commission representatives,
 to Board of Directors of the Baldwin County Economic Development Alliance, Inc.

MEMBERS	APPOINTED/REAPPOINTED	TERM OF OFFICE	EXPIRATION DATE
T. Christopher Elliott, Commissioner 312 Courthouse Square, Suite 12 Bay Minette, AL 36507	Appointed 11/07/2017 to replace previous Industrial and Civic Division Commissioner Tucker Dorsey (This appointment also serves as an Honorary Member of the Baldwin County Economic Development Alliance, Inc.)	Term of Office as Industrial and Civic Division Commissioner	11/13/2018
VACANT POSITION As a result of the BCC not appointing anyone during the 02/15/2005 BCC meeting to replace former Commissioner Mary Frances Stewart	Appointed 11/19/2002 to replace Commissioner Frank Burt, Jr. with said term to become effective on 12/31/2002	1 year	12/31/2003

*This board was initially established 11/02/93. The initial board will be set up as follows: Each of the six Chambers of Commerce will select three persons, with one person serving three years, one serving two years, and one serving one year. The County Commission will select two members to serve, one for three years and one for one year. The Mayors of incorporated municipalities will select a representative to serve for two years. The Chamber of Commerce Executives will, as a group, select two from among the Chamber Executives to serve, one for three years and one for one year. After any individual has served two consecutive terms for a period not more than six years, that person must retire from the Authority for at least one year. After the initial appointments, future replacements will serve for three year terms. Three others not represented by the geographic areas of Baldwin County of these four officers will be selected to complete the group known as the Executive Committee. The purpose for this is to have a seven person Executive Committee, representative of all of Baldwin County. This Authority would be responsible for negotiating a final contract with the County and setting goals and objectives. In addition, the Authority would be responsible for establishing policies, budget decisions and managing the staff, as well as hiring and dismissal of the Executive Director who is responsible for managing the staff.

 ** According to David Brewer, Economic Development Alliance changed their by-laws wherein one of the members are non-voting. Because the Commission has recently been downsized from 7 to 4 members and because we aren't sure how many Commissioners there will be for the November 2006 election, Commissioner Burt is appointed just until Nov. 8, 2005, in essence, finishing out the term of former Commissioner Perdue. – 02/21/05, lgr.

***REVISED: 11/07/2017 akg**

WASTE SITING BOARD

(Established via Resolution #92-12 during the February 4, 1992, BCC Meeting and amended via Resolution #2005-30 during the December 21, 2004, BCC Meeting, further amended via Resolution #2007-159 during the August 7, 2007, BCC Meeting)

TERM OF OFFICE WILL BE FOUR (4) YEARS AND IS TO COINCIDE WITH THE COMMISSIONERS APPOINTMENTS, RE-APPOINTMENTS AND EXPIRATION OF TERM OF OFFICE ON THE BALDWIN COUNTY COMMISSION.

MEMBERS	APPOINTED/REAPPOINTED	TERM OF OFFICE	EXPIRATION DATE
Frank Burt, Jr. 46780 Rockhill Road Bay Minette, AL 36507 937-8287 (Home) 937-0395 (Commission Office, Bay Minette) 580-2500 (Office Fax) E-mail: fburt@baldwncountyal.gov	Appointed 11/12/2014	SEE HEADING	11/13/2018
Chris Elliott 30197 Loblolly Circle Daphne, AL 36526 366-5400 (Home) 990-4606 (Commission Office, Fairhope) 580-2590 (Office Fax) E-mail: ctelliott@baldwincountyal.gov	Appointed 11/12/2014	SEE HEADING	11/13/2018
J. Tucker Dorsey 22251 Palmer Street Robertsdale, AL 36567 213-8795 (Cell) 972-8555 (Commission Office, Central Annex, Robertsdale) 972-8503 (Office Fax) E-mail: tdorsey@baldwincountyal.gov	Appointed 11/12/2014	SEE HEADING	11/13/2018
Charles F. "Skip" Gruber 13295 Illinois Street Elberta, AL 36530 972-6833 (Commission Office, Foley) 972-6842 (Office Fax) E-mail: cgruber@co.baldwin.al.us	Appointed 11/12/2014	SEE HEADING	11/13/2018

REVISED: 11/12/2014 - akg

EASTERN SHORE METROPOLITAN PLANNING ORGANIZATION (MPO)

Joey Nunnally, County Engineer, Administrator

General Board Information:

The two (2) Baldwin County Commissioners appointed to this Board represents County Commission Districts #2 and #3.
The County Engineer serves as Administrator of the MPO.

The MPO consists of the following municipalities: Daphne, Fairhope, Loxley and Spanish Fort as well as Baldwin County.

MEMBERS	APPOINTED/REAPPOINTED	TERM OF OFFICE	EXPIRATION DATE
Commissioner Chris Elliott 312 Courthouse Square, Suite 12 Bay Minette, AL 36507	Appointed 11/12/2014	Term of Office as Baldwin County Commissioner	11/13/2018
Commissioner J. Tucker Dorsey 312 Courthouse Square, Suite 12 Bay Minette, AL 36507	Appointed 11/12/2014	Term of Office as Baldwin County Commissioner	11/13/2018

REVISED: 11/12/2014 - akg

FLORIDA–ALABAMA TRANSPORTATION PLANNING ORGANIZATION (TPO)

Mr. Brian Youpatoff, TPO Coordinator
 c/o West Florida Regional Planning Council
 Post Office Box 11399
 Pensacola, Florida 32524-1399

General Board Information:

The One (1) Baldwin County Commissioner whose residency county commission district comprises the Lillian community serves on the board.

The TPO consists of membership from Escambia County (FL), City of Pensacola (FL), Santa Rosa County (FL), City of Gulf Breeze (FL), City of Milton (FL) and Baldwin County (AL)

Statutory Authority – 1974 Federal Highway Act & 1992 Federal Aid Highway Act

MEMBER	NAME	APPOINTED/REAPPOINTED	TERM OF OFFICE	EXPIRATION DATE
Regular Member	Commissioner Charles F. Gruber 312 Courthouse Square, Suite 12 Bay Minette, AL 36507	Appointed 11/12/2014	Term of Office	11/13/2018
Alternate Member	Chairman Frank Burt, Jr. 312 Courthouse Square, Suite 12 Bay Minette, AL 36507	Appointed 05/01/2018 as alternate member for Commissioner Charles F. Gruber	Term of Office	11/13/2018
Alternate Member	Commissioner J. Tucker Dorsey 312 Courthouse Square, Suite 12 Bay Minette, AL 36507	Appointed 05/01/2018 as alternate member for Commissioner Charles F. Gruber	Term of Office	11/13/2018
Alternate Member	Commissioner T. Christopher Elliott 312 Courthouse Square, Suite 12 Bay Minette, AL 36507	Appointed 05/01/2018 as alternate member for Commissioner Charles F. Gruber	Term of Office	11/13/2018
Technical Coordinating Committee Member	Seth Peterson Permit/Subdivision Manager Baldwin County Highway Department	Appointed 02/16/2016 to replace the place seat of Joey Nunnally	Term continuing until further action taken by BCC	N/A
Technical Coordinating Committee Member	Taylor Rider BRATS Director Baldwin County Highway Department	Appointed 02/16/2016 to replace the place seat of Vince Beebe	Term continuing until further action taken by BCC	N/A

*On 08/20/2013, BCC adopted Resolution #2013-106, in support of the FL-AL TPO Membership Reapportionment Plan. Plan will be submitted to Governor of Florida and State of Alabama for final approval after 09/30/2013. Board list header will have to be revised after final plan approval as changes in membership will take effect. - akg

REVISED: 05/01/2018 akg



Baldwin County Commission

Agenda Action Form

File #: 18-0860, **Version:** 1

Item #: GA3

Meeting Type: BCC Regular Meeting

Meeting Date: 11/14/2018

Item Status: New

From: Ronald J. Cink, County Administrator

Submitted by: Anu Gary, Administration/Records Manager

ITEM TITLE

Consideration for Rescheduling and Cancelling Certain Baldwin County Commission Meetings in November 2018, December 2018 and January 2019

STAFF RECOMMENDATION

Adopt Resolution #2019-002 which approves the following:

- 1) The November 20, 2018, regular meeting time of the Baldwin County Commission is rescheduled to begin at 10:30 a.m., in the County Commission Chambers at the Baldwin County Administration Building as located at 322 Courthouse Square, Bay Minette, Alabama.
- 2) The December 4, 2018, regular meeting of the Baldwin County Commission is rescheduled to, instead, be held and conducted on Monday, December 3, 2018, at 8:30 a.m., in the County Commission Chambers at the Baldwin County Administration Building as located at 322 Courthouse Square, Bay Minette, Alabama.
- 3) The December 25, 2018, work session of the Baldwin County Commission is cancelled.
- 4) The January 1, 2019, regular meeting of the Baldwin County Commission is rescheduled to, instead, be held and conducted on Wednesday, January 2, 2019, at 8:30 a.m., in the County Commission Chambers at the Baldwin County Administration Building as located at 322 Courthouse Square, Bay Minette, Alabama.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: The November 20, 2018, regular meeting time of the Baldwin County Commission will need to be rescheduled to begin at 10:30 a.m., instead of 8:30 a.m., due to the Day of Thanks Public Breakfast event in Robertsedale.

The December 4, 2018, regular meeting of the Baldwin County Commission will need to be rescheduled to another day due the newly elected County Commissioners attending to training classes for elected officials, which is held in Montgomery. Staff is proposing the meeting be held on Monday, December 3, 2018, at 8:30 a.m. with no change to the location.

The December 25, 2018, work session meeting of the Baldwin County Commission will be cancelled due to the County offices being closed for Christmas on December 25th.

The January 1, 2019, regular meeting of the Baldwin County Commission will need to be rescheduled to another day due to the County offices being closed for New Year's Day on January 1st. Staff is proposing the meeting be held on Wednesday, January 2, 2018 at 8:30 a.m. with no change to the location.

FINANCIAL IMPACT

Total cost of recommendation: N/A

Budget line item(s) to be used: N/A

If this is not a budgeted expenditure, does the recommendation create a need for funding?
N/A

LEGAL IMPACT

Is legal review necessary for this staff recommendation and related documents?
N/A

Reviewed/approved by: N/A

Additional comments: N/A

ADVERTISING REQUIREMENTS

Is advertising required for this recommendation? N/A

If the proof of publication affidavit is not attached, list the reason: N/A

FOLLOW UP IMPLEMENTATION

For time-sensitive follow up, select deadline date for follow up: Time Sensitive - See below.

Individual(s) responsible for follow up: Administration:

Update Legistar and Insite online meetings calendar
Update 4BCC Outlook calendar
Send Notice to Media/BCC Contacts
Post Notices at courthouses and facilities
Upload Notice to county website
Notify Court Reporter
Notify QuickCaption for Closed Captioning
Notify SandsTech AV and CIS staff for Audio/Video
Post on social media (pre-schedule)
Upload Resolution to BCAP
Update Upload Log

Action required (list contact persons/addresses if documents are to be mailed or emailed):

N/A

Additional instructions/notes: N/A

STATE OF ALABAMA)
COUNTY OF BALDWIN)

**RESOLUTION #2019-002
OF THE
BALDWIN COUNTY COMMISSION**

**RESCHEDULING 2ND REGULAR MEETING TIME IN NOVEMBER 2018,
1ST REGULAR MEETING DATE IN DECEMBER 2018, CANCELLING THE
2ND WORK SESSION MEETING IN DECEMBER 2018, AND RESCHEDULING THE 1ST
REGULAR MEETING DATE IN JANUARY 2019.**

COMES NOW, the Baldwin County Commission desiring to reschedule certain regular meetings and cancel a certain work session meeting in November 2018, December 2018 and January 2019, as set forth herein below; now therefore

BE IT RESOLVED BY THE BALDWIN COUNTY COMMISSION, IN REGULAR SESSION ASSEMBLED, that, pursuant to the authority found at §11-3-8 (a) of the Code of Alabama 1975, and without limitation, the Baldwin County Commission hereby approves the following:

1. The November 20, 2018, regular meeting time of the Baldwin County Commission is rescheduled to begin at 10:30 a.m., in the County Commission Chambers at the Baldwin County Administration Building as located at 322 Courthouse Square, Bay Minette, Alabama.
2. The December 4, 2018, regular meeting of the Baldwin County Commission is rescheduled to, instead, be held and conducted on Monday, December 3, 2018, at 8:30 a.m., in the County Commission Chambers at the Baldwin County Administration Building as located at 322 Courthouse Square, Bay Minette, Alabama.
3. The December 25, 2018, work session of the Baldwin County Commission is cancelled.
4. The January 1, 2019, regular meeting of the Baldwin County Commission is rescheduled to, instead, be held and conducted on Wednesday, January 2, 2019, at 8:30 a.m., in the County Commission Chambers at the Baldwin County Administration Building as located at 322 Courthouse Square, Bay Minette, Alabama.

DONE, under the Seal of the County of Baldwin, at the County Seat in Bay Minette, Alabama, on this the 14th day of November, 2018.

Commissioner Charles F. Gruber, Chairman

ATTEST:

Ronald J. Cink, County Administrator



Baldwin County Commission

Agenda Action Form

File #: 19-0041, **Version:** 1

Item #: GM1

Meeting Type: BCC Regular Meeting

Meeting Date: 11/14/2018

Item Status: New

From: Kimberly Creech, Clerk/Treasurer

Submitted by: Makayla Shiver, Jr. Staff Accountant

ITEM TITLE

Resolution 2019-003 - Authorization for Chairman and Clerk/Treasurer to Sign Bank Documents

STAFF RECOMMENDATION

Adopt Resolution #2019-003, authorizing Chairman and Clerk/Treasurer to sign all necessary bank documents such as bank signature cards, bank resolutions, bank night depository agreements, etc. that must be updated.

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: Various bank documents must be updated with the Chairman's information. The above action authorizes the Chairman and Clerk/Treasurer to sign all such documents.

FINANCIAL IMPACT

Total cost of recommendation: N/A

Budget line item(s) to be used: N/A

If this is not a budgeted expenditure, does the recommendation create a need for funding?

N/A

LEGAL IMPACT

Is legal review necessary for this staff recommendation and related documents?

N/A

Reviewed/approved by: N/A

Additional comments: N/A

ADVERTISING REQUIREMENTS

Is advertising required for this recommendation? N/A

If the proof of publication affidavit is not attached, list the reason: N/A

FOLLOW UP IMPLEMENTATION

For time-sensitive follow up, select deadline date for follow up: Yes

Individual(s) responsible for follow up:

1. Department and Individual responsible for follow up activities on recommendation:
Administration and Finance Departments

2. Specific action/actions required as follow up: Administration will get the Chairman to sign Resolution 2019-003 and required bank documents. The Finance Department will get the Chairman to sign bank documents and deliver them to the banks.

Action required (list contact persons/addresses if documents are to be mailed or emailed):
N/A

Additional instructions/notes: N/A

STATE OF ALABAMA)

COUNTY OF BALDWIN)

**RESOLUTION #2019-003
OF THE
BALDWIN COUNTY COMMISSION**

**A RESOLUTION AUTHORIZING CHAIRMAN, CHARLES F. GRUBER, AND
CLERK/TREASURER, KIMBERLY W. CREECH, TO SIGN ANY REQUIRED
BANKING RESOLUTIONS, SIGNATURE CARDS, OR ANY OTHER FORMS**

BE IT RESOLVED BY THE BALDWIN COUNTY COMMISSION, IN REGULAR MEETING ASSEMBLED, that Charles F. Gruber, Chairman of the Baldwin County Commission, and Clerk/Treasurer, Kimberly W. Creech, are hereby directed and authorized to sign required bank documents.

DONE, under the Seal of the County of Baldwin, at the County Seat in Bay Minette, Alabama, on this the 14th day of November, 2018.

CHARLES F. GRUBER, Chairman
Baldwin County Commission

ATTEST:

KIMBERLY W. CREECH, Clerk/Treasurer
Baldwin County Commission