

Baldwin County Commission

**Baldwin County Commission Regular
Meeting Minutes
Tuesday, January 3, 2023
10:00 AM**



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

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

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

WELCOME BY CHAIRMAN, INVOCATION AND PLEDGE OF ALLEGIANCE

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

Absent: 0

Also present were, Ron Cink, Budget Director/Interim County Administrator, and Brad Hicks, County Attorney.

The Chairman called the meeting to order at 8:30 a.m. After the prayer led by Pastor Ron Reiser with Summerdale Assembly of God, and the Pledge of Allegiance led by Commissioner James E. Ball, the Commission transacted the following business to-wit:

A ADOPTION OF MINUTES

December 20, 2022, Regular Meeting

Motion by Commissioner James E. Ball, seconded by Commissioner Billie Jo Underwood, to adopt the minutes of the December 20, 2022, Regular Meeting.

The motion passed by the following vote:

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

Nay: 0

Absent: 0

Abstain: 0

B COMMITTEE REPORTS

BA FINANCE/ADMINISTRATION DIVISION

BA1 Payment of Bills

[23-0445](#)

Motion by Commissioner Billie Jo Underwood, seconded by Commissioner James E. Ball, to approve payment of the bills and distribution of taxes which are listed in the Baldwin County Accounts Payable Payments.

The motion passed by the following vote:

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

Nay: 0

Absent: 0

Abstain: 0

Commissioner Ball asked Brian Peacock, Communications/Information Systems (CIS) Director, to give an overview of the work done to prepare for the drive-through Christmas lights event at Bicentennial Park. Mr. Peacock recognized members of the Parks, Archives, Building Maintenance, and CIS Departments as well as North Baldwin Utilities who were instrumental in decorating the park and thanked everyone for their efforts in preparing for the event.

Commissioner Ball said there were approximately 3,000 vehicles with 1,500 visitors who enjoyed the event this year.

The Commissioners praised the work done by the various departments and thanked them for the presentation to the citizens of Baldwin County.

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

[23-0449](#)

No action taken.

C CONSENT

Ron Cink, Budget Director/Interim County Administrator, noted Item CJ2 has been moved to Other Staff Recommendations and will be voted on later in the meeting and Item CN14 has been removed from the Agenda.

Motion by Commissioner Billie Jo Underwood, seconded by Commissioner Matthew P. McKenzie, to approve the Consent Agenda with the exception of Items CJ2 and CN14.

The motion passed by the following vote:

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

Nay: 0

Absent: 0

Abstain: 0

CA ADMINISTRATION

CA1 City of Fairhope - Annexation Notification

[23-0462](#)

Authorize placement of the City of Fairhope's Annexation Ordinance No. 1765, annexing property into the corporate limits of the City of Fairhope, Alabama, into the minutes of the January 3, 2023, Baldwin County Commission meeting with proper notification to the following departments/organizations:

Baldwin County Commission Departments:

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

Elected Officials:

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

Other Agencies:

Board of Registrars Office
Emergency 911
South Alabama Regional Planning Commission

CA2 Krewe of Mullet Mates 23rd Annual Mardi Gras Parade

[23-0300](#)

Approve the requested parade route for the Krewe of Mullet Mates (KOMM) 23rd Annual Mardi Gras Parade on February 18, 2023. The parade will begin at Mullet Point Park at 2:00 p.m., traveling South along County Road 1, past Mary Ann Beach Road and continuing to Pelican Point Park (Weeks Bay) parking lot.

The Baldwin County Sheriff's Office will assist with traffic control and the Fairhope Boy Scouts Troop #47 will provide clean up after the parade.

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

[23-0466](#)

Related to the Gulf Coast Resource, Conservation and Development Council, take the following actions:

1) Appoint Commissioner Matthew P. McKenzie to serve as a proxy member, to fill the place seat formerly held by Commissioner James E. Ball, for a pro-rata reduced four (4) year term, said term to commence January 3, 2023, and expire November 3, 2026; and

2) Appoint Mr. Blaine Chastain as a member to replace the place seat formerly held by Commissioner Matthew P. McKenzie, for a pro-rata reduced four (4) year term, said term to commence January 3, 2023, and expire November 3, 2026.

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

[23-0401](#)

Approve the transfer and issuance of 050 - Retail Beer (Off Premises Only) and 070 - Retail Table Wine (Off Premises Only) license by the Alabama Alcoholic Beverage Control (ABC) Board from Gulf Coast Retail Management LLC, d/b/a Big Country's Food Stop to JRS Big Country Store LLC d/b/a JRS Big Country Store, located at 25931 County Road 32, Elberta, Alabama 36530.

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

[23-0453](#)

As Requested by the Baldwin County Legislative Delegation, authorize and approve the Employment Contract between the Baldwin County Commission, the Baldwin County Legislative Delegation and David Brewer, applicable to the position of a part-time Senior Policy Advisor, subject to the terms set forth in the Employment Contract.

The effective date of this Employment Contract shall be Monday, January 16, 2023. This Employment Contract shall continue in full force and effect through and including January 16, 2024.

CA6 Reconfirming the Divisional Resolution of the Baldwin County Commission (Resolution #2023-006)

[23-0408](#)

Reconfirm the "Divisional Resolution of the Baldwin County Commission," codified as Resolution #2023-006 of the Baldwin County Commission which effected certain procedural requirements and prescribed other permitted duties as enumerated at Act No. 239 (1931), as amended, and other applicable law.

CA7 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

[23-0460](#)

Take the following actions:

1) Adopt Resolution #2023-048 of the Baldwin County Commission which provides the Baldwin County Commission's required approval for the Elberta Volunteer Fire

Department to utilize its proceeds of taxes derived by Act. No. 90-449 as security for repayment of a loan not to exceed \$50,000.00 (and the repayment of said loan's applicable interest) for the purchase of new radio equipment; and

2) Authorize the Baldwin County Commission Chairman to execute any other necessary documentation related to the adoption of Resolution #2023-048, including any other assurances, certificates and financing documents or approvals to affect such approval and purchase of the above-described equipment.

This approval does not in any way constitute any financial involvement or obligation of the Baldwin County Commission.

CE BUDGET/PURCHASING

CE1 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 [23-0406](#)

Approve and authorize the Chairman to execute the Amendment (Schedule D) in the amount of \$415,350.00 to the Service Agreement between Baldwin County Commission and Kofile Technologies, Inc., originally approved on February 15, 2022, for the preservation and imaging of old Probate Deed Books.

Amendment (Schedule D) will become effective upon full execution and will remain in effect for 180 days of retrieving the records from the Probate Office.

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

Extend the Contract for Competitive Bid #WG22-12 - Provision of Guardrail Installation and Repair on County Right-of-Ways with C & H Construction Services, LLC, for an additional twelve (12) months at the same prices and terms stated in the bid specifications as awarded on January 18, 2022.

The Contract extension will expire on January 18, 2024.

CE3 Competitive Bid #WG23-11 - Provision of Janitorial Services for the Baldwin County Revenue Commission Reappraisal Building Located in Robertsdale, Alabama [23-0388](#)

Take the following actions:

1) Approve the specifications and authorize the Purchasing Director to place a competitive bid for the Provision of Janitorial Services for the Revenue Commission - Reappraisal building located at 23130 McAuliffe Drive, Robertsdale, Alabama (Old E911

Building); and

2) Further, authorize the Chairman/Purchasing Division Commissioner for the Baldwin County Commission to approve any necessary addendums or clarifications if required after the bid is advertised.

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

[23-0402](#)

Take the following actions:

1) Approve the specifications and authorize the Purchasing Director to place a competitive bid for the Provision of Crushed Aggregates; and

2) Further, authorize the Chairman/Purchasing Division Commissioner for the Baldwin County Commission to approve any necessary addendums or clarifications if required after the bid is advertised.

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

[23-0407](#)

Take the following actions:

1) Approve the specifications and authorize the Purchasing Director to place a competitive bid for the Provision of Motorgrader Blades; and

2) Further, authorize the Chairman/Purchasing Division Commissioner for the Baldwin County Commission to approve any necessary addendums or clarifications if required after the bid is advertised.

CE6 Competitive Bid #WG23-14 - Purchase of One (1) New 2023 Ford F-150 4x4 Supercrew Truck or Equivalent for the Baldwin County Commission

[23-0432](#)

Take the following actions:

1) Approve the specifications and authorize the Purchasing Director to place a competitive bid for the purchase of one (1) new 2023 Ford F-150 4x4 Supercrew Truck or equivalent for the Baldwin County Commission; and

2) Further, authorize the Chairman/Purchasing Division Commissioner for the Baldwin County Commission to approve any necessary addendums or clarifications if required after the bid is advertised.

CE7 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

[23-0386](#)

Award the quote to the lowest responsible vendor, Advanced Metal Systems of Alabama, LLC, in the amount of \$15,680.00 for the purchase and installation of patio awnings at the Loxley and Little River S.A.I.L. Centers and authorize the Chairman to execute the Public Works Contract and the Certificate of Compliance.

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](#)

Authorize staff to begin negotiations with Volkert, Inc., so a final recommendation for award can be made for Professional Services for Engineering/Environmental Services for the Kelly Pit Regional Detention project.

CE9 Resolution # 2023-047 - FY2023 Budget Amendment #5 [23-0458](#)

Adopt Resolution #2023-047 amending the Fiscal Year 2023 Budget (Resolution #2022-165 and #2022-166, adopted September 20, 2022) to add funds for various American Rescue Plan Act (ARPA) items, replace docking stations, The Launch at CR6 design/permitting, and staffing recommendations for the Building Inspection Department.

CH COMMUNICATIONS/INFORMATION SYSTEMS (CIS)

CH1 Sale of Surplus Equipment on GovDeals.com [23-0369](#)

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

Lot 1: Nine (9) Desktops, Four (4) Printers, Three (3) Displays and Eleven (11) Keyboards

Lot 2: Nine (9) Desktops, Three (3) Laptops, Five (5) Printers, Three (3) Displays and Ten (10) Keyboards

CJ ELECTED OFFICIALS

CJ1 Coroner's Office - National Network of Public Health Institutes Grant Acceptance for Implementation of New Case Management System [23-0159](#)

Take the following actions:

1) Accept the National Network of Public Health Institutes (NNPHI) Grant in the amount of \$20,316.13 for the implementation of a new case management system for the Baldwin County Commission (Baldwin County Coroner's Office); and

2) Authorize the Chairman and Dr. Brian Pierce, Baldwin County Coroner, to sign the Subaward between the National Network of Public Health Institutes and the Baldwin

County Commission as subrecipient.

The term of this subaward shall extend from November 1, 2022, through July 31, 2023.

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

[23-0468](#)

Approve the Fiscal Year 2022-2023 Agreement for Community Traffic Safety Program (CTSP) Grant Participation for the Baldwin County Sheriff's Office to participate in the Southwest Region's Community Traffic Safety Program for reimbursement of overtime traffic safety enforcement (and other time as approved by Alabama Department of Economic and Community Affairs (ADECA) and/or Southwest Alabama Regional Highway Safety Office (SWARHSO)).

The term of this contract will be October 1, 2022 through September 15, 2023.

Upon approval of grant(s), funding will be made available to the Baldwin County Sheriff's Office through CORE reporting system by SWARHSO as authorized by ADECA. This Agreement for CTSP Grant Participation is not a notice of grant approval but is required by the Baldwin County Sheriff's Office prior to receipt of CTSP grant funds if such become available.

CL ENVIRONMENTAL MANAGEMENT

CL1 Mandatory Garbage Fees - Low Income Exemption Applications - 2022

[23-0439](#)

Take the following actions related to persons that have applied to be exempt from the Baldwin County mandatory garbage fees by the Baldwin County Low Income Exemption program:

2nd Quarter Ending June 30, 2022:

Approve 30 and Deny 12 Low Income Applicants

3rd Quarter Ending September 30, 2022:

Approve 28 and Deny 11 Low Income Applicants

CL2 Mandatory Garbage Fees - Social Security Exemption Applications - 2022

[23-0438](#)

Take the following actions related to persons that have applied to be exempt from the Baldwin County mandatory garbage fees by the State granted exemption:

2nd Quarter Ending June 30, 2022:

Approve 1 and Deny 0 Social Security Exemption Applications

3rd Quarter Ending September 30, 2022:

Approve 2 and Deny 3 Social Security Exemption Applications

CN HIGHWAY

CN1 Execution of IRS Form 8283 for Donated Right-of-Way on Project No. HW22014 - Fox Lane (Tract 1) [23-0447](#)

Take the following actions:

1) Accept 0.283 acres on Fox Lane (Tract 1) as a right-of-way donated to Baldwin County by Thomas Arthur Bailey on October 19, 2022 (Instrument No. 2030931 of Baldwin County Judge of Probate); and

2) Related to the aforesaid, authorize the Chairman to execute IRS form 8283 for the donated right-of-way.

CN2 Execution of IRS Form 8283 for Donated Right-of-Way on Project No. HW22014 - Fox Lane (Tract 3) [23-0448](#)

Take the following actions:

1) Accept 0.151 acres on Fox Lane (Tract 3) as a right-of-way donated to Baldwin County by Thomas Michael Rybarski and Ana T. Rybarski on September 23, 2022 (Instrument No. 2025522 of Baldwin County Judge of Probate); and

2) Related to the aforesaid, authorize the Chairman to execute IRS form 8283 for the donated right-of-way.

CN3 Execution of IRS Form 8283 for Donated Right-of-Way on Project No. HW22014 - Fox Lane (Tract 5) [23-0450](#)

Take the following actions:

1) Accept 0.038 acres on Fox Lane (Tract 5) as a right-of-way donated to Baldwin County by John T. Christine, Jr., and Jamie L. Christine on September 23, 2022 (Instrument No. 2025523 of Baldwin County Judge of Probate); and

2) Related to the aforesaid, authorize the Chairman to execute IRS form 8283 for the donated right-of-way.

CN4 Execution of IRS Form 8283 for Donated Right-of-Way on Project No. HW22014 - Fox Lane (Tract 6) [23-0451](#)

Take the following actions:

- 1) Accept 0.090 acres on Fox Lane (Tract 6) as a right-of-way donated to Baldwin County by Brim and Bass Trust dated August 19, 2010, on September 26, 2022 (Instrument No. 2027002 of Baldwin County Judge of Probate); and
- 2) Related to the aforesaid, authorize the Chairman to execute IRS form 8283 for the donated right-of-way.

CN5 Execution of IRS Form 8283 for Donated Right-of-Way on Project No. HW22014 - Fox Lane (Tract 7)

[23-0452](#)

Take the following actions:

- 1) Accept 0.190 acres on Fox Lane (Tract 7) as a right-of-way donated to Baldwin County by Richard Powers and Tami Powers on September 23, 2022 (Instrument No. 2025524 of Baldwin County Judge of Probate); and
- 2) Related to the aforesaid, authorize the Chairman to execute IRS form 8283 for the donated right-of-way.

CN6 Execution of IRS Form 8283 for Donated Right-of-Way on Project No. HW22014 - Fox Lane (Tract 8)

[23-0454](#)

Take the following actions:

- 1) Accept 0.190 acres on Fox Lane (Tract 8) as a right-of-way donated to Baldwin County by Lou W. Mort and James D. Mort on October 6, 2022 (Instrument No. 2028319 of Baldwin County Judge of Probate); and
- 2) Related to the aforesaid, authorize the Chairman to execute IRS form 8283 for the donated right-of-way.

CN7 Execution of IRS Form 8283 for Donated Right-of-Way on Project No. HW22014 - Fox Lane (Tract 9)

[23-0455](#)

Take the following actions:

- 1) Accept 0.547 acres on Fox Lane (Tract 9) as a right-of-way donated to Baldwin County by The Josephine Billups Montgomery Revocable Trust dated October 26, 2016, on September 23, 2022 (Instrument No. 2025525 of Baldwin County Judge of Probate); and
- 2) Related to the aforesaid, authorize the Chairman to execute IRS form 8283 for the donated right-of-way.

CN8 Execution of IRS Form 8283 for Donated Right-of-Way on Project No. HW22014 - Fox Lane (Tract 11)

[23-0456](#)

Take the following actions:

- 1) Accept 0.379 acres on Fox Lane (Tract 11) as a right-of-way donated to Baldwin County by Rebecca Lynn Hogg on September 26, 2022 (Instrument No. 2025526 of Baldwin County Judge of Probate); and
- 2) Related to the aforesaid, authorize the Chairman to execute IRS form 8283 for the donated right-of-way.

CN9 Execution of IRS Form 8283 for Donated Right-of-Way on Project No. HW22014 - Fox Lane (Tract 12)

[23-0457](#)

Take the following actions:

- 1) Accept 0.604 acres on Fox Lane (Tract 12) as a right-of-way donated to Baldwin County by Richard James Warriner on September 26, 2022 (Instrument No. 2025527 of Baldwin County Judge of Probate); and
- 2) Related to the aforesaid, authorize the Chairman to execute IRS form 8283 for the donated right-of-way.

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

[22-0617](#)

Take the following actions regarding Subdivision Case No. S-20047 (SFP22-000015) - Kipling Meadows Phase Two in Maintenance Area 300:

- 1) Accept the following subdivision roads for maintenance and authorize said roads to be added to the County Maintenance Road List:

Road Name	Length	Asphalt Width
Mandalay Circle	1,495 ft	20 ft
Leander Avenue	435 ft	20 ft

- 2) Approve and authorize the Chairman to execute the Subdivision Roadway and Drainage Improvement Acceptance Agreement with Turnberry Development 2016 LLC and Ammons & Blackmon Construction LLC; and

- 3) Accept the Surety Document from Fidelity and Deposit Company of Maryland on behalf of Ammons & Blackmon Construction, LLC, in the amount of \$172,816.90 to guarantee the workmanship and materials of the roadways and drainage improvements within the public rights-of-way as shown on the approved Final and "As-Built"

construction plans.

CN11 County Road 64 at Baldwin Beach Express Intersection Improvement Project - Design Services [23-0411](#)

Take the following actions:

- 1) Waive Baldwin County Commission Policy #9.10 - Engineering and Survey Services; and
- 2) Approve on-call consultant Thompson Engineering to perform design services for the County Road 64 at Baldwin Beach Express Intersection Improvement Project with design fees not to exceed \$170,500.00.

CN12 Highway 98 Sidewalk Eastern Shore Trail Extension - Highway Infrastructure Program Project - Resolution #2023-046 and Project Funding Agreement [23-0410](#)

Adopt Resolution #2023-046 and approve a funding agreement for Preliminary Engineering and Construction of the Highway 98 Eastern Shore Trail Extension from the east side of the Fish River Bridge to Pleasant View Lane.

This agreement shall be effective upon full execution and shall be in effect until the project and reimbursements are completed.

CN13 Rebuild Alabama - Baldwin County Fiscal Year 2022 County Transportation Plan - County Rebuild Alabama Annual Report [23-0425](#)

Make the Fiscal Year 2022 County Rebuild Alabama Annual Report part of the record and publish on the County website.

CN14 Speed Limit Adjustment on County Road 99 [23-0412](#)

Removed from the Agenda.

CQ PERSONNEL

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

Approve the employment of Nash Linum to fill the open Operations Support Specialist II position (#5294) at a grade 307 (\$15.63 per hour / \$32,510.40 annually) to be effective no sooner than January 9, 2023.

CQ2 Coroner's Office - Personnel Changes [23-0419](#)

Take the following actions:

- 1) Reclassify the Death Investigator II position (#5676), grade 314 (grade 314 range: \$23.13 - \$37.89), to a Death Investigator I position at a grade 310 (grade 310 range: \$18.28 - \$29.95); and
- 2) Approve the employment of Greg Schnupp to fill the open Death Investigator I position (#5676) grade 310 (\$18.28 per hour / \$38,022.40 annually); and
- 3) Approve the employment of Felicia Chesmer to fill the open Death Investigator I position (#5675) grade 310 (\$20.00 per hour / \$41,600.00 annually); and
- 4) Approve the updated organizational chart for the Coroner's Office.

These actions shall be effective no sooner than January 9, 2023.

CQ3 Highway Department (Foley) - Promotion of Employee [23-0420](#)

Approve the promotion of Clifton Curry from the Operator Technician Trainee position (#5493) grade 306 (\$15.05 per hour / \$31,304.00 annually) to fill the open Operator Technician I position (#5433) at a grade 308 (\$16.42 per hour / \$34,153.60 annually) to be effective no sooner than January 16, 2023.

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

Approve the employment of Donald White to fill the Equipment Manager position (#1083) at a grade 312 (\$27.89 per hour / \$58,011.20 annually), with said salary due to experience, to be effective no sooner than January 9, 2023.

CQ5 Highway Department (Subdivision) - Approval of Updated Position Description [23-0422](#)

Approve the updated position description for the Permit / Subdivision Technician position.

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

Approve the employment of Kristina Blackmon to fill the open Recruiting and Retention Coordinator position (#5482) at a grade 310 (\$18.28 per hour / \$38,022.40 annually) to be effective no sooner than January 9, 2023.

CQ7 Solid Waste Department (Collections Administration) - Employment of Three (3) Billing Account Specialist I Positions [23-0423](#)

Take the following actions:

- 1) Approve the employment of Amanda Brannan to fill the open Billing Account Specialist I position (#2082) at a grade 306 (\$14.90 per hour / \$30,992.00 annually); and
- 2) Approve the employment of Melody Parker to fill the open Billing Account Specialist I position (#5330) at a grade 306 (\$14.90 per hour / \$30,992.00 annually); and
- 3) Approve the employment of Erica Lay to fill the open Billing Account Specialist I position (#598) at a grade 306 (\$14.90 per hour / \$30,992.00 annually).

These actions shall be effective no sooner than January 9, 2023.

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 with Baldwin County Emergency Management Agency (EMA), appeared before the Commission and gave an update on the Baldwin County EMA app. Ms. Waters explained the Baldwin EMA app is no longer a stand-alone app, it has been incorporated into the Baldwin County Commission app. Ms. Waters provided information on the new magazine, Stay Alert Baldwin County, which will be out in May, and reminded everyone to visit AlertBaldwin.com to sign up for emergency alerts.

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](#)

Chairman Gruber opened the public hearing at 10:22 a.m. and asked if there is anyone present who wishes to speak.

Ms. Stacy McKean with Grant Management, LLC, appeared before the Commission and explained Item EA1 is for the Baldwin County Commission Community Development Block Grant in the amount of \$350,000 awarded from the Alabama Department of Economic and Community Affairs (ADECA) for the Perdido Bay Water, Sewer and Fire Protection District to extend public water services to an unserved area near Lillian, Alabama. Ms. McKean said the project is 100% complete and in order to close out the grant by the deadline of March 31,

2023, ADECA must be informed of any changes to the original scope of work which is the purpose of the public hearing. Ms. McKean gave an overview of the project which included extending the public water mains, constructing new fire hydrants, and offering new household connections to 86 homes in the project area at no charge. Of these households, 29 chose to remain on their private wells. Ms. McKean noted the changes to the original scope of work reported to ADECA will be the connection of 57 homes and the lower cost of approximately \$313,000, with Perdido Bay Water, Sewer and Fire Protection District providing 90% of the matching funds.

There being no further requests to address the Commission, Chairman Gruber closed the public hearing at 10:27 a.m.

Motion by Commissioner James E. Ball, seconded by Commissioner Billie Jo Underwood, regarding the Formal Program Amendment Submission of the Community Development Block Grant (CDBG) Project Number CY-CM-PF-18-009 to the Alabama Department of Economic and Community Affairs (ADECA), to take the following action:

Authorize the Chairman to execute the Final Expenditure Budget to close out the Community Development Block Grant (CDBG) Project Number CY-CM-PF-18-009 with the Alabama Department of Economic and Community Affairs (ADECA).

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

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](#)

Chairman Gruber opened the public hearing at 10:27 a.m. and asked if there is anyone present who wishes to speak.

Mr. Harry Still appeared before the Commission and said he would not recommend the County give away right-of-way. Mr. Still said he feels there is a reason it has been acquired which is for future use.

Joey Nunnally, County Engineer, gave an overview of the proposed right-of-way to be vacated and explained the property is within the City of Foley and the recommendation is to vacate.

Ms. Caryn Woerner, the property owner, appeared before the Commission and

explained it was discovered during a title search of the property that the right-of-way had never been deeded to the County. Ms. Woerner said the right-of-way dissects her property and has never been opened or maintained and asked the Commission consider the request to vacate.

There being no further requests to address the Commission, Chairman Gruber closed the public hearing at 10:32 a.m.

Motion by Commissioner James E. Ball, seconded by Commissioner Matthew P. McKenzie, to take the following actions:

1) Approve the request from Daniel L. Kittrell, Michael J. Woerner, and Caryn H. Woerner to vacate an unopened, unimproved 20 foot right-of-way west of South Cedar Street; and

2) Adopt Resolution #2023-026 which approves the vacation in accordance with Section 23-4-2 and Section 23-4-20 of the Code of Alabama 1975.

After the motion and second, and before the vote, Commissioner Underwood said based on the information presented, the location of the unopened right-of-way precludes a street being there and it is in the City of Foley. Commissioner Underwood explained right-of-way is not being given away.

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

F OTHER STAFF RECOMMENDATIONS

FA ADMINISTRATION

FA1 Appointed Contract Employees - Considerations Related to Employment Contracts [23-0308](#)

Ron Cink, Budget Director/Interim County Administrator, said Item FA1 was a discussion item only.

No action taken.

CJ2 Sheriff's Office - Master Service Agreement with Lexipol, LLC for Annual Subscription Fee [23-0433](#)

Motion by Commissioner James E. Ball, seconded by Commissioner Billie Jo Underwood, to approve and authorize Chairman to execute the Master Service

Agreement between the Baldwin County Commission (Baldwin County Sheriff's Office) and Lexipol, LLC for an Annual Subscription Fee for Annual Law Enforcement Policy Manual & Daily Training Bulletins (with Supplemental Publication Service, Procedures, Grant Finder and Accreditation Workbench) for twelve (12) months at a cost of \$29,724.84.

This agreement shall commence on the date of full execution and shall renew in successive one-year periods thereafter.

This approval is contingent upon final legal review.

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

G AMERICAN RESCUE PLAN ACT (ARPA) RECOMMENDATIONS

None.

H ADDENDA

HA GENERAL

HA1 Grants Department - Approval of Position Descriptions

[23-0474](#)

Motion by Commissioner Billie Jo Underwood, seconded by Commissioner James E. Ball, to approve the position descriptions for the Grants Director and Grants Administrator positions.

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

I COMMISSIONER REQUESTS

None.

J SENIOR STAFF REPORT

None.

K COUNTY ATTORNEY'S REPORT

None.

L PUBLIC COMMENTS

Mr. Frances Ripp appeared before the Commission and commented on the lease for office space between the Legislative Delegation and Robert A. Wills. Mr. Ripp said he feels the Commission should reconsider the decision to approve the lease.

M PRESS QUESTIONS

None.

N COMMISSIONER COMMENTS

The Commissioners provided their closing comments.

O ADJOURNMENT

Motion by Commissioner Billie Jo Underwood, seconded by Commissioner James E. Ball, to adjourn the January 3, 2023, Baldwin County Commission Regular meeting at 10:41 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

The January 3, 2023, Baldwin County Commission Regular meeting was adjourned at 10:41 a.m.