



Baldwin County Commission Work Session
Meeting Minutes

Monday, August 3, 2020
8:30 AM

Baldwin County Fairhope Satellite Courthouse, County Commission Chambers
1100 Fairhope Avenue, Fairhope, Alabama 36532

Commissioners present:

District 1 – Commissioner James E. Ball
District 2 – Commissioner Joe Davis, III
District 3 – Commissioner Billie Jo Underwood
District 4 – Commissioner Charles F. Gruber

Commissioners absent:

None.

Staff present:

Brian Peacock, CIS Director
Cian Harrison, Clerk Treasurer
Deidra Hanak, Personnel Director (arrived at 9:00 a.m.)
Joey Nunnally, County Engineer
Ron Cink, Budget Director
Wayne Dyess, County Administrator
Wanda Gautney, Purchasing Director
Jenni Guerry, EMA Assistant Director
Scott Wallace, EMA Training and Shelter Coordinator
Anu Gary, Administrative Services Manager
Michelle Howard, Commission Executive Assistant
Sherry-Lea Bloodworth Boto, Community Engagement/Public Information Officer
Vince Jackson, Planning Director
Matthew Brown, BRATS Director

Also present:

Brad Hicks, County Attorney (arrived at 8:56 a.m.)
Dr. Brian Pierce, Coroner

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

A ADOPTION OF MINUTES

July 21, 2020, Regular Meeting
July 23, 2020, Special Meeting (Budget Deliberations)

B ACTION ITEMS

BA ADMINISTRATION

- BA1** DocuSign Agreement for Electronic Signatures **20-1191**

Moved to August 4, 2020, regular meeting, Consent Agenda.

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| BA2 | <u>Resolution #2020-102 of the Baldwin County Commission - Act No. 90-449 (Fire Tax) - Magnolia Springs Volunteer Fire Department - Approval of Use of Fire Tax Proceeds</u> | 20-1278 |
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Moved to August 4, 2020, regular meeting, Consent Agenda.

- BA3** Memorandum of Understanding Between the Alabama Law Enforcement Agency and the Baldwin County Commission for Office Space in Bay Minette **20-1367**

Moved to August 4, 2020, regular meeting, Consent Agenda.

- BA4** Correspondence to the Office of United States Trade Representative **20-1373**
Related Tariffs on Aircraft Parts and Components

Moved to August 4, 2020, regular meeting, Consent Agenda.

BD BALDWIN REGIONAL AREA TRANSIT SYSTEM (BRATS)

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|------------|---|----------------|
| BD1 | <u>Braintree Payment Processing Solution - Integrated Mobility Innovation (IMI) Program Project</u> | 20-1336 |
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Matthew Brown discussed the project, fees and the request. Further discussion by staff regarding merchant services accounts streamlining.

Moved to August 4, 2020, regular meeting, Consent Agenda.

BE BUDGET/PURCHASING

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| BE1 | <u>Competitive Bid #WG20-28 - Provision of Installation, Service and Operation of the Inmate Telephone and Video Visitation Services for the Baldwin County Sheriff's Office</u> | 20-1348 |
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Moved to August 4, 2020, regular meeting, Consent Agenda.

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| BE2 | <u>Competitive Bid #WG20-38 - Provision of Pressure Washing Services for the Baldwin County Commission</u> | 20-1313 |
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Moved to August 4, 2020, regular meeting, Consent Agenda.

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| BE3 | <u>Competitive Bid #WG20-39 - Purchase and Installation of One (1) New 300 kW Generator and One (1) New 400 AMP Automatic Transfer Switch for the Baldwin County Revenue Commission Building Located in Bay Minette, Alabama</u> | 20-1326 |
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Moved to August 4, 2020, regular meeting, Consent Agenda.

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| BE4 | <u>Amendment to the Contract for Architectural Services for a New Female Housing Addition to the Baldwin County Corrections Center and Renovations to the Existing Corrections Facility</u> | 20-1331 |
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Moved to August 4, 2020, regular meeting, Consent Agenda.

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| BE5 | <u>Rental of One (1) Copy Machine for the Baldwin County Emergency Management Agency Located in Robertsedale, Alabama</u> | 20-1330 |
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Moved to August 4, 2020, regular meeting, Consent Agenda.

BH COMMUNICATIONS/INFORMATION SYSTEMS (CIS)

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| BH1 | <u>Tower Equities, LLC - Fort Morgan Radio Tower Rental Agreement</u> | 20-1360 |
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Brian Peacock, CIS Director, discussed the location of the tower, general aspects of the project and the amount of towers the County currently has.

Moved to August 4, 2020, regular meeting, Consent Agenda.

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| BH2 | <u>Tyler Technologies - Amendment to the License and Services Agreement between Baldwin County Commission and Tyler Technologies</u> | 20-1338 |
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Moved to August 4, 2020, regular meeting, Consent Agenda.

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| BH3 | <u>Transfer of 2007 Dodge Durango SUV from Communication and Information Systems Department to Administration Department</u> | 20-1368 |
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Moved to August 4, 2020, regular meeting, Consent Agenda.

BJ ELECTED OFFICIALS

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| BJ1 | <u>Approval of Appointment of Two Deputy Coroners in Training of Baldwin County, Alabama</u> | 20-1337 |
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Dr. Brian Pierce, Coroner, discussed his request and the process of hiring deputy coroners for the Coroner's office, the requirements and training for deputy coroners who investigate deaths, an internship program and the cost of training personnel.

Moved to August 4, 2020, regular meeting, Consent Agenda.

BK EMERGENCY MANAGEMENT AGENCY (EMA)

- BK1** Alabama Mutual Aid System (AMAS) Agreement **20-1366**

Moved to August 4, 2020, regular meeting, Consent Agenda.

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| BK2 | <u>Memorandum of Understanding between South Alabama Regional Planning Commission Area Agency on Aging and the Baldwin County Commission (Emergency Management Agency)</u> | 20-1321 |
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Scott Wallace, EMA Training and Shelter Coordinator, discussed the relationship EMA has with South Alabama Regional Planning Commission (SARPC) and moving forward with vision aspects of the program.

Moved to August 4, 2020, regular meeting, Consent Agenda.

BM FINANCE AND ACCOUNTING

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| BM1 | <u>Wolters Kluwer CCH Accounting Research Manager for Government - Government Library Subscription</u> | 20-1316 |
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Cian Harrison, Clerk/Treasurer, explained current process with manual online library and the online subscription time-saving features for Finance/Accounting Department.

Moved to August 4, 2020, regular meeting, Consent Agenda.

BN HIGHWAY

- BN1** Speed Limit on Jimmy Faulkner Drive **20-1319**

Joey Nunnally, County Engineer, discussed the request from Mayor Mike McMillian of Spanish Fort. Commissioner Davis stated for the record that the Highway staff does a great job when the County and cities work together.

Moved to August 4, 2020, regular meeting, Consent Agenda.

BQ PERSONNEL

20-1342

20-1346

20-1347

20-1345

20-1341

20-1340

20-1343

20-1344

BR PLANNING AND ZONING

20-1350

20-1349

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Moved to August 4, 2020, regular meeting, Consent Agenda.

20-1358

20-1357

20-1351

20-1352

20-1353

20-1354

20-1355

20-1356

Moved to August 4, 2020, regular meeting, Public Hearings.

E COMMITTEE REPORTS

EA FINANCE/ADMINISTRATION DIVISION

EA1 Payment of Bills **20-1362**

No discussion.

EA2 Notification of Interim Payments Approved by Clerk/Treasurer as Allowed Under Policy 8.1 **20-1361**

No discussion.

F DISCUSSION ITEMS

FQ PERSONNEL

FQ1 Request to Temporarily Waive Annual Leave Rollover Maximum Rates **20-1339**

Deidra Hanak, Personnel Director, discussed the request to roll over annual leave. The Commission and staff further discussed annual leave time, auditing of leave time, retirement planning and employees using their time off. It was decided that further research was necessary related to roll over of annual leave time.

Pulled from agenda, will be brought back to a future meeting.

G COMMISSIONER REQUESTS

Commissioner Davis commented on budget discussions, sharing of information between the Commissioners and the Open Meetings Act.

Commissioner Gruber discussed complaints regarding old ordinance signage in County-owned parks. Further discussion followed regarding the County's previous Parks Ordinance. The County Attorney and staff was directed to research the subject and bring an item to the August 17, 2020 work session.

Chairman Underwood discussed ADEM grants for clean-up of certain properties.

H ADDENDA

None.

I ADMINISTRATIVE REPORT

None.

J COUNTY ATTORNEY'S REPORT

Brad Hicks, County Attorney, said there is a need for the Commission to enter into an Executive Session to discuss an item.

K PUBLIC COMMENTS

None.

L PRESS QUESTIONS

None.

M COMMISSIONER COMMENTS

None.

N ADJOURNMENT

Motion by Commissioner Davis, seconded by Commissioner Ball, in accordance with Code of Alabama Section 36-25A-7, to adjourn into an executive session at 9:27 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.

After the motion and before the vote, Mr. Hicks said he is an attorney licensed to practice law in the State of Alabama and the stated exception is applicable to the planned discussion.

The motion passed by the following vote:

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

Nay: 0

Absent: 0

Abstain: 0

The meeting adjourned into an executive session at 9:27 a.m.