

# Baldwin County Commission

Baldwin County Commission Regular  
Meeting Minutes  
Wednesday, February 17, 2021  
10:00 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

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## WELCOME BY CHAIRMAN, 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 Laura Coker, County Attorney.

The Chairman called the meeting to order at 10:07 a.m. After the prayer led by Pastor Rick Malugani of Fairhope Christian Church, and the Pledge of Allegiance led by Commissioner James E. Ball, the Commission transacted the following business to-wit:

### A ADOPTION OF MINUTES

February 2, 2021, Regular Meeting

Motion by Commissioner James E. Ball, seconded by Commissioner BillieJo Underwood, to adopt the minutes of the February 2, 2021, 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 ACTION ITEMS

#### BA ADMINISTRATION

Wayne Dyess, County Administrator, said there are three items under Administration for the Commission's approval.

Motion by Commissioner BillieJo Underwood, seconded by Commissioner James E. Ball, to approve Items BA1 - BA3.

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

**BA1** Voting Administration - Agreement for the Use of the Old Vaughn School as a Voting Location for Voting Precinct No. 3 and the Ellisville Community Center as a Voting Location for Voting Precinct No. 8 [21-0135](#)

To provide for the use of the Voting Places for Baldwin County Voting Precinct No. 3 (Old Vaughn School, Stockton) and Voting Precinct No. 8 (Ellisville Community Center, Loxley), which benefit citizens in their exercise of the electoral franchise, take the following actions:

- 1) Authorize the Agreement between the Baldwin County Commission and the Baldwin County Board of Education for the use of voting places for Voting Precinct No. 3, Old Vaughn School, and Voting Precinct No. 8, Ellisville Community Center. The terms for this Agreement will be effective February 20, 2021, and expire February 19, 2024; and
- 2) Authorize County personnel to accomplish external grounds-cleaning on the grounds of the Voting Places for Baldwin County Voting Precincts No. 3 and No. 8 after any election; and
- 3) Authorize an expenditure, not to exceed \$235.00 per location, from Baldwin County Elections Contract Services Fund 51910.5150, to accomplish professional cleaning services in the Voting Places for Baldwin County Voting Precincts No. 3 and No. 8 after any election.

**BA2** City of Foley - Annexation Notification [21-0475](#)

Authorize the placement of the City of Foley's Annexation Ordinance No. 20-2020-ORD, annexing property into the corporate limits of the City of Foley, Alabama, into the minutes of the February 17, 2021, Baldwin County Commission regular meeting with proper notifications 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 Revenue Commission  
Baldwin County Sheriff's Office

Other Agencies:  
Board of Registrars Office  
Emergency 911  
South Alabama Regional Planning Commission

**BA3** City of Robertsdale - Annexation Notification

[21-0484](#)

Authorize the placement of the City of Robertsdale's Annexation Ordinance No. 015-2020 annexing property into the corporate limits of the City of Robertsdale, Alabama into the minutes of the February 17, 2021, Baldwin County Commission regular meeting with proper notifications to the following departments/organizations:

Baldwin County Departments:  
Baldwin County Commission  
Building Inspection Department  
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 Registrars Office  
Emergency 911  
South Alabama Regional Planning Commission

**BC ARCHIVES AND HISTORY**

Wayne Dyess, County Administrator, said there are two Items under Archives and History for the Commission's approval.

Motion by Commissioner James E. Ball, seconded by Commissioner BillieJo Underwood, to approve Items BC1 - BC2.

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

**BC1** Aaron Media Services - Professional Services Agreement for Baldwin County Commission Documentaries [21-0374](#)

Approve an Agreement for Professional Services between the Baldwin County Commission and Aaron Media Services for the recording and production of documentaries. The terms of the Agreement are April 13, 2021, to April 14, 2022, with an option to renew upon agreement of both parties for up to two additional twelve (12) month periods, not to exceed thirty-six (36) months.

**BC2** Baldwin County Historic Development Commission - Board Appointment(s) [21-0427](#)

Related to the Baldwin County Historic Development Commission (BCHDC), take the following action:

1) Appoint Mr. Curry Weber to the board to fill the place seat and unexpired term of Mr. Bert Blackmon, for a pro-rata reduced four (4) year term, said term to commence on February 17, 2021, and expire on July 3, 2022.

**BD** **BALDWIN REGIONAL AREA TRANSIT SYSTEM (BRATS)**

Wayne Dyess, County Administrator, said there are two Items under Baldwin Regional Area Transit System for the Commission's approval.

Motion by Commissioner James E. Ball, seconded by Commissioner Charles F. Gruber, to approve Items BD1 - BD2.

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

**BD1** Fiscal Year 2021 Certifications and Assurances for Federal Transit Administration Assistance Programs [21-0480](#)

Approve and authorize the Chairman and County Attorney to execute the Fiscal Year 2021 Federal Transit Administration (FTA) Certifications and Assurances agreeing that Baldwin County will comply with all federal statues, regulations, executive orders, and federal requirements as pertains to the 5311 and 5307 Grant Applications for Baldwin

Regional Area Transit System (BRATS).

**BD2** Funding for County Employee Use of Baldwin Regional Area Transit System (BRATS) General Public Transportation for County Business

[21-0488](#)

Authorize Baldwin Regional Area Transit System (BRATS) to dedicate up to \$5,000.00 in contract services for use of BRATS general public transportation by county employees for county business.

**BE BUDGET/PURCHASING**

Wayne Dyess, County Administrator, said there are seven Items under Budget and Purchasing for the Commission's approval.

Motion by Commissioner BillieJo Underwood, seconded by Commissioner James E. Ball, to approve Items BE1 - BE7.

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

**BE1** Competitive Bid #WG21-12 - Provision of Roadway Pipe for the Baldwin County Commission

[21-0446](#)

Take the following actions:

- 1) Award Bid #WG21-12 for the provision of roadway pipe to the lowest responsible bidders, Fortline WaterWorks, and Foley Products Co., as per the Award Listings for each category and reject the bid received from Gulf Atlantic Culvert Co., which did not meet the required specifications for the section on corrugated round & arch bituminous coated (metal) pipe; and
- 2) Authorize the Purchasing Director to re-bid the section on the pipe-corrugated round & arch bituminous coated (metal) and 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.

**BE2** Competitive Bid #WG21-13A - Provision of CRS-2 Emulsified Asphalt Material for the Baldwin County Commission

[21-0474](#)

Take the following actions:

- 1) Authorize the Purchasing Director to re-bid for the provision of CRS-2 emulsified

asphalt material; 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.

**BE3** Competitive Bid #WG21-16 - Provision of Erosion Control Materials for the Baldwin County Commission

[21-0498](#)

Take the following actions:

1) Approve the specifications and authorize the Purchasing Director to place a competitive bid for the Provision of Erosion Control Materials; 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.

**BE4** Competitive Bid #WG21-17 - Provision of Tree Removal and Disposal Services for the Baldwin County Commission

[21-0530](#)

Take the following actions:

1) Approve the specifications and authorize the Purchasing Director to place a competitive bid for the provision of Tree Removal and Disposal Services; 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.

**BE5** Baldwin County Resurfacing Projects 2021: Group 3/BCR-2021-3 and Group #3RA/BCR-2021-3RA

[21-0497](#)

Due to the identification of a mathematical error listed in the Bid Award for Resurfacing Projects 2021: Group 3/BCR-2021-3 and Group #3RA-BCR-2021-3RA, take the following actions:

1) RESCIND the action taken by the Baldwin County Commission, during its February 2, 2021, regular meeting related to Agenda Item BE9 which awarded Group 3/BCR-2021-3 and Group #3RA/BCR- 2021-3RA to John G. Walton Construction Co., Inc.; in the bid amount of \$2,182,521.58 for Alternative 1 (all labor and materials); Construction Time: 30 working days for each group; and

2) AWARD the bid for Baldwin County Resurfacing Projects 2021: Group 3/BCR-2021-3 and Group #3RA/BCR-2021-3RA to the lowest bidder, John G. Walton

Construction Co., Inc., in the bid amount of \$2,183,107.70 for Alternative 1 (all labor and materials); Construction Time: 30 working days for each group; and authorize the Chairman to execute the Contract.

**BE6**    Construction of New Baldwin County MacBride Landfill Modular Scale Office Building Located in Loxley, Alabama for the Baldwin County Commission

[21-0482](#)

Award the bid to Quick Buildings Modular, LLC, in the amount of \$154,500.00; Completion Time: 90 Calendar Days; for the construction of new Baldwin County MacBride Landfill Modular Scale Office Building located in Loxley, Alabama, and authorize the Chairman to execute the Contract.

**BE7**    Quote for Guardrail Replacement at County Road 87 Bridge over the Tributary to Three Mile Creek for the Baldwin County Commission

[21-0483](#)

Award the quote to C&H Construction Services, LLC in the amount of \$40,073.00 for the replacement of guardrails at the County Road 87 bridge over the tributary to Three Mile Creek and authorize the Chairman to execute the Public Works Contract and the Certificate of Compliance.

**BL    ENVIRONMENTAL MANAGEMENT**

Wayne Dyess, County Administrator, said there is one Item under Environmental Management for the Commission's approval.

Motion by Commissioner James E. Ball, seconded by Commissioner BillieJo Underwood, to approve Item BL1.

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

**BL1**    Baldwin County Solid Waste Uncollectible Residential Accounts

[21-0527](#)

Approve the uncollectible residential garbage accounts list for write-offs in the amount of \$276.00.

**BN    HIGHWAY**

Wayne Dyess, County Administrator, said there are 16 Items under Highway for the Commission's approval.

Motion by Commissioner BillieJo Underwood, seconded by Commissioner James E.

Ball, to approve Items BN1 - BN16.

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

**BN1** Baldwin County Intracoastal Waterway (ICW) Boat Launch Construction Project - Permission to Advertise [21-0321](#)

Take the following actions:

1) Approve the Purchasing Manager to place a competitive bid for the Baldwin County Intracoastal Waterway (ICW) Boat Launch Construction Project; and

2) Approve the Chairman to execute any project related documents.

**BN2** Speed Limit on Twin Beech Road (County Road 44) between County Road 13 and State Road 181 [21-0522](#)

Approve the request from the City of Fairhope to lower the speed limit on Twin Beech Road (County Road 44) between County Road 13 and State Road 181 from 45 MPH to 35 MPH.

**BN3** Execution of IRS Form 8283 for a Donated Right-of-Way on Project No. 0204316 - Norris Lane (Tract 1) [21-0491](#)

Take the following actions:

1) Accept 0.451 acres on Norris Lane (Tract 1) as a right-of-way donated to Baldwin County by Wesley E. Norris on July 31, 2020 (Instrument No. 1847490 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.

**BN4** Execution of IRS Form 8283 for a Donated Right-of-Way on Project No. 0204316 - Norris Lane (Tract 2) [21-0494](#)

Take the following actions:

1) Accept 0.074 acres on Norris Lane (Tract 2) as a right-of-way donated to Baldwin



County by Amber Nicole Langham aka Amber Hansen and Christopher Hansen on July 31, 2020 (Instrument No. 1847497 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.

**BN5**    Execution of IRS Form 8283 for a Donated Right-of-Way on Project No. 0204316 - Norris Lane (Tract 3)

[21-0495](#)

Take the following actions:

1) Accept 0.103 acres on Norris Lane (Tract 3) as a right-of-way donated to Baldwin County by Herschel E. Norris and Linda G. Norris on August 19, 2020 (Instrument No. 1851931 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.

**BN6**    Execution of IRS Form 8283 for a Donated Right-of-Way on Project No. 0204316 - Norris Lane (Tract 4)

[21-0510](#)

Take the following actions:

1) Accept 0.274 acres on Norris Lane (Tract 4) as a right-of-way donated to Baldwin County by Herschel E. Norris and Linda G. Norris (life interest), Kenneth Norris (1/3 interest), Eileen Norris Mason (1/3 interest), and Maureen Norris (1/3 interest) on October 15, 2020 (Instrument No. 1865352 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.

**BN7**    Execution of IRS Form 8283 for a Donated Right-of-Way on Project No. 0204316 - Norris Lane (Tract 5)

[21-0511](#)

Take the following actions:

1) Accept 0.451 acres on Norris Lane (Tract 5) as a right-of-way donated to Baldwin County by David L. Lasyone, Sr. and Patricia Norris Lasyone on August 15, 2020 (Instrument No. 1851933 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.

**BN8**    Execution of IRS Form 8283 for a Donated Right-of-Way on Project No. 0204316 - Norris Lane (Tract 7)

[21-0512](#)

Take the following actions:

- 1) Accept 0.025 acres on Norris Lane (Tract 7) as a right-of-way donated to Baldwin County by U. Ross Luckie on August 19, 2020 (Instrument No. 1852678 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.

**BN9** Execution of IRS Form 8283 for a Donated Right-of-Way on Project No. 0204316 - Norris Lane (Tract 8)

[21-0513](#)

Take the following actions:

- 1) Accept 0.213 acres on Norris Lane (Tract 8) as a right-of-way donated to Baldwin County by Donald Grantham and Elizabeth Grantham on September 2, 2020 (Instrument No. 1855484 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.

**BN10** Execution of IRS Form 8283 for a Donated Right-of-Way on Project No. 0204316 - Norris Lane (Tract 9)

[21-0514](#)

Take the following actions:

- 1) Accept 0.148 acres on Norris Lane (Tract 9) as a right-of-way donated to Baldwin County by Elizabeth Taylor Grantham on September 2, 2020 (Instrument No. 1855489 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.

**BN11** Execution of IRS Form 8283 for a Donated Right-of-Way on Project No. 0204316 - Norris Lane (Tract 10)

[21-0515](#)

Take the following actions:

- 1) Accept 0.420 acres on Norris Lane (Tract 10) as a right-of-way donated to Baldwin County by Jesse D. Rhodes on September 9, 2020 (Instrument No. 1858412 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.

**BN12** Execution of IRS Form 8283 for a Donated Right-of-Way on Project No. 0204316 - Norris Lane (Tract 11)

[21-0516](#)

Take the following actions:

- 1) Accept 0.103 acres on Norris Lane (Tract 11) as a right-of-way donated to Baldwin County by Randolph W. Flowers and Leslie R. Flowers on July 29, 2020 (Instrument No. 1846607 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.

**BN13** Execution of IRS Form 8283 for a Donated Right-of-Way on Project No. 0204316 - Norris Lane (Tract 12)

[21-0517](#)

Take the following actions:

- 1) Accept 0.255 acres on Norris Lane (Tract 12) as a right-of-way donated to Baldwin County by Jesse Rhodes aka Jesse D. Rhodes on September 9, 2020 (Instrument No. 1858414 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.

**BN14** Execution of IRS Form 8283 for a Donated Right-of-Way on Project No. 0204316 - Norris Lane (Tract 13)

[21-0518](#)

Take the following actions:

- 1) Accept 0.039 acres on Norris Lane (Tract 13) as a right-of-way donated to Baldwin County by David Gatlin on July 31, 2020 (Instrument No. 1847494 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.

**BN15** Execution of IRS Form 8283 for a Donated Right-of-Way on Project No. 0204316 - Norris Lane (Tract 14)

[21-0519](#)

Take the following actions:

- 1) Accept 0.058 acres on Norris Lane (Tract 14) as a right-of-way donated to Baldwin County by David Gatlin and Delores M. Gatlin on July 31, 2020 (Instrument No. 1847495 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.

**BN16** Execution of IRS Form 8283 for a Donated Right-of-Way on Project No. 0204316 - Norris Lane (Tract 15)

[21-0520](#)

Take the following actions:

1) Accept 0.007 acres on Norris Lane (Tract 15) as a right-of-way donated to Baldwin County by Brandan Chadwick Sellers on August 6, 2020 (Instrument No. 1868147 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.

**BQ PERSONNEL**

Wayne Dyess, County Administrator, said there are seven Items under Personnel for the Commission's approval.

Motion by Commissioner Charles F. Gruber, seconded by Commissioner James E. Ball, to approve Items BQ1 - BQ7.

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

**BQ1** Baldwin Regional Area Transit System (BRATS) Department - Employment of One (1) Part-time Bus Driver

[21-0500](#)

Approve the employment of Richard Burnett to fill the open part-time Bus Driver position (PID #PT06) at a grade 305 (\$13.910 per hour) to be effective no sooner than February 22, 2021.

**BQ2** Building Maintenance Department - Employment of One (1) Building Maintenance Engineer II

[21-0501](#)

Approve the employment of James Lassiter to fill the open Building Maintenance Engineer II position (PID #348) at a grade 310 (\$17.92 per hour/\$37,273.60 annually) to be effective no sooner than February 22, 2021.

**BQ3** Parks Department and Archives Department - Position Changes

[21-0499](#)

Take the following actions:

- 1) Downgrade the vacant part-time Landscape Technician I position (PID# PT44) grade 306 (\$14.60 - \$23.93 per hour) to a part-time Park Attendant at a grade 303 (\$12.62 - \$20.67 per hour) in the Parks Department (57200P); and
- 2) Retitle the part-time Gate Attendant position (PID# PT35) to a part-time Park Attendant, in the Archives Department (51906); and
- 3) Approve the position description for the part-time Park Attendant (Bi-Centennial Park); and
- 4) Approve the updated organizational charts for the Parks Department and the Archives Department.

**BQ4** Planning and Zoning Department - Position Changes

[21-0502](#)

Take the following actions:

- 1) Approve the employment of Jessie Parfait to fill the open Planning Technician position (PID #1091) at a grade 309 (\$18.00 per hour/\$37,440.00 annually) with said salary due to experience; and
- 2) Approve the employment of J. Buford King to fill the open Development Review Planner position (PID #5541) at a grade S316 (\$75,000.00) with said salary due to experience.

These actions will be effective no sooner than February 22, 2021.

**BQ5** Probate Office - Position Changes

[21-0503](#)

Take the following actions:

- 1) Approve the promotion of Lynn Day from the License Revenue Officer I position (PID #840) grade 306 (\$16.443 per hour/\$34,201.44 annually) to fill the open License Revenue Officer II position (PID #156) at a grade 307 (\$17.758 per hour/\$36,936.64 annually) to be effective no sooner than March 1, 2021; and
- 2) Approve the employment of Chelsea Bagwell to fill the open License Revenue Officer I position (PID #840) at a grade 306 (\$14.60 per hour/\$30,368.00 annually) to be effective no sooner than February 22, 2021.

**BQ6** Solid Waste Department (Collections) - Position Changes

[21-0504](#)

Take the following actions:

- 1) Retitle the vacant Junior Dispatcher position (PID #5507) grade 307 (grade 307 range: \$15.33 - \$25.13 per hour) to an Operations Support Specialist II, with no change in pay grade; and
- 2) Reclassify/retitle the vacant Senior Dispatcher position (PID #5508) grade 308 (grade 308 range: \$16.10 - \$26.38 per hour) to Operations Support Specialist III grade 309 (grade 309 range: \$16.91 - \$27.70 per hour); and
- 3) Abolish the vacant Billing Account Specialist II position (PID #5585) grade 307 (grade 307 range: \$15.33 - \$25.13 per hour) in Solid Waste Collections Administration (54801); and
- 4) Create an Operations Support Specialist II position (PID #5585) grade 307 (grade 307 range: \$15.33 - \$25.13 per hour) in Solid Waste Collections (54800); and
- 5) Approve the reclassification of Suzanne Doughty from the Senior Accountant (PID #385) from grade S317 (\$82,767.36 annually) (grade S317 range: \$56,410.00 - \$92,439.00 annually) to Accounting Manager grade 319 (\$84,836.54 annually) (grade 319 range: \$63,676.00 - \$104,341.00 annually); and
- 6) Approve the position descriptions for Accounting Manager, Operations Support Specialist II and Operations Support Specialist III; and
- 7) Approve the updated organizational chart for the Solid Waste Department.

**BQ7** Personnel Department - Adoption of BCC Policy #11.2 - Internship Policy

[21-0505](#)

Adopt Baldwin County Commission Policy #11.2 - Internships and incorporate said Policy into the Baldwin County Commission's Policies and Procedures Book.

## **BR PLANNING AND ZONING**

Wayne Dyess, County Administrator, said there is one Item under Planning and Zoning which requires no action at this time as discussed during the February 17, 2021 Work Session. The Item will be brought back to the next regular meeting.

**BR1** Planning District 19 Advisory Committee Appointments

[21-0508](#)

No action taken.

## **C PRESENTATIONS**

### **CA GENERAL**

Joey Nunnally, County Engineer, appeared before the Commission and presented the Highway Department Fiscal Year 2020 Year-end Progress Report.

The Commissioners commented on the achievements highlighted in the presentation and expressed their gratitude for the work Mr. Nunnally and his staff have accomplished, from dealing with the aftermath of Hurricane Sally and storm water runoff to the roadway repair and the teamwork involved in getting these things done.

## **D PUBLIC HEARINGS**

### **DR PLANNING AND ZONING**

**DR1** \*Case No. Z-21003 - Garlock Property Rezoning

[21-0496](#)

Chairman Davis opened the public hearing at 10:54 a.m. and asked if there is anyone present who wishes to speak.

Celena Boykin, Senior Planner, appeared before the Commission and provided background information on the subject property.

Mr. Joshua Garlock, the applicant, appeared before the Commission to discuss his rezoning request to start a small home business processing pre-cut deer meat and said all of the State regulations would be adhered to.

The Commissioners and Mr. Garlock discussed the size of the business and where it would be located on his property in Lillian, Alabama.

Ms. Gayle Beech, Ms. Sherri Scarbrough, and Mr. Carl Magnuson, residents of the area, appeared before the Commission to voice opposition to the rezoning due to the potential of a drop in surrounding property values as well as the possibility of disease that could be brought about by improper disposal of the deer carcasses.

Mr. Jerry Kee appeared before the Commission and said he is the stepfather and next door neighbor of the applicant and is in favor of the rezoning. Mr. Kee asked why Mr. Garlock should not be able to start a business on his property since there are other businesses in the area.

The Commissioners clarified that existing businesses in operation before the zoning laws were put into place were "grandfathered" in and therefore, a hearing would not have been required for those.

In response to Ms. Gayle Beech's assertion that it is illegal to transport deer meat

across state lines into Alabama, Commissioner Ball read an excerpt from an article on the recent import ban implemented which confirmed that it is not illegal to transport deer meat into the State of Alabama.

Ms. Mary Joe Conley appeared before the Commission and said that Mr. Garlock recently built his house knowing that his property was zoned Residential.

Mr. Garlock re-appeared before the Commission and addressed the comments from the opposition, stating that his family has owned property in that area for 40 years and that it would not be feasible for him to rent property in order to run this business since it would only be operational for approximately 3 months out of the year to coincide with deer season.

Ms. Lauren Garlock, the applicant's wife, appeared before the Commission and said they went through the proper channels by going to the Planning & Zoning Department and were advised to apply for a home occupation due to the property size.

The Commissioners and Wayne Dyess, County Administrator, discussed the specifics of the home occupation designation.

Ms. Boykin re-appeared before the Commission and commented on the reasons the Rural Agricultural (RA) designation with home occupation was chosen. Ms. Boykin said the rezoning requested was based on the lot of record which has not seemed to be an issue in the past.

There being no further requests to address the Commission, Chairman Davis closed the public hearing at 11:37 a.m.

Motion by Commissioner James E. Ball, seconded by Commissioner Charles F. Gruber, to adopt Resolution #2021-044, which approves Case No. Z-21003, Garlock Property, as it pertains to the rezoning of 0.53 acres, more or less, as located in Planning District 22, from RSF-1 and RSF-2, Residential Single Family, to RA, Rural Agriculture District.

The motion failed by the following vote:

**Aye:** 2 - James E. Ball, and Joe Davis III  
**Nay:** 2 - BillieJo Underwood, and Charles F. Gruber  
**Absent:** 0  
**Abstain:** 0

Junior Ambassadors - Baldwin County High School

Commissioner Ball said that the Junior Ambassadors need to leave the meeting early due to a prior commitment and asked Ms. Ashley Jones Davis, Executive Director of



the North Baldwin Chamber of Commerce, to speak about the Junior Ambassador Program and allow the students, a group of juniors and seniors from Baldwin County High School in Bay Minette, to introduce themselves.

Ms. Jones Davis appeared before the Commission to thank the Commission for the time spent with the Junior Ambassadors and to thank them for their support of the program. The Junior Ambassadors participate in local government meetings to learn more about how local government runs at the city and county level. They also participate in other programs to network with business leaders, learn about local businesses, events and community development.

**DR2** \*Case No. Z-21006 - Middleton Property Rezoning

**21-0506**

Chairman Davis opened the public hearing at 11:46 a.m. and asked if there is anyone present who wishes to speak.

Celena Boykin, Senior Planner, appeared before the Commission and provided background information on the subject property.

Mr. Tom Granger, the applicant, appeared before the Commission and said that the intent is to combine this property with adjoining property to the east and south in order to expand the development that is planned. Mr. Granger confirmed there is an existing turnout on Rawls Road but the development will also be tied into Highway 59 as another access point.

Wayne Dyess, County Administrator, noted an email was received from Mr. and Mrs. Charlie Fincher in opposition of the rezoning due to the increased traffic it would generate on Rawls Road. Ms. Julie Fincher spoke on this subject during the work session.

There being no further requests to address the Commission, Chairman Davis closed the public hearing at 11:49 a.m.

Motion by Commissioner James E. Ball, seconded by Commissioner Charles F. Gruber, to adopt Resolution #2021-045, which approves Case No. Z-21006, Middleton Property, as it pertains to the rezoning of 2.11 acres, more or less, as located in Planning (Zoning) District 12, from RSF-E, Single-Family Estate District to B-4, Major Commercial District.

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

**DR3** Case No. Z-21007 - E & T Enterprises Property Rezoning

**21-0507**

Celena Boykin, Senior Planner, appeared before the Commission at 11:50 a.m. and provided background information on the subject property.

Mr. Wayne Dyess said that there is no one signed up to speak.

Chairman Davis asked if there is anyone present who wishes to speak. There being no requests to address the Commission, Chairman Davis closed the public hearing at 11:51 a.m.

Motion by Commissioner BillieJo Underwood, seconded by Commissioner Charles F. Gruber, to adopt Resolution #2021-046, which approves Case No. Z-21007, E & T Enterprises Property, as it pertains to the rezoning of 75.93 acres, more or less, as located in Planning (Zoning) District 21, from RA, Rural Agricultural District to RSF-2, Single-Family District.

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

## **E COMMITTEE REPORTS**

### **EA FINANCE/ADMINISTRATION DIVISION**

#### **EA1 Payment of Bills**

**21-0493**

Motion by Commissioner James E. Ball, seconded by Commissioner Charles F. Gruber, to pay bills totaling \$13,938,214.30 (thirteen million, nine hundred thirty-eight thousand, two hundred fourteen dollars and thirty cents).

Of this amount, \$9,783,658.25 (nine million, seven hundred eighty-three thousand, six hundred fifty-eight dollars and twenty-five cents) was paid to the Baldwin County Board of Education and \$611,663.74 (six hundred eleven thousand, six hundred sixty-three dollars and seventy-four cents) was paid to the Gulf Shores Board of Education for their 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

#### **EA2 Notification of Interim Payments Approved by Clerk/Treasurer as Allowed Under Policy 8.1**

**21-0492**

Wayne Dyess, County Administrator, informed the Commission that the Baldwin County Commission Interim Payments - February 17, 2021, made by the Clerk/Treasurer, totaling \$2,240,697.76 (two million, two hundred forty thousand, six hundred ninety-seven dollars and seventy-six cents) are a part of the record.

## **F DISCUSSION ITEMS**

### **FA ADMINISTRATION**

Wayne Dyess, County Administrator, said the Items under Administration were discussed during the work session.

**FA1** Naming and Signage for Recently Purchased Boat Launches and Parks in Baldwin County [21-0447](#)

No action taken.

**FA2** Request to Place a Plaque at Baldwin County Courthouse in Bay Minette to Honor Former Bay Minette Chief of Police, Alec McDowell [21-0489](#)

Motion by Commissioner Charles F. Gruber, seconded by Commissioner James E. Ball, to grant the request for a commemorative plaque to be hung in the Baldwin County Courthouse in honor of Alec McDowell, Jr., who served with the Bay Minette Police Department for 25 years, and was promoted to Chief of Police in June of 1987 until his retirement on January 1, 1991. Chief McDowell assisted in solving over 200 cases during his career with the Bay Minette Police Department and was recognized by former President George Bush for his professional accomplishments.

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

### **FE BUDGET/PURCHASING**

**FE1** Management of Grants for the Baldwin County Commission [21-0528](#)

No action taken.

## **G COMMISSIONER REQUESTS**

### **H ADDENDA**

#### **HA GENERAL**

**HA1**    Resolution #2021-053 of the Baldwin County Commission - Act No. 90-449 (Fire Tax) - Magnolia Springs Volunteer Fire Department - Approval of Use of Fire Tax Proceeds

**21-0539**

Laura Coker, County Attorney, appeared before the Commission and said the question was brought up during the work session regarding Item HA1 and the inclusion of property purchases as an exception under Act No. 90-449. The Fire Chiefs' Association and the Commission have to approve the exception and at this time, the Fire Chief's Association has approved it.

Motion by Commissioner James E. Ball, seconded by Commissioner Charles F. Gruber, to take the following actions:

- 1) Adopt Resolution #2021-053 of the Baldwin County Commission which provides the Baldwin County Commission's required approval for the Magnolia Springs 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 \$45,000.00 (and the repayment of said loan's applicable interest) for the purchase of property adjacent to Magnolia Springs Station 1 located at 14809 Gates Avenue (Parcel No. 55-08-38-0-000-026.001) to provide for future expansion of the current station; and
- 2) Authorize the Baldwin County Commission Chairman to execute any other necessary documentation related to the adoption of Resolution #2021-053, including any other assurances, certificates and financing documents or approvals to affect such approval and purchase of the above described property. This approval does not in any way constitute any financial involvement or obligation of the Baldwin County Commission.

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

**HA2**    Annual Contract to Audit Federal Awards of Baldwin County Commission

**21-0544**

Motion by Commissioner James E. Ball, seconded by Commissioner BillieJo Underwood, to approve the Contract to Audit Federal Awards of Baldwin County Commission between the Alabama Department of Examiners of Public Accounts and the Baldwin County Commission, for the period beginning October 1, 2019, and ending September 30, 2020. The cost is \$19,176.00 with \$15,340.80 (80%) due now and the remainder (20%) due after completion of field work.

The contract will begin on January 28, 2021, and end on January 28, 2022.

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

## **I ADMINISTRATIVE REPORT**

Wayne Dyess, County Administrator, recognized Shannon Spivey, Customer Relationship Manager, and commended Ms. Spivey and the team at the Citizen Service Center for the volume of calls handled as well as the knowledge base they continually create in order to handle each call quickly, efficiently, and if possible, to have these calls begin and end with them. Mr. Dyess said only 27% of the calls get transferred to other departments. This is a very important service because it is usually the first impression of the County.

The Commissioners thanked Ms. Spivey for her hard work and asked that she take their thanks back to her team.

Mr. Dyess also recognized Brian Peacock, Communications and Information Systems (CIS) Director, Susan Kilby, Business Manager, Kishore Kodali, Software Developer II, and Grace Propst, Application and Database Services Manager, for their work on the reservation system for Live Oak Landing. Mr. Dyess said to have that kind of knowledge and ability on staff is phenomenal.

Ms. Propst and Mr. Kodali expressed how thankful they are to be part of the CIS team and thanked the Commissioners and Mr. Peacock for their leadership.

Mr. Peacock said the CIS team is always looking to make things better and he is proud to work side-by-side with them.

The Commissioners thanked the CIS Department for the work they do and the accomplishments at Live Oak Landing.

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

## **K PUBLIC COMMENTS**

## **L PRESS QUESTIONS**

## **M COMMISSIONER COMMENTS**

The Commissioners provided their closing comments.

## **N ADJOURNMENT**

Motion by Commissioner James E. Ball, seconded by Commissioner Charles F. Gruber, to adjourn the February 17, 2021, 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

After the motion and before the second, Commissioner Gruber asked if a meeting with the Legislative Delegation can be set up to discuss some of the bills that are being presented. Chairman Davis asked staff to contact Cliff McCollum, Legislative Delegation Constituent Services Director.

Chairman Davis said the February 17, 2021, Baldwin County Commission Regular meeting is adjourned at 12:16 p.m.