



Baldwin County Commission Work Session
Meeting Minutes

Tuesday, January 3, 2023
8:30 AM

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

Commissioners present:

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

Commissioners absent:

None.

Staff present:

Ron Cink, Budget Director/Interim County Administrator
Cian Harrison, Clerk/Treasurer
Deidra Hanak, Personnel Director
Joey Nunnally, County Engineer
Eddie Harper, Building Official
Brian Peacock, Communications/Information Systems (CIS) Director
Zach Hood, Emergency Management Agency (EMA) Director
Terri Graham, Environmental Development Director
Anu Gary, Administrative Services Manager
Kristen Rawson, Assistant Administrative Services Manager
Barbara Pate, Commission Executive Assistant
Taylor Bufkin, Public Information and Communications Specialist
Wanda Gautney, Purchasing Director
Susan Kilby, Assistant Purchasing Director
Jessica Waters, Public Information Officer and Communications Specialist

Also present:

Brad Hicks, County Attorney
Sheriff Huey Hoss Mack
Dr. Brian Pierce, Coroner

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

A ADOPTION OF MINUTES

December 20, 2022, Regular Meeting
No discussion.

B COMMITTEE REPORTS

BA FINANCE/ADMINISTRATION DIVISION

BA1 Payment of Bills **23-0445**

No discussion.

BA2 Notification of Interim Payments Approved by Clerk/Treasurer as Allowed Under Policy 8.1 **23-0449**

No discussion.

C CONSENT

CA ADMINISTRATION

CA1 City of Fairhope - Annexation Notification **23-0462**

Moved to January 3, 2023, regular meeting, Consent Agenda.

CA2 Krewe of Mullet Mates 23rd Annual Mardi Gras Parade **23-0300**

Moved to January 3, 2023, regular meeting, Consent Agenda.

CA3 Gulf Coast Resource, Conservation and Development Council - Board Appointment(s) **23-0466**

Moved to January 3, 2023, regular meeting, Consent Agenda.

CA4 Case No. LV-22018 - Alcohol License Application for JRS Big Country Store LLC d/b/a JRS Big Country Store **23-0401**

Moved to January 3, 2023, regular meeting, Consent Agenda.

CA5 Considerations Related to Employment Contracts - Baldwin County Legislative Delegation Senior Policy Advisor **23-0453**

Moved to January 3, 2023, regular meeting, Consent Agenda.

CA6	<u>Reconfirming the Divisional Resolution of the Baldwin County Commission</u> <u>(Resolution #2023-006)</u>	23-0408
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Commissioner Ball asked Ron Cink, Budget Director/Interim County Administrator, to explain the reason for Item CA6.

The Commissioners, and Anu Gary, Administrative Services Manager, discussed the divisional resolution and the statutes regarding the divisions of the Baldwin County Commission.

It was decided Ms. Gary will look into the statutes and report back to the Commission.

Moved to January 3, 2023, regular meeting, Consent Agenda.

CA7	<u>Resolution #2023-048 of the Baldwin County Commission - Act No. 90-449 (Fire Tax) - Elberta Volunteer Fire Department - Approval of Use of Fire Tax Proceeds</u>	23-0460
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Moved to January 3, 2023, regular meeting, Consent Agenda.

CE BUDGET/PURCHASING

CE1	<u>Amendment (Schedule D) to the Service Agreement for Phase II for Restoration and Preservation of the Old Baldwin County Probate Deed Books and Documents for the Baldwin County Commission</u>	23-0406
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Moved to January 3, 2023, regular meeting, Consent Agenda.

CE2 Competitive Bid #WG22-12 - Provision of Guardrail Installation and Repair **23-0414**
on County Right-of-Ways for the Baldwin County Commission

Moved to January 3, 2023, regular meeting, Consent Agenda.

CE3	<u>Competitive Bid #WG23-11 - Provision of Janitorial Services for the Baldwin County Revenue Commission Reappraisal Building Located in Robertsedale, Alabama</u>	23-0388
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Moved to January 3, 2023, regular meeting, Consent Agenda.

- CE4** Competitive Bid #WG23-12 - Provision of Crushed Aggregates for the **23-0402**
Baldwin County Commission

Moved to January 3, 2023, regular meeting, Consent Agenda.

- CE5** Competitive Bid #WG23-13 - Provision of Motorgrader Blades for the
Baldwin County Commission

Moved to January 3, 2023, regular meeting, Consent Agenda.

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| CE6 | <u>Competitive Bid #WG23-14 - Purchase of One (1) New 2023 Ford F-150 4x4 Supercrew Truck or Equivalent for the Baldwin County Commission</u> | 23-0432 |
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Moved to January 3, 2023, regular meeting, Consent Agenda.

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| CE7 | <u>Quotes for the Purchase and Installation of Patio Awnings at the Loxley and Little River S.A.I.L. Centers for the Baldwin County Commission</u> | 23-0386 |
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Moved to January 3, 2023, regular meeting, Consent Agenda.

- CE8** Request for Qualifications (RFQ) for Professional Services for Engineering/Environmental Services for the Kelly Pit Regional Detention Project for the Baldwin County Commission **23-0463**

Commissioner Underwood asked if there is a list of the vendors who submitted bids for the Kelly Pit Regional Detention Project, to which Wanda Gautney, Purchasing Director, replied Item CE8 is a Request for Qualifications (RFQ) and the best vendor based upon qualifications was selected by a committee of Purchasing and Highway Department staff. The Commission will make the final decision for the project. Ms. Gautney further explained the names of the vendors who submitted bids are not typically included in RFQ items.

Moved to January 3, 2023, regular meeting, Consent Agenda.

- CE9** Resolution # 2023-047 - FY2023 Budget Amendment #5 **23-0458**

Commissioner Ball asked Ron Cink, Budget Director/Interim County Administrator, the source of funding for the amount of \$96,861.00 in the budget which ARPA is not going to fund, to which Mr. Cink replied the funding will come from the fund balance reserves and building permit revenue.

Moved to January 3, 2023, regular meeting, Consent Agenda.

CH COMMUNICATIONS/INFORMATION SYSTEMS (CIS)

CH1 Sale of Surplus Equipment on GovDeals.com

23-0369

Moved to January 3, 2023, regular meeting, Consent Agenda.

CJ ELECTED OFFICIALS

CJ1 Coroner's Office - National Network of Public Health Institutes Grant
Acceptance for Implementation of New Case Management System

23-0159

Moved to January 3, 2023, regular meeting, Consent Agenda.

CJ2 Sheriff's Office - Master Service Agreement with Lexipol, LLC for Annual Subscription Fee

23-0433

Brad Hicks, County Attorney, noted three clauses need to be added to the Master Service Agreement with Lexipol and he does not anticipate the revisions to the Agreement being completed today.

It was decided that Item CJ2 would be moved to Other Staff Recommendations for a separate vote with approval being contingent upon County Attorney's review of the Agreement.

Moved to January 3, 2023, regular meeting, Other Staff Recommendations.

CJ3 Sheriff's Office - Fiscal Year 2022-2023 Agreement for Community Traffic Safety Program Grant Participation

23-0468

Moved to January 3, 2023, regular meeting, Consent Agenda.

CL ENVIRONMENTAL MANAGEMENT

CL1 Mandatory Garbage Fees - Low Income Exemption Applications - 2022

23-0439

Moved to January 3, 2023, regular meeting, Consent Agenda.

CL2 Mandatory Garbage Fees - Social Security Exemption Applications - 2022

23-0438

Moved to January 3, 2023, regular meeting, Consent Agenda.

CN HIGHWAY

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| CN1 | <u>Execution of IRS Form 8283 for Donated Right-of-Way on Project No. HW22014 - Fox Lane (Tract 1)</u> | 23-0447 |
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Moved to January 3, 2023, regular meeting, Consent Agenda.

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| CN2 | <u>Execution of IRS Form 8283 for Donated Right-of-Way on Project No. HW22014 - Fox Lane (Tract 3)</u> | 23-0448 |
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Moved to January 3, 2023, regular meeting, Consent Agenda.

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| CN3 | <u>Execution of IRS Form 8283 for Donated Right-of-Way on Project No.</u>
HW22014 - Fox Lane (Tract 5) | 23-0450 |
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Moved to January 3, 2023, regular meeting, Consent Agenda.

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| CN4 | <u>Execution of IRS Form 8283 for Donated Right-of-Way on Project No. HW22014 - Fox Lane (Tract 6)</u> | 23-0451 |
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Moved to January 3, 2023, regular meeting, Consent Agenda.

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| CN5 | <u>Execution of IRS Form 8283 for Donated Right-of-Way on Project No.</u>
<u>HW22014 - Fox Lane (Tract 7)</u> | 23-0452 |
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Moved to January 3, 2023, regular meeting, Consent Agenda.

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| CN6 | <u>Execution of IRS Form 8283 for Donated Right-of-Way on Project No.</u>
HW22014 - Fox Lane (Tract 8) | 23-0454 |
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Moved to January 3, 2023, regular meeting, Consent Agenda.

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| CN7 | <u>Execution of IRS Form 8283 for Donated Right-of-Way on Project No.</u>
HW22014 - Fox Lane (Tract 9) | 23-0455 |
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Moved to January 3, 2023, regular meeting, Consent Agenda.

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| CN8 | <u>Execution of IRS Form 8283 for Donated Right-of-Way on Project No.</u>
HW22014 - Fox Lane (Tract 11) | 23-0456 |
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Moved to January 3, 2023, regular meeting, Consent Agenda.

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| CN9 | <u>Execution of IRS Form 8283 for Donated Right-of-Way on Project No. HW22014 - Fox Lane (Tract 12)</u> | 23-0457 |
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Moved to January 3, 2023, regular meeting, Consent Agenda.

- CN10** Case No. S-20047 (SFP22-000015) - Kipling Meadows Phase Two - Road **22-0617**
Acceptance

Moved to January 3, 2023, regular meeting, Consent Agenda.

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| CN11 | <u>County Road 64 at Baldwin Beach Express Intersection Improvement</u>
<u>Project - Design Services</u> | 23-0411 |
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Commissioner Underwood asked if there is a list of companies the County uses for highway improvement projects, to which Joey Nunnally, County Engineer, replied the County selects a company based on who is the best fit for the project, depending on the project's scope.

Moved to January 3, 2023, regular meeting, Consent Agenda.

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| CN12 | <u>Highway 98 Sidewalk Eastern Shore Trail Extension - Highway Infrastructure Program Project - Resolution #2023-046 and Project Funding Agreement</u> | 23-0410 |
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Moved to January 3, 2023, regular meeting, Consent Agenda.

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| CN13 | <u>Rebuild Alabama - Baldwin County Fiscal Year 2022 County Transportation Plan - County Rebuild Alabama Annual Report</u> | 23-0425 |
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Moved to January 3, 2023, regular meeting, Consent Agenda.

- CN14** Speed Limit Adjustment on County Road 99 **23-0412**

Commissioner McKenzie asked the basis for reducing the speed limit to 35 miles per hour on County Road 99.

Joey Nunnally, County Engineer, explained the proposed reduction is due to growth in the area and increased pedestrian and golf cart traffic. The County did a traffic study and 85% of the vehicles are traveling 54 miles per hour in a 45 mile per hour speed limit zone.

Commissioner McKenzie said he is concerned that reducing the speed limit will increase the amount of traffic violations and the County will receive more complaints.

The Commissioners and Mr. Nunnally further discussed an alternative solution, and it was decided that

the Highway Department would install additional speed limit signs in the area. The Commissioners requested Item CN14 be removed from the agenda.

Removed from agenda.

CQ PERSONNEL

CQ1 CIS Department - Employment of One (1) Operations Support Specialist II Position **23-0418**

Moved to January 3, 2023, regular meeting, Consent Agenda.

CQ2 Coroner's Office - Personnel Changes **23-0419**

Moved to January 3, 2023, regular meeting, Consent Agenda.

CQ3 Highway Department (Foley) - Promotion of Employee **23-0420**

Commissioner Underwood asked if the confidential information on the employment application had been corrected, to which Joey Nunnally, County Engineer, replied the information was clarified during the interview process and Deidra Hanak, Personnel Director, is making the correction.

Moved to January 3, 2023, regular meeting, Consent Agenda.

CQ4 Highway Department (Maintenance) - Employment of One (1) Equipment Manager Position **23-0421**

Moved to January 3, 2023, regular meeting, Consent Agenda.

CQ5 Highway Department (Subdivision) - Approval of Updated Position Description **23-0422**

Moved to January 3, 2023, regular meeting, Consent Agenda.

CQ6 Personnel Department - Employment of One (1) Recruiting and Retention Coordinator Position **23-0424**

Moved to January 3, 2023, regular meeting, Consent Agenda.

CQ7 Solid Waste Department (Collections Administration) - Employment of **23-0423**

Three (3) Billing Account Specialist I Positions

Moved to January 3, 2023, regular meeting, Consent Agenda.

D PRESENTATIONS

DA GENERAL

- DA1** Emergency Management Agency's Messaging Campaign to Streamline Virtual Traffic to Baldwin County Commission App **23-0435**

Jessica Waters, Public Information Officer and Communications Specialist, gave a presentation on the **Baldwin County EMA Communications Update** which will streamline the virtual traffic to one app. Ms. Waters encouraged the public to sign up for local emergency alerts through the Baldwin County Emergency Notifications, AlertBaldwin.com.

Moved to January 3, 2023, regular meeting, Presentations.

E PUBLIC HEARINGS

EA ADMINISTRATION

- EA1** Formal Program Amendment Submission of Community Development Block Grant (CDBG) Project Number CY-CM-PF-18-009 to Alabama Department of Economic and Community Affairs (ADECA) **23-0461**

Moved to January 3, 2023, regular meeting, Public Hearings.

EN HIGHWAY

- EN1** Case No. VAC-22-3 - Vacation of an Unopened, Unimproved 20 Foot Right-of-Way West of South Cedar Street **23-0441**

Moved to January 3, 2023, regular meeting, Public Hearings.

F OTHER STAFF RECOMMENDATIONS

FA ADMINISTRATION

- FA1** Appointed Contract Employees - Considerations Related to Employment Contracts **23-0308**

The Commissioners, and Brad Hicks, County Attorney, discussed the Appointed Directors' contracts and the need to meet with the Legislative Delegation to change the current organizational structure before issuing new contracts.

Mr. Hicks said an employee without a contract is considered a hold over employee and can continue to work with the same pay rate without a contract in place. Mr. Hicks will look into how not having a contract could potentially affect severance pay.

Commissioner Underwood said she is available to talk to the contract employees if they have any questions.

The Commissioners further discussed the Juvenile Detention Center Director position and the need to fill it.

Deidra Hanak, Personnel Director, said an interview meeting for this position needs to be scheduled.

Moved to January 3, 2023, regular meeting, Other Staff Recommendations.

G AMERICAN RESCUE PLAN ACT (ARPA) RECOMMENDATIONS

Ron Cink, Budget Director/Interim County Administrator, said a meeting is scheduled for January 4, 2023, to discuss ARPA items.

H ADDENDA

HA GENERAL

HA1 Grants Department - Approval of Position Descriptions

23-0474

Ron Cink, Budget Director/Interim County Administrator, said there is one addenda item regarding the job descriptions for the Grants Department. Both positions will report to the Administrator.

Moved to January 3, 2023, regular meeting, Addenda.

I COMMISSIONER REQUESTS

Commissioner Underwood requested an update on the construction of the Animal Shelter. Commissioner Underwood asked if the Baldwin County Commission has ever had a Public Works Director; currently the work is being done by many of the directors as the work crosses over into their departments.

Commissioner Gruber replied the Public Works Director position has not been filled since the last director left.

Ron Cink, Budget Director/Interim County Administrator, said he will schedule an update on the Animal Shelter construction for next work session.

Commissioner McKenzie asked if he could observe the job interviews for the appointed department heads. Commissioner McKenzie said he spoke with Hope Hicks, County Legal Counsel, to confirm this was acceptable practice, and according to Ms. Hicks it is fine as long as Commissioner McKenzie does not ask questions during the interview and the position was not for Administration due to his close

working relationship with the department.

J SENIOR STAFF REPORT

Ron Cink, Budget Director/Interim County Administrator, noted Item CJ2 will move to Other Staff Recommendations to be voted on separately, with approval contingent upon legal review by the County Attorney. Mr. Cink noted Item CN14 has been removed from the agenda.

K COUNTY ATTORNEY'S REPORT

Brad Hicks, County Attorney, said regarding Item CJ2, the agreement was received in his office on December 28, 2022 and the revisions need to be sent to Lexipol for their acceptance. Mr. Hicks said he will look at the statute regarding reconfirming the Divisional Resolution.

L PUBLIC COMMENTS

None.

M PRESS QUESTIONS

None.

N COMMISSIONER COMMENTS

None.

O ADJOURNMENT

Motion by Commissioner Billie Jo Underwood, seconded by Commissioner James E. Ball, to adjourn the January 3, 2023, Baldwin County Commission Work Session meeting at 9:27 a.m.

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

Two handwritten signatures in black ink. The signature on the left is 'James E. Ball' and the signature on the right is 'Billie Jo Underwood'.

BALDWIN COUNTY EMA COMMUNICATIONS UPDATE

JANUARY 3, 2023



- Baldwin County EMA app is no longer a stand-alone app.
- BCEMA can now be found under the BCC App.



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ALERT BALDWIN

Home Emergency Management Agency

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NWS Radar

Standard radar images are available on the Standard Radar for low-bandwidth page, which is now located on the main navigation using the down arrow button.

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Baldwin EMA



Baldwin AL Hub

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To receive local, emergency alerts and other important community news, sign up for AlertBaldwin.com. This free system enables us to rapidly provide residents and visitors with critical information in local situations such as severe weather, hazardous materials releases, unexpected road hazards and closures, missing persons, evacuations and more. Stay prepared, informed, and connected.



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BALDWIN COUNTY EMERGENCY MANAGEMENT AGENCY



FOR MORE INFO:

ADDITIONAL SOURCES FOR INFORMATION:

- Download the Apps - www.baldwincountyal.gov/stay-connected
- Baldwin County EMA Website - www.baldwincountyal.gov/EMA
- Local, Emergency Alerts - www.AlertBaldwin.com

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