



Baldwin County Commission Work Session
Meeting Minutes

September 14, 2020
10:00 AM

Baldwin County Administration Building, County Commission Conference Room
322 Courthouse Square, Bay Minette, Alabama 36507

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:

Wayne Dyess, County Administrator
Cian Harrison, Clerk/Treasurer
Joey Nunnally, County Engineer
Ron Cink, Budget Director
Anu Gary, Administrative Services Manager
Barbara Pate, Commission Executive Assistant
Sherry-Lea Botoy, Public Information Officer/ Community Engagement Manager
Felisha Anderson, Director Archives & History/Special Historic Project Coordinator
Eddie Harper, Building Official
Ron Ballard, JDC Director
Terri Graham, Development & Environmental Director
Brian Peacock, CIS Director
Deidra Hanak, Personnel Director
Vince Jackson, Planning Director
Christie Davis, Senior Budget Accountant
Lisa Sangster, Chief Administrative Assistant

Staff present via teleconference:

None.

Also present:

Brad Hicks, County Attorney

After motion by Commissioner Ball, seconded by Commissioner Davis, to adopt the invocation and pledge of allegiance from the September 14, 2020, 8:30 am, Baldwin County Emergency Special Meeting, the following agenda items were reviewed and/or discussed:

BE BUDGET/PURCHASING

BE15 Appropriation of Funds to Eye Heart World, Inc. for the Rose Center

20-1566

Crystal Yarbrough, Program Director, discussed the services the Rose Center provides in Baldwin County. She explained the program's benefits to the Baldwin County School students, preventing human sex trafficking. Ms. Yarbrough thanked the Commission for their support.

Moved to September 22, 2020, regular meeting, Consent Agenda.

B **ACTION ITEMS**

BA **ADMINISTRATION**

BA1 Amendment of Lillian Recreational Center, Inc. Lease Agreement

20-1533

Moved to September 22, 2020, regular meeting, Consent Agenda.

BA2 City of Fairhope - Annexation Notification

20-1495

Moved to September 22, 2020, regular meeting, Consent Agenda.

BC **ARCHIVES AND HISTORY**

BC1 Acceptance of the Latham Post Office and Transporting the Post Office to Bicentennial Park

20-1512

Moved to September 22, 2020, regular meeting, Consent Agenda.

BE **BUDGET/PURCHASING – Cont.**

BE1 Competitive Bid #WG20-44A - Prescribed Burn and Timber Removal of 424.46 Acres of "Wet Pine Flatwoods Habitat" Within the Baldwin County Mitigation Area, Gulf Shores, Alabama for the Baldwin County Commission

20-1528

This Agenda Item was approved during the September 14, 2020, Baldwin County Commission Emergency Special Meeting.

BE2 Competitive Bid #WG20-52 - Provision of Push-To-Talk over Cellular (PoC) Services and Equipment Monthly Rental for the Baldwin County Commission

20-1511

This Agenda Item was approved during the September 14, 2020, Baldwin County Commission Emergency Special Meeting.

BE3 Lease of One (1) Postage Machine for the Baldwin County Central Annex Located in Robertsedale, Alabama

20-1497

This Agenda Item was approved during the September 14, 2020, Baldwin County Commission Emergency Special Meeting.

BE4	<u>Pre-qualification of Contractors for the Construction of a New Baldwin County Animal Shelter Intake Building Located in Summerdale, Alabama for the Baldwin County Commission</u>	20-1505
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This Agenda Item was approved during the September 14, 2020, Baldwin County Commission Emergency Special Meeting.

BE5	<u>Rental of Six (6) Copy Machines for Various Departments for the Baldwin County Commission</u>	20-1541
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This Agenda Item was approved during the September 14, 2020, Baldwin County Commission Emergency Special Meeting.

BE6	<u>Request for Proposals (RFP) for the Purchase and Implementation of a Juvenile Justice Information System Software Solution for the Baldwin County Juvenile Detention Center</u>	20-1513
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This Agenda Item was approved during the September 14, 2020, Baldwin County Commission Emergency Special Meeting.

BE7	<u>Request for Qualifications (RFQ) for Professional Services for Engineering/Environmental Services for a Coastal Processes Study for the Lillian Park Beach Habitat and Shoreline Protection</u>	20-1510
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This Agenda Item was approved during the September 14, 2020, Baldwin County Commission Emergency Special Meeting.

BE8	<u>Transfer of a Vehicle from Baldwin County Judge of Probate Office to the Baldwin County District Attorney's Office</u>	20-1506
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This Agenda Item was approved during the September 14, 2020, Baldwin County Commission Emergency Special Meeting.

BE9	<u>Quotes for the Purchase and Installation of New Carpet in the Baldwin County Commission Administration Building Located in Bay Minette, Alabama</u>	20-1534
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This Agenda Item was approved during the September 14, 2020, Baldwin County Commission Emergency Special Meeting.

BE10	<u>Acceptance of Fiscal Year 2020-2021 Alabama Department of Youth Services (ADYS) Grant Agreement on Behalf of the Baldwin County Juvenile Court and Approval of The Bridge, Inc. Agreement related to the ADYS Grant Funds</u>	20-1502
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This Agenda Item was approved during the September 14, 2020, Baldwin County Commission Emergency Special Meeting.

20-1478

BE12 Adoption of the Baldwin County Fiscal Year 2020-2021 Budget

20-1459

BE13 Appropriation Agreements Aligned to the Baldwin County Fiscal Year 2020-2021 Budget

20-1460

Moved to September 22, 2020, regular meeting, Consent Agenda.

BE14 Resolution #2020-131 - Appropriation of Commission Discretionary Funds for the USS Alabama Battleship Commission

20-1503

BK EMERGENCY MANAGEMENT AGENCY (EMA)

BK1 Sale of Excess/Surplus Power Generators by the Emergency Management Agency

20-1507

BL ENVIRONMENTAL MANAGEMENT

BL1 2020 Annual Christmas Tree Recycling Program

20-1236

BL2 Baldwin County Solid Waste Department's Holiday Hours

20-1237

BL3 Baldwin County Solid Waste Uncollectible Residential Accounts

20-1557

BL4 Mandatory Garbage Fees - Low Income Exemption Applications Fiscal

20-1540

Year 2020

Moved to September 22, 2020, regular meeting, Consent Agenda.

BL5 Premises Pollution Liability Insurance Premium **20-1542**

Moved to September 22, 2020, regular meeting, Consent Agenda.

BL6 Purchase of Property Adjacent to 17917 CC Road, Elberta, Alabama,
Eastfork Landfill **20-1536**

Terri Graham, Development & Environmental Director, discussed the property purchase and said at the request of the County Attorney, the staff recommendation should be revised prior to the regular Commission Meeting. Commissioner Gruber noted he will abstain from the vote due to a conflict of interest.

It was decided Terri Graham would submit a replacement item to the September 22, 2020, regular meeting.

BM **FINANCE AND ACCOUNTING**

BM1 Election Expense Funding Application Related to COVID-19 **20-1519**

Moved to September 22, 2020, regular meeting, Consent Agenda.

BM2 Sales and Use Tax Collection Agreement between Baldwin County
Commission and Baldwin County Board of Education - Section 45-2-243 of
the Code of Alabama 1975 **20-1522**

Moved to September 22, 2020, regular meeting, Consent Agenda.

BN **HIGHWAY**

BN1 Case No. S-18034 - Turnberry Crossing, Phase 2 - Release Maintenance
Bond **20-1521**

Moved to September 22, 2020, regular meeting, Consent Agenda.

BN2 County Information Management System (CIMS) User License Agreement
with Diversified Computer Services **20-1558**

Moved to September 22, 2020, regular meeting, Consent Agenda.

BN3 Execution of IRS Form 8283 for a Donated Right-of-Way on Project No.
0220619 - Courtney Lane (Tract 1) **20-1547**

Moved to September 22, 2020, regular meeting, Consent Agenda.

- Moved to September 22, 2020, regular meeting, Consent Agenda.

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Page 6 of 11

BR2 Proposed Amendments to the Text of the Baldwin County Zoning Ordinance **20-1563**

Moved to September 22, 2020, regular meeting, Consent Agenda.

C PRESENTATIONS

CA GENERAL

CA1 Adoption of Baldwin County Strategic Plan **20-1398**

Moved to September 22, 2020, regular meeting, Presentations.

D PUBLIC HEARINGS

DA ADMINISTRATION

DA1 Case No. LV-20007 - Alcohol License Application for Bubblestone, LLC **20-1480**
d/b/a Bubblestone

Postponed to September 22, 2020, regular meeting, Public Hearings.

DF BUILDING INSPECTION

DF1 Amendment to the Baldwin County Building Department Fee Schedule **20-1442**

Postponed to September 22, 2020, regular meeting, Public Hearings.

DF2	<u>Amendment to Previously Adopted 2018 International Building Code and Baldwin County Supplemental Code for Residential Construction</u>	20-1441
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Postponed to September 22, 2020, regular meeting, Public Hearings.

DR PLANNING AND ZONING

DR1 Case No. Z-20026 - Merritt and Walding, LLP Property Rezoning **20-1556**

Postponed to September 22, 2020, regular meeting, Public Hearings.

DR2 Case No. Z-20027 - Estate of Inez Stots Property Rezoning **20-1559**

Postponed to September 22, 2020, regular meeting, Public Hearings.

DR3 Case No. Z-20028 - Estate of Inez Stots Property Rezoning **20-1561**

Postponed to September 22, 2020, regular meeting, Public Hearings.

Postponed to September 22, 2020, regular meeting, Public Hearings.

E COMMITTEE REPORTS

EA FINANCE/ADMINISTRATION DIVISION

EA1 Payment of Bills

20-1554

This Agenda Item was approved during the September 14, 2020, Baldwin County Commission Emergency Special Meeting.

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

20-1555

This Agenda Item was made part of the record during the September 14, 2020, Baldwin County Commission Emergency Special Meeting.

F DISCUSSION ITEMS

FM FINANCE AND ACCOUNTING

FM1 Payment of Bills During the Accounting System Conversion

20-1543

Cian Harrison, Clerk/Treasurer, discussed the potential issues with the conversion of the new software and the overlap of the upcoming new fiscal year.

It was decided Cian Harrison would submit an addendum item to the September 22, 2020, regular meeting.

FM2 Proposed Bank Account Conversion

20-1545

Cian Harrison, Clerk/Treasurer, discussed the consolidation of various County bank accounts.

Moved to September 22, 2020, regular meeting, Consent Agenda.

G COMMISSIONER REQUESTS

None.

H ADDENDA

HA1 Resolution #2020-134 in Support of Baldwin Beach Express II Expansion Project

20-1576

Motion by Commissioner Gruber, seconded by Commissioner Davis, to authorize a letter of support for the Baldwin Beach Express II Expansion Project.

Commissioner Ball requested that all four Commissioners' signatures be on the letter.

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

I ADMINISTRATIVE REPORT

None.

Request from Building Department on the Delta Computer Systems, Software Contracts

Eddie Harper, Building Official, appeared before the Commission requesting the Commission to approve the annual Delta Computer Systems Software Contract (AS-400) for the Building Inspection Department. Mr. Harper will submit an addendum item for the September 22, 2020 regular meeting.

Moved to September 22, 2020, regular meeting, Consent Agenda.

J COUNTY ATTORNEY'S REPORT

Brad Hicks, County Attorney, said there are two executive session items to be discussed.

K PUBLIC COMMENTS

None.

L PRESS QUESTIONS

None.

M COMMISSIONER COMMENTS

None.

N ADJOURNMENT INTO EXECUTIVE SESSION

Motion by Commissioner Gruber, seconded by Commissioner Davis, in accordance with Code of Alabama Section 36-25A-7, to adjourn into an executive session at 11:09 a.m. to:

To discuss the general reputation and character, physical condition, professional competence, or mental health of individuals, or, subject to the limitations set out herein, to discuss the job performance of certain public employees and;

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 state of 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

A handwritten signature in black ink that reads "Billie Jo Underwood". The signature is written in a cursive, flowing style with a large initial 'B' and a distinct 'J' for 'Jo'.