



Baldwin County Commission Work Session Meeting Minutes

Monday, April 5, 2021
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
Joey Nunnally, County Engineer
Ron Cink, Budget Director
Terri Graham, Development and Environmental Director
Wayne Dyess, County Administrator
Zach Hood, EMA Director
Anu Gary, Administrative Services Manager
Michelle Howard, Commission Executive Assistant
Sherry-Lea Bloodworth-Botop, Community Engagement/Public Information Officer
Lisa Sangster, Chief Administrative Assistant
Matthew Brown, Interim Planning and Zoning Director
Sarah Sislak, MPO Coordinator

Also present:

Erin Fleming, County Attorney
Cliff McCollum, Director of Constituent Services, Baldwin County Legislative Delegation
Brian Pierce, Coroner
Troy Dyess, Deputy Coroner
Caryn Woerner, Elberta Town Clerk/Administrator

Staff present via teleconference:

Hoss Mack, Sheriff

After the welcome, invocation and pledge of allegiance, the following agenda items were reviewed

and/or discussed:

A ADOPTION OF MINUTES

March 16, 2021, Regular Meeting

March 25, 2021, Special Meeting

B ACTION ITEMS

BA ADMINISTRATION

- BA1** Absentee Election Duties Related to the Baldwin County Planning (Zoning) District 11 Zoning Election on May 4, 2021 **21-0677**

Moved to April 6, 2021, regular meeting, Consent.

- BA2** Alabama State Veterans Memorial Cemetery at Spanish Fort - 2021 Memorial Day Ceremony **21-0683**

Moved to April 6, 2021, regular meeting, Consent.

- BA3** City of Robertsdale - Annexation Notification **21-0681**

Moved to April 6, 2021, regular meeting, Consent.

- BA4** Community Project Funding Request to House Committee on Appropriations **21-0710**

Sherry-Lea Bloodworth Boto, Community Engagement/Public Information Officer, discussed the project and the federal funding, prioritizing the top ten needs by mid-April, 2021, and staff submitting them to Congressman Jerry Carl's Office. Ms. Boto will keep the Commissioners informed of staff recommendations regarding this funding.

Moved to April 6, 2021, regular meeting, Consent.

- BA5** Recommendations for County Facilities Pursuant to Governor's Order Dated March 23, 2021 (Active on April 9, 2021) - Covid Restrictions. **21-0706**

Wayne Dyess, County Administrator, discussed Governor Ivey's Order dated March 23, 2021, to remove the mask mandate and staff recommendations regarding Covid protocols. Sherry-Lea Bloodworth Boto, Community Engagement/Public Information Officer, presented the staff

Moved to April 6, 2021, regular meeting, Consent.

Moved to April 6, 2021, regular meeting, Consent.

Moved to April 6, 2021, regular meeting, Consent.

Wayne Dyess, County Administrator, discussed the license agreement with Blakeley State Park regarding the painting "The Last Stand for Mobile."

Moved to April 6, 2021, regular meeting, Consent.

Moved to April 6, 2021, regular meeting, Consent.

Moved to April 6, 2021, regular meeting, Consent.

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Material for the Baldwin County Commission

Moved to April 6, 2021, regular meeting, Consent.

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| BE4 | <u>Competitive Bid #WG21-14 – Purchase and Installation of Chiller Controls
At the Central Annex II Building for the Baldwin County Commission</u> | 21-0680 |
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Moved to April 6, 2021, regular meeting, Consent.

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| BE5 | <u>Competitive Bid #WG21-15 – Repairs to the Covered Area Roof of the
Existing Baldwin County Household Waste Collection Facility located in
Summerdale, Alabama for the Baldwin County Commission</u> | 21-0676 |
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Moved to April 6, 2021, regular meeting, Consent.

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| BE6 | <u>Competitive Bid #WG21-16 - Provision of Erosion Control Materials for the
Baldwin County Commission</u> | 21-0675 |
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Moved to April 6, 2021, regular meeting, Consent.

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| BE7 | <u>Competitive Bid #WG21-21 – Pre-event Debris Removal and Disposal
Services from the County Right-of-Ways within Unincorporated Baldwin
County for the Baldwin County Commission</u> | 21-0719 |
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Moved to April 6, 2021, regular meeting, Consent.

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| BE8 | <u>Competitive Bid #WG21-22 - Re-roofing of the Mills Creek Training Facility
Located in Stapleton, Alabama for the Baldwin County Commission</u> | 21-0696 |
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Moved to April 6, 2021, regular meeting, Consent.

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| BE9 | <u>Competitive Bid #WG21-23 – Provision of Ready-mix Concrete for the
Baldwin County Commission</u> | 21-0699 |
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Moved to April 6, 2021, regular meeting, Consent.

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| BE10 | <u>Competitive Bid #WG21-24 – Provision of Mower Blades for the Baldwin
County Commission</u> | 21-0700 |
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Moved to April 6, 2021, regular meeting, Consent.

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| BE11 <u>Construction of the Baldwin County Highway Maintenance Facility (Area 100) Located in Bay Minette, Alabama for the Baldwin County Commission</u> | 21-0688 |
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Moved to April 6, 2021, regular meeting, Consent.

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| BE12 <u>Contract for Geographic Information Systems (GIS) Support Services for the Baldwin County Communications and Information Systems (CIS) Department</u> | 21-0692 |
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Moved to April 6, 2021, regular meeting, Consent.

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| BE13 <u>Contract for Professional Services for Engineering/Environmental Services for a Coastal Processes Study for the Lillian Park Beach Habitat and Shoreline Protection</u> | 21-0716 |
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Moved to April 6, 2021, regular meeting, Consent.

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| BE14 <u>Quotes for Roof Repairs to the Baldwin County Household Waste Collection Facility Located in Summerdale, Alabama for the Baldwin County Commission</u> | 21-0679 |
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Moved to April 6, 2021, regular meeting, Consent.

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| BE15 <u>Request for Proposals (RFP) for the Development of a Master Plan for Baldwin County Commission</u> | 21-0707 |
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Moved to April 6, 2021, regular meeting, Consent.

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| BE16 <u>Request of Proposals (RFP) for Unify Telecommunications Maintenance and Support Services for the Baldwin County Commission</u> | 21-0698 |
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Moved to April 6, 2021, regular meeting, Consent.

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| BE17 <u>Resolution #2021-067 - Selection of Underwriter for Series 2021 Public Building Authority Jail Additional Warrants</u> | 21-0741 |
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Commissioner Underwood discussed the previous warrant that was given to Frazer Lanier and suggested that the series 2021 Public Building Authority Jail Additional Warrants be given to Raymond

James for underwriting services. Commissioners must select only one of the recommended underwriters listed; a separate vote is required at the regular meeting.

Moved to April 6, 2021, regular meeting, Consent.

BH COMMUNICATIONS/INFORMATION SYSTEMS (CIS)

BH1 Sale of Surplus Equipment on GovDeals.com by the Communications and Information Systems (CIS) Department **21-0646**

Moved to April 6, 2021, regular meeting, Consent.

BH2 Tyler Technologies - Amendment to License and Services Agreement **21-0694**

Moved to April 6, 2021, regular meeting, Consent.

BJ ELECTED OFFICIALS

BJ1 Spartan Services Group - Consulting Agreement for Screening Services for Public Safety Personnel **21-0740**

Sheriff Mack explained the Alabama Peace Officers' Association requires psychological evaluation for anyone attending the training academy. The training is available online and the cost of each evaluation is approximately \$340.00.

Moved to April 6, 2021, regular meeting, Consent.

BJ2 Transfer and Sale of Vehicles from the Baldwin County Sheriff's Office **21-0739**

Moved to April 6, 2021, regular meeting, Consent.

BL ENVIRONMENTAL MANAGEMENT

BL1 Baldwin County Solid Waste Uncollectible Residential Accounts **21-0744**

Moved to April 6, 2021, regular meeting, Consent.

BM FINANCE AND ACCOUNTING

BM1 Amendment of Baldwin County Commission Policy #8.1 - Authority to Pay the Bills and Issue Checks **21-0742**

Moved to April 6, 2021, regular meeting, Consent.

BM2 County Levies for Alcohol Licenses

21-0743

Moved to April 6, 2021, regular meeting, Consent.

BN HIGHWAY

BN1 Emergency Watershed Protection (EWP) Program - Fiscal Year 2021
Project Application - Red Gully and Turberville Lane Drainage Repairs

21-0708

Joey Nunnally, County Engineer, discussed the request for the Highway Department to submit an application for the Emergency Watershed Protection (EWP) Program for repairs of the Red Gully Watershed in Montrose and the Tuberville Lane Watershed in Spanish Fort.

Moved to April 6, 2021, regular meeting, Consent.

BN2 Fiscal Year 2021 Resurfacing Projects - Group 2 - Request for Permission
to Advertise

21-0693

Moved to April 6, 2021, regular meeting, Consent.

BN3 Resolution #2021-065 - High Risk Rural Road Program (HRRR)
Construction Agreement with the Alabama Department of Transportation
(ALDOT) for the Installation of Enhanced Curve Markers and Edge Rumble
Strips

21-0720

Moved to April 6, 2021, regular meeting, Consent.

BN4 Resolution #2021-066 - Proposed Changes to the Urban Area Designation
Criteria

21-0732

Sarah Sislak, Coordinator, Eastern Shore Metropolitan Planning Organization (MPO), addressed the Commission requesting a resolution in opposition of proposed changes being made by the Census Bureau to urban area designation criteria. Ms. Sislak gave a presentation on the [**U.S. Census 2020 Proposed Changes to Urban Area Designation Criteria**](#), which included how the changes would impact Baldwin County and the Eastern Shore MPO. The MPO is asking all member governments to adopt this resolution. Ms. Sislak has been in contact with local and state representatives who will be providing letters of opposition. Ms. Sislak is working with other metropolitan planning organizations in the state and the Alabama Transportation Planners Association to create a unified voice of opposition. Ms. Sislak will research how the proposed changes would affect the Florida-Alabama TPO. It was decided Ms. Sislak would give a presentation during the April 6, 2021 Commission meeting.

Moved to April 6, 2021, regular meeting, Consent.

BQ PERSONNEL

BQ1 Baldwin Regional Area Transportation System - Employment of One (1) Accounting Manager Position **21-0723**

Moved to April 6, 2021, regular meeting, Consent.

BQ2 Probate Office - Employment of One (1) License Revenue Officer I Position **21-0726**

Moved to April 6, 2021, regular meeting, Consent.

BQ3 Revenue Commission - Employment of One (1) Collections Support Technician I Position **21-0737**

Moved to April 6, 2021, regular meeting, Consent.

BQ4 Animal Shelter - Position Changes **21-0736**

Moved to April 6, 2021, regular meeting, Consent.

BQ5 Finance and Accounting Department - Personnel Changes **21-0733**

Moved to April 6, 2021, regular meeting, Consent.

BQ6 Highway Department (Subdivision) - Promotion of Employee **21-0734**

Moved to April 6, 2021, regular meeting, Consent.

BQ7 Sales, Use, and License Tax Department - Position Changes **21-0724**

Moved to April 6, 2021, regular meeting, Consent.

BQ8 Solid Waste Department - Position Changes

21-0738

Moved to April 6, 2021, regular meeting, Consent.

BQ9 Communications and Information Systems Department - Title Change for
Software Developer II Position

21-0727

Moved to April 6, 2021, regular meeting, Consent.

BR **PLANNING AND ZONING**

BR1 Baldwin County Commission Board of Adjustment Number 1 - Board
Appointment(s)

21-0728

Moved to April 6, 2021, regular meeting, Consent.

BR2 Baldwin County Commission Board of Adjustment Number 2 - Board
Appointment(s)

21-0730

Moved to April 6, 2021, regular meeting, Consent.

BR3 Former Baldwin County Commission District Number 1 Planning (Zoning)
District Board of Adjustment - Acceptance of Resignation

21-0731

Moved to April 6, 2021, regular meeting, Consent.

BR4 Baldwin County Planning and Zoning Commission - Board Appointment(s)

21-0717

Moved to April 6, 2021, regular meeting, Consent.

BR5 Planning (Zoning) District 11 Election - Making Judge of Probate Order Part
of the Record

21-0673

Moved to April 6, 2021, regular meeting, Consent.

C **PRESENTATIONS**

CA **GENERAL**

CA1 Proclamation - Child Abuse Prevention and Awareness Month and Sexual Assault Prevention and Awareness Month - April 2021 **21-0653**

Moved to April 6, 2021, regular meeting, Presentations.

CA2 Proclamation - Confederate History Month - April 2021 **21-0614**

Moved to April 6, 2021, regular meeting, Presentations.

CA3 Proclamation - National Library Week - April 4 - 10, 2021 **21-0645**

Moved to April 6, 2021, regular meeting, Presentations.

CA4 Proclamations - National Telecommunicators/Communications Officers Week, National Correctional Officers Week and National Law Enforcement Officers Memorial Week **21-0630**

Moved to April 6, 2021, regular meeting, Presentations.

CA5 Employees of the Quarter for 1st Quarter 2021 **21-0725**

Moved to April 6, 2021, regular meeting, Presentations.

D PUBLIC HEARINGS

DN HIGHWAY

DN1 Case No. VAC-20-3 - Vacation of a Portion of a 60' Unopened, Unimproved Right-of-Way off Koier Road **21-0721**

Moved to April 6, 2021, regular meeting, Public Hearings.

DN2 Case No. VAC-21-1 - Vacation of a 20' Unopened, Unimproved Right-of-Way East of Lawrence Road **21-0722**

Moved to April 6, 2021, regular meeting, Public Hearings.

E COMMITTEE REPORTS

EA FINANCE/ADMINISTRATION DIVISION

EA1 Payment of Bills **21-0691**

No discussion.

EA2 Notification of Interim Payments Approved by Clerk/Treasurer as Allowed Under Policy 8.1 **21-0690**

No discussion.

F DISCUSSION ITEMS

FJ ELECTED OFFICIALS

FJ1 Baldwin County Coroner Advisory Committee **21-0714**

Brian Pierce, Coroner, discussed the four basic recommendations made after meetings held with community partners and local officials: staffing needs, facility needs, reporting platform and call center/answering platform. The Coroner's office is requesting assistance from Baldwin County Commission in facility and staffing needs going forward.

Dr. Pierce and the Commission further discussed staffing needs that have increased due to several cases per week, the need for more space, a reporting pilot program similar to that of Shelby and Jefferson Counties and a need for assistance with fielding calls. The Coroner's Office needs local and legislative assistance where standards and qualifications meet a certain level. Dr. Pierce explained there is a good chance a grant could be awarded in the future due to the accreditation process that has been completed.

The Commission requested Dr. Pierce to send information to the Commissioners and Wayne Dyess, County Administrator, regarding the requests the Coroner's Office has, including timelines, costs, building and personnel needs.

FK EMERGENCY MANAGEMENT AGENCY (EMA)

FK1 Emergency Management Executive Stakeholder Meeting - Emergency Support Function Partners **21-0746**

Zach Hood, EMA Director, discussed the goals and objectives of the EMA stakeholder meetings. Chairman Davis would like to have at least one Commissioner at each monthly meeting. It was decided that Wayne Dyess, County Administrator, will assist in scheduling.

FN HIGHWAY

Joey Nunnally, County Engineer, discussed the request from the Town of Toxey, located in Choctaw County, to purchase a vehicle. It was decided Mr. Nunnally will submit an agenda item at a later date to sell the vehicle to the Town of Toxey.

FQ PERSONNEL**FQ1** Personnel Department - Voluntary Emergency Paid Sick Leave due to American Rescue Plan Act Law**21-0735**

Deidra Hanak, Personnel Director, discussed the American Rescue Plan Act and voluntary emergency paid sick leave. This leave would be a separate bank of time to be used only for Covid related sickness. The Commissioners discussed Covid vaccines being now available to anyone over the age of 16 and decided not to move forward with this item to grant additional Covid related sick leave.

FR PLANNING AND ZONING**FR1** Town of Elberta - Termination of Planning Jurisdiction Agreement**21-0702**

Matthew Brown, Interim Planning and Zoning Director, discussed the request from the Town of Elberta to terminate the Planning Jurisdiction Agreement between the County and the Town.

Caryn Woerner, Elberta Town Clerk/Administrator, discussed the requests and making the process easier for citizens in unincorporated areas. The Town of Elberta Council and the Planning and Zoning Commission are all in agreement with the request.

Wayne Dyess, County Administrator and Sherry-Lea Bloodwork Botoy, Community Engagement/Public Information Officer will work with Matthew Brown, Interim Planning and Zoning Director to make sure the public understands that the Town and the County are working together on this. Mr. Brown will submit an agenda item to the April 20, 2021, Baldwin County Commission meeting.

G COMMISSIONER REQUESTS

The Commission requested Terri Graham, Development & Environmental Director, to give an update on the Patterson Dirt Works debris fire. Ms. Graham discussed ADEM providing an air curtain burner to assist with the burn at the dirt pit site, with the fire in the pit estimated to burn for approximately two months. It was decided that Ms. Graham will visit the dirt pit and talk to the owner regarding what can be done to stop the fire. The Commission further discussed legislation for burning and air regulation, vegetative waste regulation and enforcement.

Zach Hood, EMA Director, provided an update on EMA activities regarding the dirt pit fire.

Erin Fleming, County Attorney, discussed the process for writing legislation for burning, air regulation and enforcement.

Terri Graham, Development Environmental Director, will visit the dirt pit and speak with the owner regarding what can be done now to stop fire.

H ADDENDA

Ron Cink, Budget Director, discussed an addendum item requesting an additional line of credit and requested the Commission to issue a Request for Proposals for the April 6, 2021 regular meeting.

I ADMINISTRATIVE REPORT

Wayne Dyess, County Administrator, discussed an email received from Association of County Commissions of Alabama, offering members of the government the ability to manage the American Rescue Plan Act funding from the United States Department of Treasury. Staff will put together an internal group and recommends that staff manage this funding and bring recommendations forward to the Commission for approval.

J COUNTY ATTORNEY'S REPORT

None.

K PUBLIC COMMENTS

None.

L PRESS QUESTIONS

None.

M COMMISSIONER COMMENTS

None.

N ADJOURNMENT

Motion by Commissioner Underwood, seconded by Commissioner Ball, to adjourn the April 5, 2021, Baldwin County Commission Work Session at 10:14 a.m.

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 at 10:14 a.m.

A large, stylized handwritten signature in black ink, likely belonging to Joe Davis III, is positioned in the bottom right corner of the page. The signature is fluid and cursive, with a prominent 'J' and 'D'.

**Shape
your future
START HERE >**

United States®
**Census
2020**

Sarah Hart Sislak
Eastern Shore MPO

Proposed Changes to Urban Area Designation Criteria

Census Data & Transportation Planning

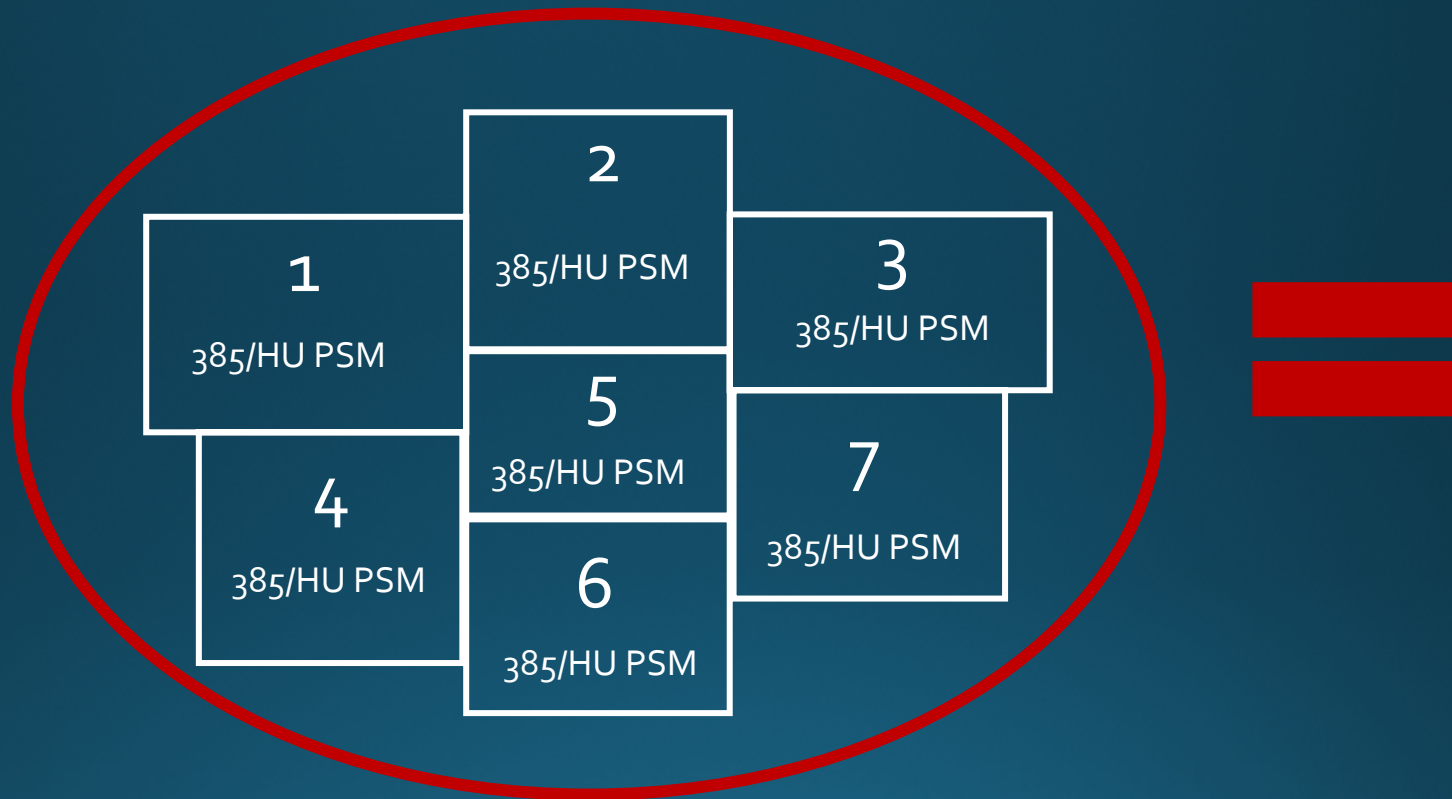


Proposed Changes to Urban Area Designation Criteria

Proposed Changes

- 1.) Adoption of housing unit metric
 - Currently use population
- 2.) Increase density requirement to 385 housing units/square mile
 - Census Block level
 - 385 housing units ~ 1,000 people
 - Currently 500 persons/square mile
- 3.) Increase minimum threshold to qualify urban areas
- 4.) Cease distinguishing different types of urban areas
- 5.) Maximum distance of “jumps”
- 6.) No longer include low density “hop” or “jump” corridor
- 7.) No longer include low density territory located within indentations formed during urban area delineation

Increase Urban Area Minimum Threshold



4,000 housing units or ~10,000 people

Proposed Changes to Urban Area Designation Criteria

Cease Distinguishing Different Types of Urban Areas

Current

- Urban Cluster: 2,500 – 49,999 people
- Urbanized Area: 50,000+

Proposed

- Urban Area: 10,000+

*Unclear how FHWA , DOT or enabling legislation will respond

Proposed Changes to Urban Area Designation Criteria

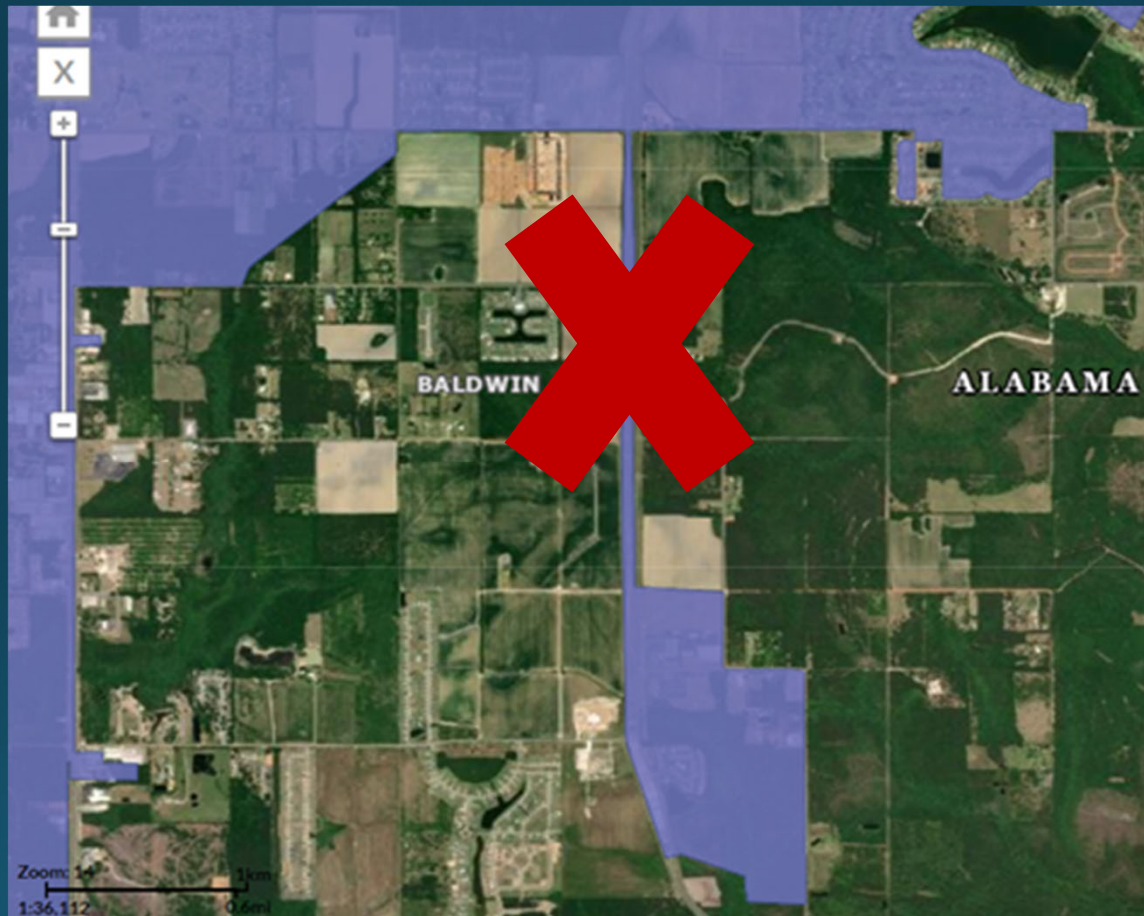
Maximum Distance of “Jumps”

- “Jump” refers to connecting of two urban clusters through a low-density area
- Currently 2.5 miles, proposed change to 1.5 miles



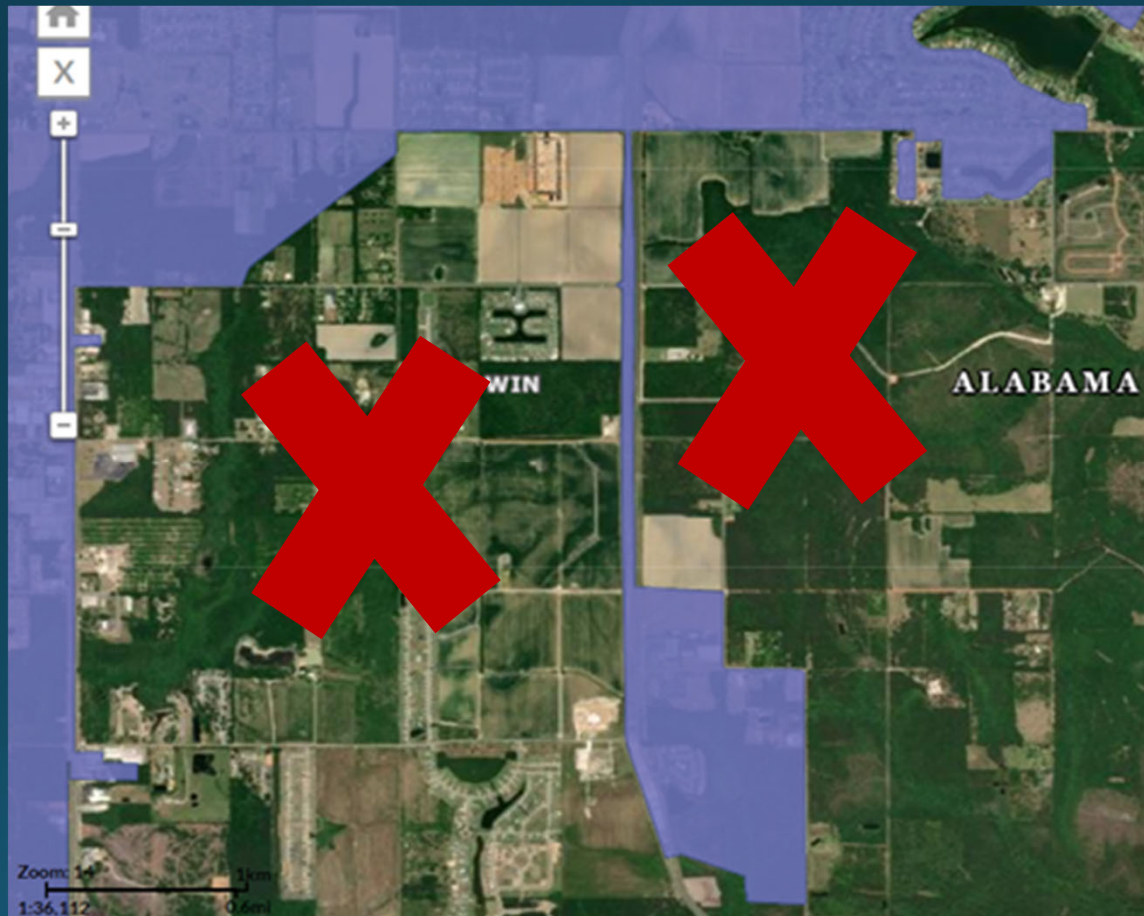
Proposed Changes to Urban Area Designation Criteria

Exclude Low-Density “hop or jump” Corridor



Proposed Changes to Urban Area Designation Criteria

Exclude Low-Density Territory Located within Indentations



Proposed Changes to Urban Area Designation Criteria

What's at Stake?

- **Funding**

- \$1,400,000/year in surface funds
- \$1,000,000/year in transit funds
- \$250,000/year in planning funds

- **Planning for the Future**

- **Collaboration**

- Mobile River Bridge
- Relationships
- Joint projects



Proposed Changes to Urban Area Designation Criteria

What's Next?

- **Comment Period**

- **May 19, 2021**
- **Submit comments to:**
Mr. Vincent Osier
geo.urban@census.gov

- **Resolution of Opposition**

- **Final Rule**

- **Expected Fall/Winter 2021**
- **Urbanized Areas published Spring/Summer 2022**