

# Baldwin County Commission

Baldwin County Commission Regular  
Meeting Minutes  
Tuesday, October 5, 2021  
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

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

## WELCOME BY CHAIRMAN, INVOCATION AND PLEDGE OF ALLEGIANCE

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

**Absent:** 0

Also present were, Wayne Dyess, County Administrator, and Brad Hicks, County Attorney.

The Chairman called the meeting to order at 8:30 a.m. After the prayer led by Commissioner Billie Jo Underwood and the Pledge of Allegiance led by Commissioner James E. Ball, the Commission transacted the following business to-wit:

### A ADOPTION OF MINUTES

September 21, 2021, Regular Meeting  
September 22, 2021, Special Meeting (BOE Tax Election)  
September 28, 2021, Special Meeting (BOE Tax Election)

Motion by Commissioner Charles F. Gruber, seconded by Commissioner James E. Ball, to adopt the minutes of the following Baldwin County Commission meetings:

September 21, 2021, Regular Meeting  
September 22, 2021, Special Meeting (BOE Tax Election)  
September 28, 2021, Special Meeting (BOE Tax Election)

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**

**C PRESENTATIONS**

**CA GENERAL**

**CA1 Miss Alabama 2021, Lauren Bradford**

[22-0065](#)

Miss Alabama 2021, Lauren Bradford, appeared before the Commission and thanked the Commission for their leadership and service to Baldwin County. Ms. Bradford spoke regarding the responsibilities of her role as Miss Alabama, having a philanthropic focus, encouraging young people to do difficult things and have the courage to be different from their peers, and how proud she is to represent the Miss Alabama organization. Ms. Bradford will compete for the title of Miss America in December.

North Baldwin Chamber Junior Ambassadors

Commissioner Ball welcomed the North Baldwin Chamber Junior Ambassadors and Kristina Angelone-Pittman, Executive Director, and Marlee Bailey, Manager of Marketing, Design & Projects for the Chamber of Commerce and read the following statement:

The North Baldwin Chamber Junior Ambassadors is a Chamber sponsored program where students learn about city and county government, and the importance of community service. The North Baldwin Chamber Junior Ambassadors are comprised of Juniors and Seniors from Baldwin County High School that serve as Ambassadors for the Chamber at various events.

Additionally, students have the opportunity to learn about the work of the chamber, the importance of community service, networking with business professionals, and learning more about government and how it takes multiple entities in an area to build a successful thriving community. The Junior Ambassador program not only allows Juniors and Seniors to grow as community leaders, but to also grow as people.

Commissioner Ball said he was one of the first junior ambassadors to represent Bay Minette.

**BA ADMINISTRATION**

Wayne Dyess, County Administrator, said there are eight Items under Administration for the Commission's approval. Mr. Dyess noted Item BA1 - Association of County Commissions of Alabama (ACCA) 2021-2022 Legislative Committee Appointment, as discussed during the work session will be Commissioner Underwood.

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

Underwood, to approve Items BA1 - BA8.

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** Association of County Commissions of Alabama (ACCA) 2021-2022 Legislative Committee Appointment [22-0035](#)

Appoint Commissioner Billie Jo Underwood as the Baldwin County Commission's representative to the 2021-2022 Association of County Commissions of Alabama (ACCA) Legislative Committee.

**BA2** Baldwin County Animal Control Advisory Board - Board Appointment(s) [22-0005](#)

Related to the Baldwin County Animal Control Advisory Board, take the following actions:

- 1) Accept the resignation of Ms. Kim Gantt and thank her for her service on the board; and
- 2) Appoint Ms. Christie Davis as a member of the board (as District I Commissioner's designee) to fill the vacant place seat formerly held by Ms. Kim Gantt for a pro-rata reduced four (4) year term, said term to commence on October 5, 2021, and expire on February 7, 2023; and
- 3) Accept the resignation of Mr. Joseph Palmer, effective September 4, 2020, and thank him for his service on the board; and
- 4) Accept the resignation of Mr. Tom Hayden and thank him for his service on the board; and
- 5) Appoint Ms. Joline M. Beedy as a member of the board (as District III Commissioner's designee) to fill the vacant place seat formerly held by Mr. Tom Hayden for a pro-rata reduced four (4) year term, said term to commence on October 5, 2021, and expire on February 7, 2023.

**BA3** Perdido Bay Water, Sewer and Fire Protection District - Board Appointment(s) [22-0063](#)

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

1) Accept the resignation of Dr. Rucker Staggers, as a member of the Board of Directors and thank him for his prior civic service.

2) Appoint Mr. Lee Hoffman as a member of the Board of Directors to fill the vacant place seat formerly held by Mr. Rucker Staggers, for a pro-rata reduced four (4) year term, said term to commence on October 5, 2021, and expire on October 6, 2025.

**BA4** Sale of Baldwin County Coliseum Property to the City of Robertsdale, Alabama

[22-0008](#)

Related to the Baldwin County Coliseum property, a County-owned property located on Fairground Road in Robertsdale, Alabama, take the following actions:

1) Approve and authorize the Chairman to execute a Purchase and Sale Agreement between the Baldwin County Commission and the City of Robertsdale, for the City to purchase the Baldwin County Coliseum property from the County, in the amount of \$2,200,000; and

2) Authorize the Chairman to execute an Assignment of Real Estate Lease for County to assign all of its rights, duties and obligations under the Cattle and Fair Lease to the City of Robertsdale and the City to accept the same; and

3) Authorize the Chairman to execute the Statutory Warranty Deed and any other closing documents necessary regarding the sale of the above listed real property.

**BA5** Renewal of Intergovernmental Service Agreements with Municipalities for the Use of County Voting Machines and the Services of the County Voting Machine Custodian and Employees for Municipal Elections

[22-0022](#)

Take the following actions:

1) Adopt Resolution #2022-002 of the Baldwin County Commission, as authorized by Code of Alabama 1975, Section 11-102-1, providing for a determination by the Baldwin County Commission to enter into an Intergovernmental Service Agreement with municipalities in Baldwin County, Alabama, to allow the municipalities to use the County's voting machines and the services of the County Voting Machine Custodian for municipal elections; and

2) Authorize the Chairman to execute an Intergovernmental Service Agreement with each Baldwin County municipality that wishes to use County-owned voting machines:

City of Bay Minette  
City of Daphne  
Town of Elberta  
City of Fairhope

City of Foley  
City of Gulf Shores  
Town of Loxley  
Town of Magnolia Springs  
City of Orange Beach  
Town of Perdido Beach  
City of Robertsdale  
Town of Silverhill  
City of Spanish Fort  
Town of Summerdale

The term of this Agreement shall be for three (3) years from its Effective Date. This document may be amended only upon written approval by the parties hereto, and any such amendment shall be approved by the same method by which this original Agreement has been approved by the parties. The parties may renew the contract for another term of not more than three (3) years on the same or amended terms by the same method by which the original contract was adopted.

**BA6** Request to the Baldwin County Legislative Delegation Regarding Compensation and Minimum Qualifications Criteria for Baldwin County Coroner

[22-0016](#)

Authorize the Chairman to execute correspondence to the Baldwin County Legislative Delegation, on behalf of the Baldwin County Commission, requesting the Baldwin County Legislative Delegation to consider and pass legislation increasing the annual compensation and required minimum qualifications criteria for the position of Coroner of Baldwin County, Alabama.

Specifically, the Commission is requesting the Legislative Delegation to consider the following:

- 1) Effective 2026 term of Coroner, to qualify to run for the position of Coroner of Baldwin County, Alabama, in addition to all other existing requirements by the State of Alabama and local Baldwin County law, the candidate must be certified by the American Board of Medicolegal Death Investigators (ABMDI).
- 2) Effective 2022 term of Coroner, increase the current annual salary of \$17,196.60, to \$52,000.00 annually, including annual COLA raises and other benefits provided to other elected County officials.

**BA7** Resolution #2022-001 - Appropriation from the Commission Discretionary Fund - Mobile Bay Area Veterans Day Commission, Inc.

[22-0009](#)

Take the following actions:

1) Adopt Resolution #2022-001 which appropriates no more than \$5,000.00 from the "Commission Discretionary Fund," and in Baldwin County Fiscal Year 2021-2022, to pay over, by agreement, to the Mobile Bay Area Veterans Day Commission, Inc.; and

2) Execute an Agreement between the Baldwin County Commission and Mobile Bay Area Veterans Day Commission, Inc., for a one-time total funding appropriation of \$5,000.00, with a term of (4) months, commencing October 5, 2021, and expiring February 6, 2022.

**BA8** Baldwin Regional Area Transit System Hub Property Located in Foley, Alabama - Termination of Lease Agreement, Acceptance of Property from City of Foley and Reciprocal Easement Agreement

[22-0033](#)

Related to the BRATS Hub Property located in Foley, Alabama, take the following actions:

- 1) Accept the subject property from the City of Foley and make the Statutory Warranty Deed a part of the record; and
- 2) Approve the termination of the Lease Agreement between the City of Foley and the Baldwin County Commission originally entered into June 2, 1969, for the property leased by the County and used as a BRATS Hub (between N. Poplar Street and Juniper Street) in Foley, Alabama, said termination to be effective on October 5, 2021; and
- 3) Authorize the Chairman to execute a Reciprocal Easement Agreement between the City of Foley and the Baldwin County Commission, which allows either party to park vehicles on the other party's portion of the subdivided property and walk between the parcels. The agreement will be effective on October 5, 2021.

**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 BillieJo Underwood, seconded by Commissioner James E. Ball, 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** Gulf Coast Resource Conservation and Development Council Grant Acceptance - Baldwin County Historic Driving and Walking Tour App

[22-0056](#)

(Phase III)

Take the following actions:

- 1) Accept the Gulf Coast Resource Conservation and Development Council Grant in the amount of \$5,000.00 to assist in the implementation of Phase III of the Baldwin County Historic Driving and Walking Tour App; and
- 2) Approve the Cooperative Agreement between Baldwin County Commission and Gulf Coast Resource Conservation; and
- 3) Authorize the Chairman to execute documents related to the above grant.

**BC2** Request from Baldwin County High School - Cross Country Championships Event at Bicentennial Park

[22-0021](#)

Approve Baldwin County High School to host the Cross-Country Championships event at Baldwin County Bicentennial Park in Stockton, Alabama, on Saturday, October 16, 2021, beginning at 8:00 a.m. and ending at 12:00 p.m. and waive any park reservation fees associated with this request.

**BE BUDGET/PURCHASING**

Wayne Dyess, County Administrator, said there are five Items under Budget/Purchasing for the Commission's approval including a replacement Item for BE4.

Motion by Commissioner Charles F. Gruber, seconded by Commissioner James E. Ball, to approve Items BE1 - BE5.

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 #WG20-51A - Provision of Roadside Litter Collection Services from County Right-of-Ways within the Unincorporated Areas of Baldwin County, Alabama for the Baldwin County Commission

[22-0024](#)

Extend the Contract for Competitive Bid #WG20-51A - Provision of Roadside Litter Collection Services from County Right-of-Ways within the Unincorporated Areas of Baldwin County, Alabama with Creek Clean, LLC, for an additional twelve (12) months at the same prices and terms stated in the bid specifications as awarded on November 17, 2020. The Contract extension will expire on November 17, 2022.

**BE2** Purchase of Credit Card Processing Equipment and Merchant Services Agreement for the Laundry Machines located at Live Oak Landing RV Park [22-0017](#)

Authorize the purchase of conversion equipment for the two (2) washing machines and two (2) dryers located at Live Oak Landing RV Park from Setomatic Systems, Inc. d/b/a SpyderWash for a total amount not to exceed \$4,200.00 and authorize the Chairman to execute the related Merchant Services Agreement (e-Port Connect Services Agreement) for credit card processing with Cantaloupe, Inc. (USA Technologies, Inc.).

**BE3** Request for Proposals (RFP) for Online Tax Sale Services for the Baldwin County Commission [22-0023](#)

Approve the Request for Proposals (RFP) for Online Tax Sale Services and authorize the Purchasing Director to advertise the RFP.

**BE4** \*Quote for the Purchase and Installation of a New 20,000-pound Boat Lift for the Marine Police Boat House Located at the Live Oak Landing Park for the Baldwin County Commission [22-0025](#)

Approve the purchase and installation of one (1) new 20,000-pound boat lift, with remote and limiter switch from Gillis Construction, Inc., in the amount of \$14,500.00 for the Marine Police Boat House located at Live Oak Landing Park and authorize the Purchasing Director to issue a Purchase Order for the work.

**BE5** Competitive Bid #WG22-05 - Purchase of One (1) New 2021 Ford Expedition XLT 4X4 or Equivalent for the Baldwin County Commission [22-0074](#)

Take the following actions:

1) Approve the specifications and authorize the Purchasing Director to place a competitive bid for the purchase of one (1) new 2021 Ford Expedition XLT 4X4 or equivalent for the District 1 Commissioner; 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.

**BJ ELECTED OFFICIALS**

Wayne Dyess, County Administrator, said there are two Items under Elected Officials for the Commission's approval.

Motion by Commissioner James E. Ball, seconded by Commissioner BillieJo Underwood, to approve Items BJ1 - BJ2.



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

**BJ1** Fiscal Year 2021-2022 Agreement for Community Traffic Safety Program Grant Participation

[22-0027](#)

Approve the Fiscal Year 2021-2022 Agreement for Community Traffic Safety Program (CTSP) Grant Participation for the Baldwin County Sheriff's Office to participate in the Southwest Region's Community Traffic Safety Program for reimbursement of overtime traffic safety enforcement (and other time as approved by Alabama Department of Economic and Community Affairs (ADECA) and/or Southwest Alabama Regional Highway Safety Office (SWARHSO). The term of this contract will be October 1, 2021 through September 15, 2022.

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

**BJ2** Request to Submit Alabama Department of Public Health (ADPH) Detection and Mitigation of COVID-19 in Confinement Facilities Grant Application

[22-0055](#)

Take the following actions:

- 1) Approve the Baldwin County Sherriff's Office to submit the Alabama Department of Public Health (ADPH) Detection and Mitigation of COVID-19 in Confinement Facilities grant application on behalf of the Baldwin County Commission for the ADPH subaward; and
- 2) Approve the Chairman to execute any project related documents, as needed.

**BM FINANCE AND ACCOUNTING**

Wayne Dyess, County Administrator, said there is one Item under Finance and Accounting for the Commission's approval.

Motion by Commissioner BillieJo Underwood, seconded by Commissioner James E. Ball, to approve Item BM2.

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

**BM2** Association of County Commissions of Alabama (ACCA) Workers' Compensation Self Insurers' Fund - Continuance of Coverage

[22-0032](#)

Related to the Association of County Commissions of Alabama Workers' Compensation Self-Insurers' 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 \$701,935.80 from applicable and various Baldwin County Commission departments, related to the continued provision of workers' compensation coverage to the Baldwin County Commission for the period of October 1, 2021, to October 1, 2022; 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, 2021, to the Association of County Commissions of Alabama Workers' Compensation Self Insurers' Fund (ACCA WCSIF) in the amount of \$701,935.80.

**BN HIGHWAY**

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

Motion by Commissioner James E. Ball, seconded by Commissioner BillieJo Underwood, to approve Items BN1 - BN4.

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** Acceptance of Real Property for Various Highway Department Projects

[22-0039](#)

Per Baldwin County Commission Policy # 9.1, approve making the attached lists of real property acquired by the Baldwin County Highway Department for various projects part

of the record:

Area 100 - Properties

Area 200 - Properties

Area 300 - Properties

**BN2** Case No. S-20033 - The Grove of Elberta (Re-Sub of Lot 1) - Road Acceptance

[22-0018](#)

Take the following actions regarding Subdivision Case No. S-20033 - The Grove of Elberta (Re-Sub of Lot 1) in Maintenance Area 300:

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

Road Name: Navigator Lane

Length: 873 ft

Asphalt Width: 20 ft

Road Name: Gopher Court

Length: 833 ft

Asphalt Width: 20 ft

2) Approve and authorize the Chairman to execute the Subdivision Roadway and Drainage Improvement Acceptance Agreement and accept the Surety Document from Fidelity and Deposit Company of Maryland on behalf of Ammons and Blackmon Construction, LLC in the amount of \$59,835.60 to guarantee the workmanship and materials of the roadways and drainage improvements within the public rights-of-way as shown on the approved Final and "As-Built" construction plans.

**BN3** Fiscal Year 2022 Resurfacing Projects - Group 1 - Request for Permission to Advertise

[22-0040](#)

Take the following actions:

1) Authorize the Purchasing Director to place a competitive bid for the attached Fiscal Year 2022 resurfacing projects (Group 1) as the design plans are completed; and

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

**BN4** License Agreement #21014 - Perdido Street - Right-of-Way

[22-0047](#)

Take the following actions:

1) Approve License Agreement #21014 permitting The Utility Board of the City of Foley

d/b/a Riviera Utilities to install a single 2-inch conduit along the west side of Perdido Street right-of-way. (The term of this agreement shall commence on the date of full execution. License for Installation shall terminate at 11:59 p.m. on October 5, 2022. License for Maintenance shall be indefinite according to the terms of the agreement.)

2) Authorize the County Engineer to execute Utility Permit #21191-E.

**BO JUVENILE DETENTION**

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

Motion by Commissioner Charles F. Gruber, seconded by Commissioner BillieJo Underwood, to approve Item BO1.

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

**BO1** Agreement with Baldwin County Board of Education Concerning Allocation of the Neglected and Delinquent Youth Fund

[22-0062](#)

Take the following actions:

1) Approve Agreement (FY 2022 Baldwin County Public Schools and Baldwin County Regional Juvenile Detention Center Title I, Part D, Subpart 2 Formal Agreement For Local Educational Agencies and Correctional Facilities) between the Baldwin County Commission and the Baldwin County Board of Education for the allocation of the Neglected and Delinquent Youth Fund to be used to provide instruction, intervention, and remediation materials and supplies for children and youth in the Baldwin County Regional Juvenile Detention Center. The term of this Agreement will be from October 1, 2021, through September 30, 2022, and is automatically renewed upon mutual agreement of each party; and

2) Authorize the Chairman to sign the Agreement and any related documents.

**BQ PERSONNEL**

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

Motion by Commissioner James E. Ball, seconded by Commissioner BillieJo Underwood, 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** Animal Shelter - Employment of One (1) Animal Control Technician Position [22-0041](#)

Approve the employment of Cortney Underwood to fill the open Animal Control Technician position (PID #5601) at a grade 304 (\$13.38 per hour / \$27,830.40 annually) to be effective no sooner than October 11, 2021.

**BQ2** CIS Department - Employment of One (1) Systems Administrator Position [22-0043](#)

Approve the employment of John Harville to fill the open Systems Administrator position (PID #983) at a grade S317 (\$59,500.00 annually) to be effective no sooner than October 11, 2021.

**BQ3** Highway Department (Bay Minette) - Promotion of Employee [22-0042](#)

Approve the promotion of Cody Simpson from the Landscape Technician I position (PID #531), grade 306 (\$14.746 per hour / \$30,671.68 annually), in the Parks Department (14457200) to fill the open Operator Technician I position (PID #5561) at a grade 307 (\$15.926 per hour / \$33,126.08 annually) to be effective no sooner than October 11, 2021.

**BQ4** Juvenile Detention Center - Employment of One (1) Detention Technician Position [22-0044](#)

Approve the employment of Nicolas Brown to fill the open Detention Technician (PID #5316) at a grade 306 (\$14.750 per hour / \$30,680.00 annually) to be effective no sooner than October 11, 2021.

**BQ5** Parks Department - Personnel Changes [22-0045](#)

Take the following actions:

1) Approve the employment of Thomas Parker to fill the open Mechanic II position (PID #5524) at a grade 311 (\$19.19 per hour / \$39,915.20 annually); and

2) Approve the promotion of James Swearington from the part-time Park Attendant position (PID #17), grade 303 (\$12.746 per hour), in the Archives Department

(10651906) to fill the open Landscape Technician I position (PID #5138), grade 306 (\$15.488 per hour / \$32,215.04 annually), with said salary due to the additional Live Oak Landing duties, in the Parks Department (14457200).

These actions to be effective no sooner than October 11, 2021.

**BQ6** Revenue Commission - Employment of One (1) Assessment Support Technician I Position [22-0046](#)

Approve the employment of Dana Cortez to fill the open Assessment Support Technician I position (PID #5513) at a grade 305 (\$14.05 per hour / \$29,224.00 annually) to be effective no sooner than October 11, 2021.

**BQ7** Personnel Department - MedOne, LC Pharmacy Benefit Administration Services Agreement [22-0049](#)

Approve and authorize the Chairman to execute the Pharmacy Benefit Administration Services Agreement proposal with MedOne, LC for prescription benefit administration to be effective January 1, 2022.

## **BR PLANNING AND ZONING**

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

Motion by Commissioner Charles F. Gruber, seconded by Commissioner BillieJo Underwood, to approve Items BR1 - BR2.

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

**BR1** Support for Baldwin County Water Monitoring Network Restore Project Submittal [22-0060](#)

Authorize staff to notify Mobile Bay National Estuary Program of Baldwin County Commission support of the Restore project submittal entitled "Baldwin County Water Monitoring Network." This approval does not obligate the County to provide any funds at this time.

**BR2** Planning Jurisdiction Agreement with the City of Orange Beach [22-0059](#)

Adopt Resolution #2022-004 which approves the Planning Jurisdiction Agreement between the Baldwin County Commission, the City of Orange Beach, and the Planning Commission of the City of Orange Beach, governing the regulation of subdivisions outside the City's corporate limits but within the municipal planning jurisdiction.

## **PRESENTATIONS (Cont.)**

### **CA2** Proclamation - Domestic Violence Awareness Month - October 2021

[22-0012](#)

After Wayne Dyess, County Administrator, read the Proclamation, the Commissioners presented the Proclamation to Rhyon Ervin, Executive Director of The Lighthouse.

Ms. Ervin said it is an honor to accept the Proclamation on behalf of The Lighthouse's Board of Directors and their team of advocates who serve the victims and survivors of domestic violence, and the victims and survivors themselves. Ms. Ervin said The Lighthouse has served the community for 27 years, providing comprehensive services to victims and survivors of domestic violence including safe shelter, 24-hour crisis line, advocacy, community education, prevention and awareness.

Ms. Ervin said Domestic Violence Awareness month is an invitation to the community to become aware, educated and join in on voicing that domestic violence must stop.

Motion by Commissioner Charles F. Gruber, seconded by Commissioner BillieJo Underwood, to adopt a Proclamation which proclaims October 2021, as Domestic Violence Awareness Month 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

### **CA3** Proclamation - Archives Month - October 2021

[22-0020](#)

After Wayne Dyess, County Administrator, read the Proclamation, Archives Specialists Selena Garza, Robert Brown, and Bradley Helms, appeared before the Commission and thanked the Commission for the Proclamation recognizing Archives Month.

Felisha Anderson, Director of Archives and History, appeared before the Commission and said the Archives Department serves as records collectors and protectors, and the memory bank of the County to serve as evidence, transparency and accountability. Ms. Anderson said she is honored and privileged to work in the field of historic preservation. Ms. Anderson said preserving the many facets of

Baldwin County's history helps tell the stories of the County. Ms. Anderson gave a presentation on historical events and sites in Baldwin County in observance of Archives Month.

After the video presentation, Ms. Anderson encouraged the public to visit the Archives Department to learn more about the profession as well as other historical sites throughout the County.

The Commissioners thanked Ms. Anderson for the presentation, the work that she and her staff do, and commented on the importance of preserving history.

Commissioner Ball addressed the Junior Ambassadors, encouraging them to visit the Archives Department and to attend the "Removal of the Baldwin County Seat from Daphne to Bay Minette" event on October 7, 2021.

Motion by Commissioner James E. Ball, seconded by Commissioner BillieJo Underwood, to adopt a Proclamation which proclaims October 2021 as "Archives Month" 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

**CA4** Proclamation - Customer Service Week - October 4-8, 2021

[22-0026](#)

Wayne Dyess, County Administrator, asked Shannon Spivey, Customer Relationship Manager, and Dean Mott, Chief Clerk with the Probate Department, to come forward with their staff to receive the Proclamation proclaiming October 4-8, 2021 as "Customer Service Week."

Ms. Spivey mentioned the challenges that each department has faced over the past year, from Covid-19 to the number of customers served. Ms. Spivey said the staff is dedicated to serving the citizens that choose to live here, businesses that choose to do business here, and visitors that choose to vacation here.

Ms. Spivey then introduced Judge of Probate, Harry D'Olive and the Probate, Revenue, and Citizen Service Center employees in attendance to represent the County for Customer Service Week:

Violetta Smith, Elections Coordinator, Susan Thompson, Tag & License Supervisor, Sally Ludke, Recording, Jeanine Walker, Probate Court Administrator I, and Deborah Key and Courtney Etheridge, Customer Service Representatives from Citizen Service Center.



Judge D'Olive said the Probate Department deals with the public more than any other County department, with four offices and over 300,000 automobile registrations annually. Judge D'Olive commended the staff for handling each customer with a smile.

Judge D'Olive announced Violetta Smith will be retiring at the end of October after 38 years of working with the County and commended her for her work.

Ms. Spivey said there are numerous staff serving citizens behind the scenes, such as the Citizen Service Center as well as Probate and Revenue Department call centers. Ms. Spivey spoke on the power of service; not to focus on the citizen's struggle but what can be done to serve them.

Dean Mott, Chief Clerk with Probate Office, appeared before the Commission and commended Ms. Spivey for her initiative to observe Customer Service Week and her staff for their outstanding work. Mr. Mott said his department has been able to improve its customer service by implementing the OpenScape system, establishing a customer service call center, and hiring additional staff to meet demands.

Ms. Spivey presented a brief video showing County staff at work in various departments serving the citizens of Baldwin County.

Motion by Commissioner James E. Ball, seconded by Commissioner BillieJo Underwood, to adopt a Proclamation which proclaims and recognizes October 4-8, 2021, 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

## **D PUBLIC HEARINGS**

## **E COMMITTEE REPORTS**

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

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

[22-0037](#)

Motion by Commissioner James E. Ball, seconded by Commissioner Charles F. Gruber, to pay bills totaling \$13,914,572.87 (thirteen million, nine hundred fourteen thousand, five hundred seventy-two dollars and eighty-seven cents).

Of this amount, \$10,706,687.30 (ten million, seven hundred six thousand, six hundred eighty-seven dollars and thirty cents) is payable to the Baldwin County Board of

Education and \$663,814.49 (six hundred sixty-three thousand, eight hundred fourteen dollars and forty-nine cents) is payable 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 [22-0036](#)

Wayne Dyess, County Administrator, informed the Commission that the Baldwin County Commission interim payments made by the Clerk/Treasurer totaling \$3,296,985.26 (three million, two hundred ninety-six thousand, nine hundred eighty-five dollars and twenty-six cents) are a part of the record.

## **F DISCUSSION ITEMS**

### **FA ADMINISTRATION**

**FA1** Commercial Lease Agreement with James A. Black and Elizabeth A. Black for Property in Loxley for the Baldwin County Library Cooperative [22-0038](#)

Wayne Dyess, County Administrator, said as discussed during the work session, there are changes to Item FA1 regarding removing the reimbursement of insurance paid by the Lessor in the Agreement. Mr. Dyess noted the approval for Item FA1 is contingent on final review and approval by the County Attorney with an anticipated effective date of October 11, 2021.

Motion by Commissioner James E. Ball, seconded by Commissioner Charles F. Gruber, to authorize the Chairman to execute a Commercial Lease Agreement between the Baldwin County Commission and James A. Black and Elizabeth A. Black, for the Baldwin County Commission to lease property located at 3147 1st Avenue, Loxley, Alabama, with the monthly rent amount of \$1,200.00, with a revision to Section 10 of the Agreement. The Lessee will not be responsible for the reimbursement of insurance paid by the Lessor for the insurance on the premises.

The lease shall be for five years, beginning October 11, 2021, and ending October 10, 2026. Upon expiration of the initial term of the lease set out above, said lease will be renewed automatically for an additional five (5) year term unless Lessee provides written notice to Lessor within ninety (90) days prior to expiration of the initial term of Lessee's desire to not renew this lease. Upon expiration of the first renewal term, Lessee will have the option to renew this lease for two (2) additional five (5) year terms.

This approval is contingent upon County Attorney's review and approval of revisions.

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

**Nay:** 0

**Absent:** 0

**Abstain:** 0

## **FF BUILDING INSPECTION**

### **FF1 Citizenserve Portal - New Tools Available for Citizens**

[22-0053](#)

Eddie Harper, Building Official, appeared before the Commission and updated the Commission on the number of permits issued to show the increase from FY 2020 to FY 2021. Mr. Harper gave a brief presentation of the Citizenserve Online Portal, how to access it, the information available to citizens, and the reports available to staff. Mr. Harper said due to the increase in the number of permits and inspections and the amount of records requests his department receives, this is a much needed tool to provide better customer service to the citizens of Baldwin County.

Chairman Davis asked for clarification on the increase in the number of permits and if this was due to Hurricane Sally, to which Mr. Harper replied the numbers do not include permits issued after Hurricane Sally due to action taken by the Commission to waive those fees for a period of six months.

Commissioner Underwood commented on the economic impact implications for Baldwin County.

## **G COMMISSIONER REQUESTS**

### **H ADDENDA**

#### **HA GENERAL**

##### **HA1 Amendment to Memorandum of Agreement Between the Alabama Department of Public Health and Baldwin County Commission**

[22-0079](#)

Wayne Dyess, County Administrator, said Item HA1, as discussed during the work session is in regard to proposed changes to the Alabama Department of Public Health facilities owned by the Commission.

Motion by Commissioner James E. Ball, seconded by Commissioner BillieJo Underwood, to approve the Amendment to the Memorandum of Agreement between the Alabama Department of Public Health (ADPH) and Baldwin County Commission which confirms and ratifies all previous provisions and additionally allows ADPH to include improvements to public health facilities owned by Baldwin County Commission located at

22251 Palmer Street and 23280 Gilbert Drive, both located in Robertsdale, 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

**HA2** Baldwin County Library Board - Board Appointment(s)

[22-0085](#)

Wayne Dyess, County Administrator, said staff recommends the appointment to the Baldwin County Library Board as listed in Item HA2.

Motion by Commissioner Charles F. Gruber, seconded by Commissioner James E. Ball, related to the Baldwin County Library Board (Baldwin County Library Cooperative, Inc), to take the following action:

Reappoint Mr. Chad Yarbrough as a member of the board for a four-year term, said term continuing from October 1, 2021, and expiring on October 1, 2025.

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 Brian Peacock, Communication and Information Systems Director, who spoke about the recent passing of James Smith, Communications Technician, who worked for the County nearly 10 years. Mr. Peacock asked everyone to please remember Mr. Smith's wife, Danon, and their families during this time.

The Commissioners shared their remembrances of Mr. Smith and offered condolences to Mrs. Smith and their families.

**J COUNTY ATTORNEY'S REPORT**

Brad Hicks, County Attorney, said there is one item for the Commissioners to discuss in executive session.

**K PUBLIC COMMENTS**

Mayor Charles Murphy of the City of Robertsdale, thanked the Commission for its

generosity regarding the sale of the Baldwin County Coliseum property.

**L PRESS QUESTIONS**

**M COMMISSIONER COMMENTS**

The Commissioners provided their closing comments.

Marlee Bailey, Manager of Marketing, Design & Projects for the North Baldwin Chamber, thanked the Commissioners for having the North Baldwin Junior Ambassadors at the meeting.

**N ADJOURNMENT**

Brad Hicks, County Attorney, gave an overview to the North Baldwin Junior Ambassadors in attendance today regarding the requirements of open meetings and the allowable reasons for executive sessions.

Mr. Hicks recommended the Commission adjourn the meeting and convene in an executive session to discuss with their attorney the legal ramifications of and legal options for pending litigation, controversies not yet being litigated but imminently likely to be litigated or imminently likely to be litigated if the governmental body pursues a proposed course of action.

Mr. Hicks said he is an attorney licensed to practice law in the State of Alabama and this exception is applicable to the planned discussion.

Motion by Commissioner James E. Ball, seconded by Commissioner BillieJo Underwood, to adjourn into executive session at 10:25 a.m. to discuss with their attorney the legal ramifications of and legal options for pending litigation, controversies not yet being litigated but imminently likely to be litigated or imminently likely to be litigated if the governmental body pursues a proposed course of action.

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 vote, Chairman Davis said the Commission will adjourn into executive session at 10:25 a.m. and the Commission will not reconvene.