

Baldwin County Commission

Baldwin County Commission Regular
Meeting Minutes
Tuesday, October 1, 2019
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

Wayne A. Dyess, County Administrator

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

A WELCOME, INVOCATION AND PLEDGE OF ALLEGIANCE

Present: 4 - Commissioner James E. Ball, Commissioner Joe Davis III, Commissioner BillieJo Underwood, and Commissioner Charles F. Gruber

Absent: 0

Also present were, Wayne Dyess, County Administrator, and David Conner, County Attorney.

The Chairman called the meeting to order at 8:32 a.m. and introduced Reverend Brian Wade, Pastor of Loxley Church of God, who appeared before the Commission, provided information about his church, and led the Commission in prayer. After the Pledge of Allegiance led by Commissioner Billie Jo Underwood, the Commission transacted the following business to-wit:

ADOPTION OF MINUTES

August 27, 2019, Budget Deliberations

Motion by Commissioner James E. Ball, seconded by Commissioner Joe Davis, III, to adopt the minutes of the August 27, 2019, Special Meeting (Budget Deliberations).

The motion passed by the following vote:

Aye: 4 - James E. Ball, Joe Davis III, BillieJo Underwood, and Charles F. Gruber

Nay: 0

Absent: 0

Abstain: 0

September 20, 2019, Regular Meeting

Motion by Commissioner Joe Davis, III, seconded by Commissioner James E. Ball, to adopt the minutes of the September 20, 2019, Regular meeting.

The motion passed by the following vote:

Aye: 4 - James E. Ball, Joe Davis III, BillieJo Underwood, and Charles F. Gruber
Nay: 0
Absent: 0
Abstain: 0

B CONSENT

Motion by Commissioner BillieJo Underwood, seconded by Commissioner James E. Ball, to adopt the consent agenda.

The motion passed by the following vote:

Aye: 4 - James E. Ball, Joe Davis III, BillieJo Underwood, and Charles F. Gruber
Nay: 0
Absent: 0
Abstain: 0

BA ADMINISTRATION

BA1 BRATS - Baldwin Regional Area Transit System Request from the 68th AAA Gun Battalion [19-2130](#)

Approve the use of two (2) Baldwin Regional Area Transit System (BRATS) buses for transportation for the Veterans and their families from The Lodge in Gulf Shores Park to 33599 County Road 112 in Gateswood, Alabama (Waters Homestead) for a cookout and bird show on Friday October 18, 2019, for an approximate cost to the Commission of \$852.00.

BA2 BRATS - Authorization to Auction One (1) Baldwin Regional Area Transit System Vehicle on Govdeals.com [19-2127](#)

Approve Baldwin Regional Area Transit System (BRATS), through the Clerk/Treasurer, to auction one (1) 2004 County Bus, VIN #4UZAACBW34CM56143, with a mileage of 83,712 on Govdeals.com at a minimum bid price of \$1,500.00 with allowable bids in \$250.00 increments.

BA3 BRATS - Contract for Professional Services between the Baldwin County Commission and Courtney & Morris Appraisals, Inc., for Preparation of Rent Analysis Report for Baldwin Regional Area Transit System [19-2128](#)

Take the following actions:

- 1) Approve a Contract for Professional Services between the Baldwin County Commission and Courtney & Morris Appraisals, Inc., for the preparation of a rental analysis report for Baldwin Regional Area Transit System (BRATS). The term of said contract shall commence immediately upon the same date as its full execution and shall terminate upon the expiration of six (6) months; and
- 2) Authorize the Chairman to execute the contract and any other related documents.

BA4 BRATS - Contract for Professional Services between the Baldwin County Commission and Wilkins Miller, LLC, for Preparation of a National Transit Database (NTD) Independent Auditors Statement of Financial Data

[19-2129](#)

Take the following actions:

- 1) Approve a Contract for Professional Services between the Baldwin County Commission and Wilkins Miller, LLC, for preparation of a Nation Transit Database (NTD) Independent Auditor Statement of Financial Data. The term of said contract shall commence immediately upon the same date as its full execution and shall terminate upon the expiration of six (6) months; and
- 2) Authorize the Chairman to execute the contact and any other related documents.

BA5 City of Foley - Annexation Notification

[19-1950](#)

Take the following actions:

- 1) Authorize placement of the following City of Foley's Ordinances and Resolutions related to the annexation of property within the corporate limits of the City of Foley into the minutes of the October 1, 2019, regular Baldwin County Commission meeting:

- Ordinance No. 19-2000-ORD
- Ordinance No. 19-2007-ORD
- Ordinance No. 19-2008-ORD
- Ordinance No. 19-2009-ORD
- Ordinance No. 19-2010-ORD
- Resolution No. 19-1202-RES
- Resolution No. 19-1242-RES

- 2) Authorize Baldwin County Commission to notify the following departments/organizations:

- Baldwin County Commission Departments:
- Baldwin County Commission
- Baldwin County Building Inspection Department

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

Elected Officials:

Baldwin County Revenue Commission
Baldwin County Sheriff's Office

Other Agencies:

Board of Registrar's Office
Emergency 911
South Alabama Regional Planning Commission

BA6 City of Robertsdale - Annexation Notification

[19-2137](#)

Authorize the placement of the City of Robertsdale's Annexation Ordinance No. 008-19 annexing property into the corporate limits of the City of Robertsdale, Alabama into the minutes of the October 1, 2019, Baldwin County Commission regular meeting with proper notifications to the following departments/organizations:

Baldwin County Departments:

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

Elected Officials:

Baldwin County Revenue Commission
Baldwin County Sheriff's Office

Other Agencies:

Board of Registrar's Office
Emergency 911
South Alabama Regional Planning Commission

BA7 Baldwin County Commission District No. 4 Planning (Zoning) District Board of Adjustment (Greater South Baldwin County Area) - Board Resignations

[19-2144](#)

Related to the Baldwin County Commission District No. 4 Planning (Zoning) District Board of Adjustment (Greater South Baldwin County Area), take the following actions:

1) Accept the resignation of Ms. Onva Younnie Veal, effective August 4, 2019, and thank her for her former civic service as a regular member (Planning District 30 designee) of the board; and

2) Accept the resignation of Mr. John Paul Hilderbrandt, effective September 13, 2019, and thank him for his former civic service as a regular member (Planning District 33 designee) of the board.

BA8 Perdido Bay Water, Sewer and Fire Protection District - Board Appointment

[19-2123](#)

Related to the Perdido Bay Water, Sewer and Fire Protection District Authority, take the following action:

1) Re-appoint Ms. Jean Ray as a member of the Board of Directors for a four (4) year term, said term to commence on November 1, 2019, and expire on October 31, 2023.

BA9 Resolution #2020-006 - Appropriation for the 15th Annual Day of Thanks Public Breakfast on November 26, 2019

[19-2136](#)

Take the following actions:

1) Pursuant to the authority as set forth by Section 45-2-161 of the Code of Alabama 1975, adopt Resolution #2020-006 of the Baldwin County Commission which appropriates and expends \$2,500.00, from the "Commission Discretionary Fund" in Baldwin County Fiscal Year 2019-2020, to Baldwin County United to be used exclusively by Baldwin County United to pay costs associated to the 2019 Day of Thanks Public Breakfast at 8:30 a.m. on November 26, 2019, at the Baldwin County Commission Central Annex in Robertsdale, Alabama, which public free-of-charge breakfast shall join community leaders (government, commercial, private and economic) and citizens together, promote cultural endeavors of the general public and provide a public forum to strengthen the civic virtues of good citizenship and patriotism which, collectively, in the judgment of this honorable county governing body, are worthy, in the best interest of the county, and will promote the economic well-being of the citizens of the county; and

2) Execute an Agreement between Baldwin County Commission and Baldwin County United to affect the aforementioned total appropriation to Baldwin County United. This Agreement shall be in effect for a period of three (3) months, or in a shorter time as may be determined by the Baldwin County Commission, commencing October 1, 2019, and expiring January 1, 2020, and can be amended during the aforementioned period only by written amendment executed by the parties.

BA10 Resolution #2020-010 - Appropriation from the Commission Discretionary Fund - Mobile Bay Area Veterans Day Commission, Inc.

[19-2146](#)

Take the following actions:

1) Approve Resolution #2020-010 of the Baldwin County Commission, which appropriates not more than \$5,000.00 from the "Commission Discretionary Fund," and in Baldwin County Fiscal Year 2019-2020, to pay over, by agreement, to the Mobile Bay Area Veterans Day Commission, Inc., a domestic non-profit corporation listed in the Office of the Alabama Secretary of State at Entity ID Number 772-605, to assist the Mobile Bay Area Veterans Day Commission, Inc., in the conduct of its 2019 Veterans Day Activities in Mobile, Alabama, whereby numerous Baldwin County citizens and Veterans of the Armed Forces of the United States participate, said appropriation/expenditure, in the judgment of this honorable county governing body, is worthy and in the best interest of the county, and which shall promote the economic well-being of the citizens of the county by and through strengthened economic ties between the Veterans of Mobile and Baldwin Counties and all the citizens of both counties which cooperation shall benefit the commercial sector of Baldwin County which proprietors include Baldwin County's many veterans; and

2) Related to the aforesaid, execute an Agreement between the Baldwin County Commission and Mobile Bay Area Veterans Day Commission, Inc., to effect the \$5,000.00 appropriation.

BA11 Consideration for Rescheduling and Cancelling Certain Baldwin County Commission Meetings in November 2019 and December 2019

[19-2145](#)

Adopt Resolution #2020-008 which approves the following:

1) The November 26, 2019, work session meeting time of the Baldwin County Commission is rescheduled to begin at 10:30 a.m., and to be held instead, in the Commission Conference Room at the Central Annex Building as located at 22251 Palmer Street, Robertsdale, Alabama; and

2) The December 24, 2019, work session meeting of the Baldwin County Commission is cancelled.

BB ANIMAL CONTROL

BB1 Adoption Partner Agreement between Baldwin County Commission (Animal Shelter) and PetSmart Charities, Inc.

[19-2154](#)

Approve an Adoption Partner Agreement between the Baldwin County Commission (Animal Shelter) and PetSmart Charities, Inc., for the Baldwin County Animal Shelter to participate in the PetSmart Charities' adoption program in order to facilitate and provide a location to facilitate adoptions of dogs, cats, or other pets.

This Agreement shall remain in full force and effect until terminated by either Party as set forth herein. Either party may terminate this Agreement at any time, with or without

cause, upon at least thirty (30) days written notice of such termination to the other party.

BB2 Baldwin County Trap-Neuter-Return (TNR) - Renewal of Happy Acres Veterinary Clinic and Animal Medical Center Agreements [19-2149](#)

Approve and authorize the Chairman to execute a Professional Service Agreement renewal for the Trap-Neuter-Return (TNR) Program services with Happy Acres Veterinary Clinic and Animal Medical Center. The agreements shall commence on October 1, 2019, and continue for a period of ninety (90) days, expiring January 1, 2020, with an automatic renewal for one additional ninety (90) day term (expiring April 1, 2020), unless terminated by either party in accordance with the terms of the Agreement.

BC ARCHIVES AND HISTORY

BC1 Request from Baldwin County High School - Cross Country Championships Event at Bicentennial Park [19-2151](#)

Approve the use of Baldwin County Bicentennial Park in Stockton, Alabama, for the Baldwin County High School Cross-Country Championships event on October 19, 2019, beginning at 8:00 a.m. and ending at 12:00 p.m.

BD BUDGET/PURCHASING

BD1 Baldwin County Courthouse Christmas Decorations [19-2112](#)

Approve the Purchasing Director to issue a purchase order for the purchase of Christmas decorations for the Baldwin County Courthouse grounds in an amount not to exceed \$4,000.00 and authorize Building Maintenance to perform the work.

BD2 Contract Extension for Professional Services to Support IBM I Servers (AS400) for the Baldwin County Commission [19-2113](#)

Extend the Professional Services Contract with David Pimperl for consulting services to assist with the system administration and support of the County's IBM I Servers (AS400), at a cost of \$85.00 per hour, not to exceed fifteen (15) hours per month, for an additional twelve (12) months at the same terms and conditions as stated in the original Contract award on October 3, 2017. The Contract extension will expire on October 3, 2020.

BD3 Lease of One (1) Postage Machine for the Baldwin County Sheriff's Office Located in Bay Minette, Alabama [19-2115](#)

Authorize the Chairman to execute the lease agreement with Neopost USA, Inc., (Accurate Control) for the lease of one (1) postage machine off the State of Alabama bid for the Bay Minette Sheriff's Office for thirty-six (36) months effective upon full execution of agreements as follows:

Bay Minette Sheriff's Office

Neopost Model IN600AFSH - IN Series 600 Base w/Autofeeder, Sealer & Catch Tray

Neopost INWP5 - IN Series 5 Weighing Platform

Neopost Model IN600AERR - IN Series 600(AF) e-RR Feature & Activation Kit,
with bc Scanner Includes e-RR Rate File w/100 eDel Conf. 100 eSig Conf &
300 eCert Labels

Accounting Package

Rate Protection

Full Coverage Maintenance Contract

\$674.58 per quarter - \$2,698.32 per year

BD4 Request for Proposals (RFP) for Inmate and Juvenile Medical Services
Program for the Baldwin County Corrections Center and Juvenile
Detention Facility

[19-2116](#)

Award the Request for Proposals (RFPs) for Inmate Medical Services Program for the Baldwin County Corrections Center and Juvenile Detention Facility to Quality Correctional Health Care, Inc., (QCHC) as per the Award Listing and authorize the Chairman to execute the Contract contingent upon County Attorney approval.

Subject to any changes deemed necessary by the Chairman and the County Attorney.

BD5 Amendments to Baldwin County Commission Policy #8.16 - Taxpayer
Installment Agreement/Payment Plan Agreement

[19-2138](#)

Adopt the revised Baldwin County Commission Policy #8.16 - Taxpayer Installment Agreement/Payment Plan Agreement and update said policy in the Baldwin County Commission Policies and Procedures Book.

BG COMMUNICATIONS/INFORMATION SYSTEMS (CIS)

BG1 Transfer a 2011 Ford F-250 Super Duty Pickup Truck from
Communications Information Systems Department to Emergency
Management Agency

[19-2121](#)

Take the following actions:

1) Approve Communications and Information Systems (CIS) department, through the Clerk/Treasurer, to transfer the following pickup truck to Emergency Management Agency (EMA) at no charge:

Vehicle #66771

2011 Ford F250 Super Duty pickup truck

Condition - Very Good

VIN #1FT7W2BT4BEB66771

Tag #42942 CO

Mileage as of 9/2019 - 27,879

Date of Transfer - 09/05/2019

2) Authorize the Chairman to execute the Fixed Asset Change Form.

BI ELECTED OFFICIALS

BI1 Renewal of IncomeWorks Software License Agreement

[19-2120](#)

Approve the renewal of the IncomeWorks License Agreement between Assessment Advisors, LLC and Baldwin County Commission, to provide the Baldwin County Revenue Commission with an income based local-market-specific commercial real estate evaluation model designed specifically to bring consistency and equity to the assessment of commercial, industrial, lodging, multi-family, office, and retail properties.

This Agreement shall be for a term of one (1) year, to commence on January 1, 2020, and terminate on December 31, 2020, per Renewal Amendment. The renewal fee of \$29,000.00 was invoiced to Licensee September 4, 2019. Payment received in October 2019, will ensure release prior to the December 31, 2019, expiration date of the current term.

BK ENVIRONMENTAL MANAGEMENT

BK1 Approval of Renewal Application for Certificate of Exception from Garbage Pick-Up

[19-2148](#)

As authorized by Section 22-27-3 of the Code of Alabama 1975, and without limitation, approve the Application for Certificate of Exception from Garbage Pick-Up as permitted by, and applicable to, as follows:

1) Approve the Application for Certificate of Exception from Garbage Pick-Up for a period not to exceed one (1) year commencing September 5, 2019:

Bruce Armstead
39910 Bertha Cleveland Road South
Bay Minette, Alabama 36507
(Application Receipt No. 1167)

BL FINANCE AND ACCOUNTING

BL1 Association of County Commissions of Alabama (ACCA) Workers' Compensation Self Insurers' Fund- Continuance of Coverage

[19-2119](#)

Related to the Association of County Commissions of Alabama Workers' Compensation Self-Insurance Fund (ACCA WCSIF), take the following actions:

1) Authorize payment to the Association of County Commissions of Alabama Workers'

Compensation Self Insurers' Fund in the amount of \$751,579.51 from applicable and various Baldwin County Commission departments, related to the continued provision of workers' compensation coverage to the Baldwin County Commission and for the period of October 1, 2019, to October 1, 2020; and

2) Authorize the Chairman to execute any related correspondence and/or instruments; and

3) Authorize the Clerk/Treasurer to make an interim payment before October 31, 2019, to the Association of County Commissions of Alabama Workers' Compensation Self Insurers' Fund (ACCA WCSIF) in the amount of \$751,579.51.

BM HIGHWAY

BM1 Bridge Replacement and Approaches on Fred Dugger Road - Permission to Advertise [19-2131](#)

Authorize the Purchasing Manager to place a competitive bid for the bridge replacement and approaches on Fred Dugger Road once plans and contract documents are complete.

BM2 County Information Management System (CIMS) User License Agreement with Diversified Computer Services [19-2135](#)

Approve and authorize the Chairman to execute the County Information Management System (CIMS) Software License Agreement with Diversified Computer Services, LLC which is specifically designed to capture and manage Baldwin County Highway Department data. (The term of this Agreement shall commence as of October 1, 2019, and shall continue until September 30, 2020, with the understanding this Agreement is subject to earlier termination as provided within the Agreement.)

BM3 County Road 64 Capacity Improvement Project - Resolution #2020-011 and Letter of Intent to Use Federal Funds [19-2132](#)

Approve Resolution #2020-011 and submit a Letter of Intent to use Federal Funds for the County Road 64 Capacity Improvement Project to the Alabama Department of Transportation (ALDOT) as part of the project initiation process.

BM4 Delta Dash Live Oak Challenge - Request for Assistance [19-2109](#)

Retroactively approve the request from Ashley Jones Davis, Executive Director of North Baldwin Chamber of Commerce, for the County to assist with preparations at the Live Oak Landing Park and provide solid waste services for an estimated cost of \$175.00 for the Delta Dash Live Oak Challenge held on September 28, 2019. After the event, an invoice will be sent to Ashley Jones Davis for the actual cost of solid waste services provided.

BM5 License Agreement No. 19018 - McIntyre Street Right-of-Way

[19-2134](#)

Approve and authorize the Chairman to execute License Agreement No. 19018 permitting the Church of the Apostles (Robert Seawell, Senior Pastor) to pave 194 feet of unmaintained right-of-way on McIntyre Street to allow access to the church property from 3rd Street. (The term of this Agreement shall commence on the date of full execution. License for Installation shall terminate at 11:59 p.m. on March 31, 2020. License for Maintenance shall be indefinite according to the terms of the Agreement.)

BM6 Traffic Signal Installation at the Intersection of County Road 34 (Old Battles Road) and U.S. Highway 98 - Permission to Advertise

[19-2133](#)

Approve the Purchasing Manager to place a competitive bid for the installation of a traffic signal at the Intersection of County Road 34 (Old Battles Road) and U.S. Highway 98 once plans and contracts are approved by the Alabama Department of Transportation (ALDOT).

BM7 Execution of IRS Form 8283 for a Donated Right-of-Way on Project No. 0222211 - Brewer Road from County Road 65 to Poser Road (Tract 5)

[19-2140](#)

Take the following actions:

- 1) Accept 0.055 acres on Brewer Road from County Road 65 to Poser Road (Tract 5) as a right-of-way donated to Baldwin County by Mr. Cecil R. Wessler on May 29, 2019 (Instrument No. 1762535 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.

BM8 Execution of IRS Form 8283 for a Donated Right-of-Way on Project No. 0222211 - Brewer Road from County Road 65 to Poser Road (Tract 12)

[19-2141](#)

Take the following actions:

- 1) Accept 0.508 acres on Brewer Road from County Road 65 to Poser Road (Tract 12) as a right-of-way donated to Baldwin County by Frances Claire Holk-Jones on August 14, 2019 (Instrument No. 1778075 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.

BM9 Execution of IRS Form 8283 for a Donated Right-of-Way on Project No. 0222211 - Brewer Road from County Road 65 to Poser Road (Tract 13)

[19-2142](#)

Take the following actions:

- 1) Accept 0.517 acres on Brewer Road from County Road 65 to Poser Road (Tract 13) as a right-of-way donated to Baldwin County by Frances Holk-Jones on August 14, 2019 (Instrument No. 1778076 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.

BO PERSONNEL

BO1 Archives Department - Transfer of Employee to Archives Specialist Position [19-2093](#)

Approve the transfer of Robert Brown from the Detention Technician position (PID #466) grade H-06 (\$16.503 per hour/\$34,326.24 annually) in the Juvenile Detention Center (105/52610), to fill the open Archives Specialist position (PID #5216), with no change in pay, to the Archives Department (001/51906), to be effective no sooner than October 14, 2019.

BO2 Highway Department (Maintenance) - Employment of Two (2) Engineering Technician I Positions [19-2091](#)

Take the following actions:

- 1) Approve the employment of Spencer Crews to fill the open Engineering Technician I position (PID #5432) at a grade H-E (\$14.246 per hour/\$29,631.68 annually); and
- 2) Approve the employment of Trey Nobles to fill the open Engineering Technician I position (PID #3048) at a grade H-E (\$14.246 per hour/\$29,631.68 annually).

These actions will be effective no sooner than October 7, 2019.

BO3 Highway Department (Subdivision) - Employment of One (1) Construction Development Manager [19-2110](#)

Approve the employment of Ben Medina to fill the open Construction Development Manager position (PID #4050) at a grade EC-08 (\$62,500.00 annually) to be effective no sooner than October 7, 2019.

BO4 Juvenile Detention Center - Position Changes [19-2094](#)

Take the following actions:

- 1) Approve the promotion of Anthony Griffin from the Detention Technician position

(PID #5316) grade H-EL (\$14.246 per hour/\$29,631.68 annually) to fill the Detention Worker I position (PID #466) at a grade I-EL (\$15.629 per hour/\$32,508.32 annually); and

2) Approve the promotion of Tihsa Tunstall from the Detention Technician position (PID #5162) grade H-EL (\$14.246 per hour/\$29,631.68 annually) to fill the Detention Worker I position (PID #524) at a grade I-EL (\$15.629 per hour/\$32,508.32 annually); and

3) Approve the employment of Kevin Craig to fill the Detention Technician position (PID #5316) at a grade H-EL (\$14.246 per hour/\$29,631.68 annually); and

4) Approve the employment of Denzell Johnson to fill the Detention Technician position (PID #5162) at a grade H-EL (\$14.246 per hour/\$29,631.68 annually).

BO5 Personnel Department - Employment of One (1) Administrative Support Specialist I

[19-2090](#)

Approve the employment of Holly Peacock to fill the open Administrative Support Specialist I position (PID #5456) at a grade G-EL (\$12.968 per hour/\$26,971.36 annually) to be effective no sooner than October 7, 2019.

BO6 Solid Waste Department (Collections) - Employment of One (1) Solid Waste Driver I Position

[19-2092](#)

Approve the employment of David Brown to fill the Solid Waste Driver I position (PID #5144) at a grade H-EL (\$14.246 per hour/\$29,631.68 annually) to be effective no sooner than October 7, 2019.

BO7 Baldwin County Employee Health and Wellness Incentive Program

[19-2124](#)

Approve the updated Baldwin County Employee Health and Wellness Incentive Program Policy and corresponding health and dental insurance rates.

BO8 Employee Assistance Plan (EAP) Consideration - Award to Vendor

[19-2125](#)

Take the following actions:

1) Award the County sponsored Employee Assistance Plan (EAP) to Behavioral Health Systems with said coverage to be effective January 1, 2020, for a two-year rate guarantee; and

2) Authorize the Chairman to sign all documents related to the County sponsored Employee Assistance Plan (EAP) with Behavioral Health Systems.

BO9 Life, Accidental Death & Dismemberment, Short- and Long-Term

[19-2122](#)

Disability and Vision Insurances Consideration - Award to Vendor

Take the following actions:

- 1) Terminate the agreement with Lincoln Financial Group for County sponsored and Voluntary Life, Accidental Death & Dismemberment and Short- and Long-Term Disability Insurance, said termination date effective December 31, 2019; and
- 2) Terminate the agreement with VSP for County sponsored Vision Insurance, said termination date effective December 31, 2019; and
- 3) Authorize the Chairman to execute a notification of termination letter to Lincoln Financial Group and VSP; and
- 4) Award the County sponsored and Voluntary Life, Accidental Death & Dismemberment (with BTA Line of Duty coverage), Short- and Long-Term Disability Insurance and Vision Insurance to MetLife with said coverage to be effective January 1, 2020, for a three-year rate guarantee; and
- 5) Authorize the Chairman to sign all documents related to the County sponsored and Voluntary Life, Accidental Death & Dismemberment, Short- and Long-Term Disability Insurance and Vision Insurance with MetLife.

BP PLANNING AND ZONING

BP1 Community Rating System (CRS) Program Re-certification

[19-2153](#)

Authorize the Chairman to execute the Annual Community Rating System (CRS) Re-certification Form.

C PRESENTATIONS

CA GENERAL

CA1 Employee Service Award Pins Presentation

[19-2095](#)

Deidra Hanak, Personnel Director, appeared before the Commission and said she is excited to present the service pins for the Baldwin County Commission employees. In the room today, there are over 750 years of service. Each one of the years of service represents a hard-working individual and knowledge that if that employee left, the County could never get it back. Ms. Hanak said she cannot say enough about the employees who decide to stay with the County long-term.

Ms. Hanak presented the 35, 30, 25, 20, 15, 10 and 5 year service pins to the employees.

Chairman Gruber thanked Ms. Hanak for the presentation of service pins and said

it is quite a bit to have 750 years of service. Chairman Gruber said he has worked many years with some of the employees. He thanks the employees for serving the County the way they have. If it were not for the employees, the County would not be able to do what it does. The employees are what make the County "tick."

Commissioner Ball thanked the employees for their service and said the combined total of 750 years is a lot. Commissioner Ball said the employees are what makes the County so great; they work together as a team to "get in the weeds." It is an honor to shake the employees' hands and thank them for their service. He hopes the employees will stay with the County for their next pinning service. Commissioner Ball thanked the employees.

Commissioner Davis said he has been blessed in his career to be a part of winning teams. He is convinced he is on the best team there is in county government anywhere in the country and it is because of what the employees and their colleagues do. Commissioner Davis said this makes the Commissioners' job pretty easy. There is nothing easy about running a county that is growing this fast, but thanks to the employees, the Commissioners get it done and get it done well and they are looking for new ways to get it done.

Commissioner Underwood said it is great to sit and look out at the employees. The employees are one of the reasons she ran for office. Commissioner Underwood thanked the employees for their years of service and said she receives positive reports and emails on the employees all the time. Commissioner Underwood thanked the employees and said sometimes the grind is tough, even the Commissioners get in to the grind. She encouraged the employees to keep their dreams alive and said she hopes the employees are here for more than just the benefits because they help make Baldwin County great.

Chairman Gruber thanked the employees for all they do.

[Letter to Baldwin County Commission from Mike Howell, Baldwin County Building Official](#)

[19-2178](#)

Chairman Gruber read the letter of resignation from Mike Howell, Building Official, and said when Mr. Howell gave him the letter, it was not something he was looking forward to. He understands where Mr. Howell is coming from. Mr. Howell has many years of service and has things he wants to accomplish in his life. Chairman Gruber said he reluctantly accepts Mr. Howell's letter of resignation and asked the Commissioners to immediately begin the process of finding someone to replace Mr. Howell.

Commissioner Davis said they will look for someone to follow Mr. Howell because he cannot be replaced.

Chairman Gruber said several years ago, he told Mr. Howell he cannot go anywhere until his replacement is trained. Last week, Kirk Hansen, Deputy Building Official, retired and today several Building Department employees were recognized for many years of service.

Commissioner Ball thanked Mr. Howell for his years of service and said he agrees with Commissioner Davis, someone has to follow Mr. Howell, he cannot be replaced. He recently called on Mr. Howell for assistance. Commissioner Ball said it will be a hard adjustment getting used to this. He wishes Mr. Howell the best of luck in his future endeavors and said Mr. Howell knows where the Commissioners are if he ever needs anything.

Mr. Howell appeared before the Commission and thanked the Commissioners and the prior Commissioners for all of the years he has been here. It is a big job and he will be here to help with the transition.

Commissioner Davis said being one of the “new guys” and not a native of Baldwin County, it did not take him long to realize and understand there are key people in the County to get to know and Mr. Howell is one of them. Commissioner Davis said he does not have all the answers, but his job is to get in the weeds, find out if there are problems and figure out ways to solve them and move them forward. He is one of four Commissioners, by themselves the Commissioners do not have any power. However, the four of them together have some awesome responsibilities. He thanks Mr. Howell for how much easier it was to deal in his area. Commissioner Davis said he knew Mr. Howell dealt with the tough things and all the Commissioners had to deal with were the conceptual things. He personally thanks Mr. Howell for that and the way he does it. Like he said earlier, no one will replace Mr. Howell, but somebody will come after him.

Commissioner Underwood thanked Mr. Howell and said she has only heard only great things about him and how easy he is to work with. Mr. Howell will be missed and she hates she did not get to work with him a little while longer. Commissioner Underwood said she understands Mr. Howell's point and would want to do the same thing he is doing. She appreciates all Mr. Howell has done.

Mr. Howell said it was not an easy decision.

Chairman Gruber thanked Mr. Howell and said he has come to really know Mr. Howell. People do not realize what the officials go through day-to-day with people who do not understand there are rules and regulations that must be followed. It falls on department heads like Mr. Howell to explain it to the citizens. Mr. Howell has a very good way to get across to people and help them understand. There is a world of knowledge in Mr. Howell's head and he thanks Mr. Howell for his dedication to the County.

Mr. Howell thanked the Commissioners.

Motion by Commissioner Joe Davis, III, seconded by Commissioner James E. Ball, to accept the letter of resignation of Mike Howell, Baldwin County Building Official.

The motion passed by the following vote:

Aye: 4 - James E. Ball, Joe Davis III, BillieJo Underwood, and Charles F. Gruber

Nay: 0

Absent: 0

Abstain: 0

CA2 Proclamation - Archives Month - October 2019

[19-1958](#)

Felisha Anderson, Archives Director, appeared before the Commission to accept the proclamation as presented by Commissioner Ball on behalf of the Commission.

Wayne Dyess, County Administrator, read the proclamation.

Ms. Anderson said October is American Archives Month. One of the important aspects of Archives is to educate and influence the public about the vital roles of archives and archivists and the work that they do. This month is set aside to raise awareness about the value of archives. During the month of October, the Archives Department is taking a more concerted action to increase awareness for archives. Ms. Anderson said it is the Archives Department's goal to make everyone "archives aware." In honor of this celebration, the Archives Department is inviting the community to visit the facility in Bay Minette to learn about the profession and meet those who work each day to collect and protect the records and work to tell Baldwin County's Story. The Archives Department would also like to use this month to remind individuals who have historical materials to properly care for those so that they may be of use to future generations. Ms. Anderson said the Archives staff is using this month to remind the public to visit other archives and museums throughout the area to discover their collections as well.

Chairman Gruber said Ms. Anderson has done a fantastic job with the Archives Department and she has been very instrumental in the 200th Year Celebration of the State of Alabama. Ms. Anderson has really stepped up. Chairman Gruber thanked Ms. Anderson for her willingness and said it is her love for archives that pushes her to do what she does. He appreciates her drive towards the County. There is a lot of history in Baldwin County.

Commissioner Ball thanked Ms. Anderson for all she does to bring awareness to the rich history in Baldwin County. She is very unique because she has a passion for her job and he respects that. Commissioner Ball thanked Ms. Anderson for all she does and said he looks forward to working with her for a long time.

Commissioner Davis thanked Ms. Anderson for not only what she does, but how she does it and the fact that there is such a rich history. Many people do not realize that Baldwin County is 10 years older than the State of Alabama. It was originally a part of the Mississippi Territory. His hometown of Thomasville, Alabama, recently celebrated the Choctaw and Creek Nations getting together at Choctaw Corner in 1809 to decide not to fight with each other. Commissioner Davis said everyone should look back because what they do, going forward, can be greatly influenced by what they have learned in what has gone on in the past. Commissioner Davis thanked Ms. Anderson for making the adults and children aware of the unique history in Baldwin County.

Commissioner Underwood said she has enjoyed getting to know Ms. Anderson and she cannot wait to learn more about what the Archives Department staff does. She wishes she had more time to spend at the facility. Commissioner Underwood encouraged everyone to visit the Archives facility. She recently visited and Ms. Anderson showed her how unique it is to find things from the past. Commissioner Underwood thanked Ms. Anderson for her desire to make sure the County's history is correct. She cannot emphasize how important history is. If people try to erase history, they forget where they are and where they are going. The Archives facility is full of unique information and the staff knows their stuff.

Ms. Anderson thanked the Commissioners and the citizens of Baldwin County for the opportunity to serve.

Motion by Commissioner James E. Ball, seconded by Commissioner BillieJo Underwood, to adopt a Proclamation which proclaims October 2019 as "Archives Month" in Baldwin County, Alabama, and encourages the public to visit the archives facility in Bay Minette and other archives and museums throughout the area to discover their collections.

The motion passed by the following vote:

Aye: 4 - James E. Ball, Joe Davis III, BillieJo Underwood, and Charles F. Gruber

Nay: 0

Absent: 0

Abstain: 0

CA3 Proclamation - Customer Service Week - October 7-11, 2019

[19-2069](#)

Shannon Spivey, Customer Relationship Manager, appeared before the Commission to accept the proclamation as presented by Commissioner Underwood on behalf of the Commission.

Wayne Dyess, County Administrator, read the proclamation.

Ms. Spivey said she could not include everyone that has helped her over the last 13 years to come up and accept the proclamation, but Susan Kilby Aaron, Solid Waste Customer Service Manager, is here and has done a fantastic job. Ms. Spivey said so many people who received their service pins today are the "go to" people for the Citizen Service Center and in other departments. When she took this job, she thought she would hear a lot of complaints that would have to be resolved. Ms. Spivey said that has not been the case. She knows she can go to Ms. Aaron and others to find answers to help callers. Ms. Spivey said 13 years ago, Baldwin County was on the cutting edge in the concept of customer service in the public sector. The Commission created a consolidated Call Center which is now the Citizen Service Center where they try to improve the "one call resolutions" where customers are not passed around to tell their stories over and over again. Ms. Spivey said she feels this has been a huge success. She has a wonderful team and she knows all of the departments have amazing teams as well. Ms. Spivey thanked the Commissioners for recognizing this week. There are some departments who may not have heard about it and she wanted to encourage the supervisors and team leaders to get involved. Ms. Spivey said they can ask her or Ms. Aaron and others to provide ideas for fun activities to do. It is important to remember that employees can take their jobs seriously and still have fun doing it. Ms. Spivey thanked the Commissioners and invited everyone to come by the Citizen Service Center at the Emergency Operations Center in Robertsedale. She thanked the Commissioners for letting the employees know that what they do is noticed and appreciated; it means a lot.

Commissioner Davis said there are two long-standing things in the Davis household that he and his wife adhere to. The first is the "Golden Rule" and the second is the "Chic Fil A" attitude. The Chic Fil A attitude is when a person either loves what they are doing, or they act like they love what they are doing. He has heard nothing but similar comments from people. The Commissioners want to make sure the accolades and praise the employees receive are communicated amongst the citizenship. The employees' job is to make sure the citizens get to the right place in the right way. Commissioner Davis said the Chic Fil A attitude permeates throughout the County's organization and the Golden Rule is something everyone should keep in mind everyday.

Commissioner Ball thanked Ms. Spivey and Ms. Aaron for all they do and said Baldwin County is a standout county in the State. It is because of who works for the County and the amazing things they do. The employees exhibit the Chic Fil A attitude. Commissioner Ball thanked the employees.

Commissioner Underwood thanked Ms. Spivey and said she has enjoyed getting to know her and her staff. She is looking forward to coming back. The Call Center's Knowledge Base System is full of so much information. Ms. Spivey and her staff do a good job in helping the people. Commissioner Underwood said if there is anything the Commissioners can do, do not hesitate to ask. They

appreciate the Call Center more than they can imagine.

Chairman Gruber said he remembered when Ms. Spivey first brought the knowledge base idea to the Commissioners. After sitting in on several classes, he found out how important it was to have this tool for the citizens of the County. Chairman Gruber thanked Ms. Spivey and everyone who helped to bring this forward to the County. It has made a big change in the way the County does its business.

Ms. Spivey said she cannot say "thank you" enough to the departments who were the first to jump on board to be the guinea pigs.

Motion by Commissioner James E. Ball, seconded by Commissioner Joe Davis, III, to adopt a Proclamation to recognize October 7-11, 2019, as Customer Service Week in Baldwin County, Alabama.

The motion passed by the following vote:

Aye: 4 - James E. Ball, Joe Davis III, BillieJo Underwood, and Charles F. Gruber
Nay: 0
Absent: 0
Abstain: 0

Ms. Spivey said the Customer Service Center will be doing a lot of fun things in the office throughout the week.

D PUBLIC HEARINGS

E COMMITTEE REPORTS

EA FINANCE/ADMINISTRATION DIVISION

EA1 Payment of Bills

[19-2106](#)

Motion by Commissioner BillieJo Underwood, seconded by Commissioner James E. Ball, to pay bills totaling \$4,298,496.68 (four million, two hundred ninety-eight thousand, four hundred ninety-six dollars and sixty-eight cents) with the exception of Vendors 34 and 84, which are listed in the Baldwin County Accounts Payable Payments - October 1, 2019, for a revised total of \$4,297,053.97.

Of this amount, \$1,923,153.00 (one million, nine hundred twenty-three thousand, one hundred fifty-three dollars) is payable to the Baldwin County Board of Education for its portion of the County Sales and Use Tax.

The motion passed by the following vote:

Aye: 4 - James E. Ball, Joe Davis III, BillieJo Underwood, and Charles F. Gruber

Nay: 0
Absent: 0
Abstain: 0

Motion by Commissioner BillieJo Underwood, seconded by Commissioner Joe Davis, III, to pay Vendor #34 in the amount of \$440.84.

Vendor #34: Ball, James E. - \$440.84

The motion passed by the following vote:

Aye: 3 - Joe Davis III, BillieJo Underwood, and Charles F. Gruber
Nay: 0
Absent: 0
Abstain: 1 - James E. Ball

Motion by Commissioner BillieJo Underwood, seconded by Commissioner James E. Ball, to pay Vendor #84 in the amount of \$1,001.87.

Vendor #84: Davis, Joseph Lee III - \$1,001.87

The motion passed by the following vote:

Aye: 3 - James E. Ball, BillieJo Underwood, and Charles F. Gruber
Nay: 0
Absent: 0
Abstain: 1 - Joe Davis III

EA2 Notification of Interim Payments Approved by Clerk/Treasurer as Allowed Under Policy 8.1 [19-2107](#)

Wayne Dyess, County Administrator, informed the Commission that the Baldwin County Commission Interim Payments - October 1, 2019, made by the Clerk/Treasurer totaling \$2,100,747.14 (two million, one hundred thousand, seven hundred forty-seven dollars and fourteen cents) are a part of the record.

EB ROAD AND BRIDGE DIVISION

F ELECTED OFFICIAL REQUESTS

G OTHER STAFF RECOMMENDATIONS

GA ADMINISTRATION

GA1 Counsel for the Baldwin County Commission (County Attorney) - Considerations Related to Contract for Services [19-2118](#)

Motion by Commissioner James E. Ball, seconded by Commissioner BillieJo Underwood, as authorized at Section 6 of Act No. 239 (1931), as amended, approve the execution of a Contract for Services between the Baldwin County Commission and Stone Crosby, P.C. applicable to the Baldwin County Commission's appointment/designation of Counsel for the Baldwin County Commission which position shall be styled as "County Attorney."

The contract shall be effective on October 20, 2019, and shall continue in full force and effect unless terminated by the Baldwin County Commission or Stone Crosby, P.C., with or without cause, by giving thirty (30) days written notice of such termination.

The motion passed by the following vote:

Aye: 4 - James E. Ball, Joe Davis III, BillieJo Underwood, and Charles F. Gruber
Nay: 0
Absent: 0
Abstain: 0

H COMMISSIONER REQUESTS

I ADDENDA

IA GENERAL

IA1 Approval of Organizational Charts and Position Descriptions

[19-2163](#)

Motion by Commissioner James E. Ball, seconded by Commissioner Joe Davis, III, to take the following actions:

Departments reporting to Budgeting and Purchasing:

- 1) Approve the updated organizational charts for the Budgeting and Purchasing and the Sales, Use, and License Tax departments; and
- 2) Approve the updated position descriptions for: Purchasing Director and Assistant Purchasing Director; and

Building Inspections:

- 3) Approve the updated organizational chart for the Building Inspections department; and
- 4) Approve the updated position descriptions for: Building Inspector III, Hazard Mitigation Coordinator, Office Manager, Office Assistant IV; and

Communications and Information Systems:

5) Approve the updated organizational chart for the Communications and Information Systems department; and

6) Approve the updated position descriptions for: Application and Database Services Manager and Audio Visual and Teleconference Administrator; and

Emergency Management Agency:

7) Approve the updated organizational chart for the Emergency Management Agency; and

8) Approve the updated position description for Deputy EMA Director; and

Finance and Accounting Department:

9) Approve the updated organizational chart for the Finance and Accounting Department; and

10) Approve the updated position description for the Chief Compliance Officer; and

Highway Departments:

11) Approve the updated organizational charts for the Highway Departments; and

12) Approve the updated position descriptions for: Master Mechanic, Mechanic II, Operations Support Specialist I (Administration), Operations Support Specialist I (Maintenance Barn), Operations Support Specialist I (Traffic Operations), Traffic Control Technician I (Stripe Crew Option), Traffic Control Technician II (Sign Option), Traffic Control Technician II (Stripe Crew Option), Traffic Control Technician III (Sign Option), Traffic Control Technician III (Stripe Crew Option), Traffic Control Technician IV (Signal Crew Option), and Traffic Control Technician IV (Stripe Crew Option).

Juvenile Detention Center:

13) Approve the updated organizational chart for the Juvenile Detention Center; and

14) Approve the updated position descriptions for: Detention Technician, Detention Worker I, Detention Worker II, Administrative Support Specialist IV; and

Personnel:

15) Approve the updated organizational chart for the Personnel Department; and

16) Approve the updated position description for Employee Relations and Training

Administrator; and

Probate:

17) Approve the updated organizational chart for the Probate Office; and

18) Approve the updated position descriptions for: Deputy Chief Clerk, License Revenue Administrator, License Revenue Manager, License Revenue Officer I, License Revenue Officer II, Probate Court Administrator III, Recording Officer, and Administrator of Motor Vehicle, Tags, and License; and

Revenue Commission:

19) Approve the updated organizational chart for the Revenue Commission; and

20) Approve the updated position descriptions for: Administrator of Assessments, Administrator of Collections, Assessment Support Technician I, II, Specialist I and II, Assistant Chief Appraiser, and Chief Clerk of Collections; and

Solid Waste:

21) Approve the updated organizational chart for the Solid Waste Departments; and

22) Approve the updated position descriptions for: Chief Administrative Assistant (Administration), Chief Administrative Assistant (Maintenance), Senior Billing Account Specialist - Compliance/Debt, Solid Waste Driver III/Trainer, Mechanic II, and Master Mechanic.

Departments Reporting to Commission Administration:

23) Approve the updated organizational charts for: Commission Administration, Animal Control, Archives and History, Council on Aging, Planning and Zoning, Parks, BRATS, and Building Maintenance department; and

24) Approve the updated position descriptions for: Administrative Services Manager, Assistant Administrative Services Manager, Administrative Support Specialist II, Administrative Support Specialist IV, and Commission Executive Assistant; and

25) Approve the updated position descriptions for: Animal Shelter Manager, Animal Control Officer, Animal Control Technician, Animal Placement Specialist, Animal Resource Supervisor, Office Assistant III, Office Manager, Senior Animal Control Officer, and Senior Animal Control Technician; and

26) Approve the updated position descriptions for: Archives Specialist and Director of Archives and History/Special Historic Projects Coordinator; and

27) Approve the updated position descriptions for: Director of Transportation, Mechanic II, and Customer Service Representative I; and

28) Approve the updated position descriptions for: Administrative Support Specialist IV, Case Manager, Case Worker, and Council on Aging Coordinator; and

29) Approve the updated position descriptions for: Horticulturist, Landscape Technician I, Landscape Technician II, Mechanic II, and Parks Supervisor; and

30) Approve the updated position descriptions for: Office Administrator, Permit/Subdivision Coordinator, and Senior Planner.

The motion passed by the following vote:

Aye: 4 - James E. Ball, Joe Davis III, BillieJo Underwood, and Charles F. Gruber

Nay: 0

Absent: 0

Abstain: 0

J ADMINISTRATIVE REPORT

K COUNTY ATTORNEY'S REPORT

L ANNOUNCEMENTS

M PUBLIC COMMENTS

Dr. Lou Campomenosi, President of the Common Sense Campaign, appeared before the Commission and thanked Commissioner Davis and Commissioner Underwood for participating on the Metropolitan Planning Organization's (MPO) meetings regarding the proposed toll bridge. It took a lot of courage and the Common Sense Campaign supports the Commissioners in all they did. Dr. Campomenosi commented on what was discussed during the August MPO meeting, possible funding for the bridge project and the recent school board elections.

N PRESS QUESTIONS

O COMMISSIONER COMMENTS

Commissioner Ball commented on the Delta Dash race that was recently held at Live Oak Landing and said it was a great turnout with 611 participants and 150 volunteers. Approximately \$13,000.00 was raised and that money will go back to the local community through various avenues, including scholarships. Commissioner Ball thanked the representatives from the North Baldwin Chamber of Commerce and other young professionals who helped to set up the obstacle course. Commissioner Ball said Deidra Hanak, Personnel Director, was the Chair of the event and she worked tirelessly to make sure everything was running smoothly. Commissioner Ball thanked everyone who helped to set up the course, first responders present, the Baldwin

County Emergency Management Agency staff, the Building Maintenance Department, the Parks Department, the Solid Waste Department and the Highway Department. He has heard many comments on how beautiful Live Oak Landing is and about the great facility. Commissioner Ball said he cannot say enough about everyone who came together to make this event spectacular. It was great to see how everyone worked through all of the trials and tribulations to make the event's outcome good.

Commissioner Davis said what Commissioner Ball just shared with everyone is the reason Baldwin County is paradise. The County has people who are paid to get things done and then there are volunteers. The County is only as good as its volunteer basis. Commissioner Davis encouraged the public to pick their projects. If it is something they are passionate about, get involved with others who are just as passionate and make things happen. That is why Baldwin County is paradise.

Commissioner Underwood said last week was very busy for her. She met with several people. There are some great people here who really love Baldwin County. Commissioner Underwood recognized Daphne Elementary School for receiving the National Blue Ribbon award and said there is a lot happening around Baldwin County. She appreciates the Communications and Information Systems Department for getting the County's app up and running. She has shared this with everyone she meets and said they are excited about what is going on.

Chairman Gruber thanked staff for getting the agenda together and said it was a pretty good-sized agenda. Chairman Gruber thanked the employees for all of their years of service given to the citizens of the County.

Ms. Terri Graham, Development and Environmental Manager, appeared before the Commission and said the Solid Waste Department will have its "free" day at all of the facilities this Saturday.

P ADJOURNMENT

Motion by Commissioner James E. Ball, seconded by Commissioner Joe Davis, III, to adjourn the October 1, 2019, Baldwin County Commission Regular meeting at 9:43 a.m.

The motion passed by the following vote:

Aye: 4 - James E. Ball, Joe Davis III, BillieJo Underwood, and Charles F. Gruber
Nay: 0
Absent: 0
Abstain: 0

Chairman Gruber said the October 1, 2019, Baldwin County Commission Regular meeting is adjourned at 9:43 a.m.

