



Baldwin County Commission Work Session  
Meeting Minutes

Tuesday, June 21, 2022  
8:30 AM

Baldwin County Fairhope Satellite Courthouse, County Commission Conference Room 1100  
Fairhope Avenue, Fairhope, Alabama 36532

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**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  
Joey Nunnally, County Engineer  
Anu Gary, Administrative Services Manager  
Michelle Howard, Commission Executive Assistant  
Kristen Rawson, Assistant Administrative Services Manager  
Carjetta Cook, Administrative Support Specialist IV  
Jeanette Brown, Administrative Support Specialist IV  
Ashley Campbell, Natural Resource Planner  
Lisa Sangster, Chief Administrative Assistant  
Terri Graham, Development and Environmental Director  
Taylor Bufkin, Public Information and Communications Specialist  
Eddie Harper, Building Official  
Kathy McHugh, Grants Administrator  
Matthew Brown, Planning Director  
Kelly Childress, Council on Aging Coordinator  
Deidra Hanak, Personnel Director  
Zach Hood, EMA Director  
Felisha Anderson, Director/ County Archivist Special Historic Projects Coordinator  
Cian Harrison, Clerk/Treasurer

**Staff present via teleconference:**

Wanda Gautney, Purchasing Director

**Also present:**

Brad Hicks, County Attorney

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

**A ADOPTION OF MINUTES**

June 7, 2022, Regular Meeting

No discussion.

**B CONSENT**

**BA ADMINISTRATION**

**BA1** City of Robertsdale - Annexation Notification **22-1085**

Moved to June 21, 2022, regular meeting, Consent Agenda.

**BA2** Absentee Election Duties Related to the August 30, 2022, Special School Tax Election in the District 8 (Am. 382) School Tax District in Baldwin County (Daphne), Alabama **22-0977**

Moved to June 21, 2022, regular meeting, Consent Agenda.

**BA3** Renewal of Lease Agreement with City of Bay Minette for Police Department Complex **22-0968**

Moved to June 21, 2022, regular meeting, Consent Agenda.

**BA4** Revision of County Take Home Vehicle List - June 2022 **22-1086**

Moved to June 21, 2022, regular meeting, Consent Agenda.

**BC ARCHIVES AND HISTORY**

**BC1** Alabama Historical Commission - 2023 Historic Sites Grant Program Grant Application **22-1074**

Moved to June 21, 2022, regular meeting, Consent Agenda.

**BC2** Agreement with South Alabama Antique Tractor and Engine Club to Display, Store and Collect Antique Tractors, Engines, Machinery and **22-0804**

## Implements of Historical Value at Bicentennial Park

Chairman Ball said the agreement is contingent upon receipt of certificate of liability insurance which has been received.

Moved to June 21, 2022, regular meeting, Consent Agenda.

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| <b>BC3</b> | <u>Resolution #2022-105 - Appropriation from Historic Parks Fund to Fort Mims Restoration Association, Inc. for Fort Mims Re-enactment and Living History Event August 27 - 28, 2022</u> | <b>22-1037</b> |
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Moved to June 21, 2022, regular meeting, Consent Agenda.

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

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| <b>BD1</b> | <u>Donation of Transportation Services for Fort Mims Re-enactment and Living History Event August 27, 2022</u> | <b>22-1044</b> |
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Moved to June 21, 2022, regular meeting, Consent Agenda.

## **BE BUDGET/PURCHASING**

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| <b>BE1</b> | <u>Competitive Bid #WG22-33A - Provision of Concrete Sidewalk Repair on County Right-of-Ways for the Baldwin County Commission</u> | <b>22-1064</b> |
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Moved to June 21, 2022, regular meeting, Consent Agenda.

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| <b>BE2</b> | <u>Competitive Bid #WG22-41 - Land Management on Approximately 424 Acres of "Wet Pine Savannah" within the Baldwin County Wetland Mitigation Bank Located in Gulf Shores, Alabama, for the Baldwin County Commission</u> | <b>22-1034</b> |
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Moved to June 21, 2022, regular meeting, Consent Agenda.

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| <b>BE3</b> | <u>Competitive Bid #WG22-42 - Provision of Finished Road Signs for the Baldwin County Commission</u> | <b>22-1036</b> |
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Moved to June 21, 2022, regular meeting, Consent Agenda.

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| <b>BE4</b> | <u>Competitive Bid #WG22-45 - Provision of Painting and Drywall Services for the Baldwin County Commission</u> | <b>22-1035</b> |
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Moved to June 21, 2022, regular meeting, Consent Agenda.

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| <b>BE5</b> | <u>Competitive Bid #WG22-46 - Provision of Off-site Printing, Imaging and Mailing of Tax Notices for the Baldwin County Revenue Commission</u> | <b>22-1042</b> |
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Moved to June 21, 2022, regular meeting, Consent Agenda.

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| <b>BE6</b> | <u>Competitive Bid #WG22-47 - Provision of On-site Crushing of Concrete at Various Baldwin County Locations for the Baldwin County Commission</u> | <b>22-1046</b> |
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Moved to June 21, 2022, regular meeting, Consent Agenda.

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| <b>BE7</b> | <u>Competitive Bid #WG22-48 - Plumbing System Upgrades in the Baldwin County Courthouse located in Bay Minette, Alabama for the Baldwin County Commission</u> | <b>22-1045</b> |
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Moved to June 21, 2022, regular meeting, Consent Agenda.

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| <b>BE8</b> | <u>Competitive Bid #WG22-49 - Provision of Pest Control for the Baldwin County Commission</u> | <b>22-1047</b> |
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Moved to June 21, 2022, regular meeting, Consent Agenda.

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| <b>BE9</b> | <u>Competitive Bid #WG22-50 - Annual Sand Removal, Sifting and Disposition of Sand from County Right-of-Ways onto the Beach on Fort Morgan Peninsula for the Baldwin County Commission</u> | <b>22-1048</b> |
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Moved to June 21, 2022, regular meeting, Consent Agenda.

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| <b>BE10</b> | <u>Competitive Bid #WG22-51 - Provision of Paint Striping Materials for the Baldwin County Commission</u> | <b>22-1050</b> |
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Moved to June 21, 2022, regular meeting, Consent Agenda.

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| <b>BE11</b> | <u>Competitive Bid #WG22-52 - Provision of Hydraulic Mulches for the Baldwin County Commission</u> | <b>22-1055</b> |
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Moved to June 21, 2022, regular meeting, Consent Agenda.

**BE12** Competitive Bid #WG22-53 - Provision of On-call Equipment Rental (Forklift Services) with Operator for the Baldwin County Commission **22-1061**

Moved to June 21, 2022, regular meeting, Consent Agenda.

**BE13** Contracts for Request for Proposals (RFP) for Transportation Services of Human Remains for the Baldwin County Coroner **22-1053**

Moved to June 21, 2022, regular meeting, Consent Agenda.

**BE14** Hurricane Sally - FEMA Parks Projects - Permission to Advertise **22-1057**

Moved to June 21, 2022, regular meeting, Consent Agenda.

**BE15** Pre-qualification of Contractors for Construction of Magnolia Sanitary Landfill Cell 9 Located in Summerdale, Alabama for the Baldwin County Commission **22-1054**

Moved to June 21, 2022, regular meeting, Consent Agenda.

**BE16** Quotes for Repairs to Josephine Park Boardwalk Located in Josephine, Alabama for the Baldwin County Commission **22-1049**

Chairman Ball asked if the quote for repairs to Josephine Park submitted on notebook paper was acceptable and why there is such a disparity in the quote amounts for the same project. Wanda Gautney, Purchasing Director, explained the process of verifying the quotes. Commissioner Ball noted the total estimated cost of the project is \$26,800.

Moved to June 21, 2022, regular meeting, Consent Agenda.

**BE17** Rental of One (1) Copy Machine for the Baldwin County Solid Waste Transfer Station Located in Bay Minette, Alabama **22-1041**

Moved to June 21, 2022, regular meeting, Consent Agenda.

**BE18** Rental of Three (3) New Copy Machines for Various Departments for the Baldwin County Commission **22-1026**

Moved to June 21, 2022, regular meeting, Consent Agenda.

**BE19** Request for Proposals (RFP) for Disaster Debris Monitoring Services for the Baldwin County Commission **22-1092**

Moved to June 21, 2022, regular meeting, Consent Agenda.

**BE20** Request for Proposals (RFP) for Hazardous Waste Cleanup Services for the Baldwin County Commission **22-1073**

Moved to June 21, 2022, regular meeting, Consent Agenda.

**BE21** Request for Proposals (RFP) for Temporary Clerical and Labor Services for the Baldwin County Commission **22-1060**

Moved to June 21, 2022, regular meeting, Consent Agenda.

**BE22** Request for Qualifications for 2023 Digital Orthophoto Acquisition **22-1059**

Moved to June 21, 2022, regular meeting, Consent Agenda.

**BE23** Request for Qualifications (RFQ) for Investment Grade Traffic Study for Baldwin Beach Express II from I-10 to I-65 for the Baldwin County Commission **22-1031**

Moved to June 21, 2022, regular meeting, Consent Agenda.

**BH COMMUNICATIONS/INFORMATION SYSTEMS (CIS)**

**BH1** Purchase of Emergency Equipment **22-1063**

Commissioner Davis asked if the purchase of emergency equipment is for replacement equipment or adding features and capabilities to which Brian Peacock, CIS Director, replied it is additional equipment to cover the severe weather season due to the 14-month lead time.

**BH2** Sale of Surplus Equipment on GovDeals.com - Desktops, Laptops, Printers and Displays **22-1051**

Moved to June 21, 2022, regular meeting, Consent Agenda.

**BH3** Sale of Surplus Equipment on GovDeals.com - Servers **22-1052**

Moved to June 21, 2022, regular meeting, Consent Agenda.

**BI COUNCIL ON AGING**

**BI1** Purchase of One (1) New 2022 Ford Explorer for Council on Aging **22-1078**

Moved to June 21, 2022, regular meeting, Consent Agenda.

**BK EMERGENCY MANAGEMENT AGENCY (EMA)**

**BK1** Memorandum of Understanding with Retired and Senior Volunteer Program for Assisting Baldwin County Emergency Management Agency **22-0970**

Moved to June 21, 2022, regular meeting, Consent Agenda.

**BL ENVIRONMENTAL MANAGEMENT**

**BL1** Baldwin County Solid Waste Standard On-call Contracts for Engineering and Related Services **22-1039**

Moved to June 21, 2022, regular meeting, Consent Agenda.

**BL2** Baldwin County Solid Waste Uncollectible Residential Accounts - June 2022 **22-1075**

Moved to June 21, 2022, regular meeting, Consent Agenda.

**BM FINANCE AND ACCOUNTING**

**BM1** Amendment to Baldwin County Emergency Rental Assistance Program (ERAP) Case Management Services Agreement with Baldwin Together **22-1084**

Moved to June 21, 2022, regular meeting, Consent Agenda.

**BN HIGHWAY**

**BN1** License Agreement #22007 - Shore Drive - Right-of-Way **22-1062**

Chairman Ball said there is a replacement item for Item BN1. The staff recommendation has been

revised to specify the time as p.m. and to correct the date from June 30, 2022, to June 30, 2024.

Moved to June 21, 2022, regular meeting, Consent Agenda.

**BQ PERSONNEL**

**BQ1** Baldwin Regional Area Transit System Department - Personnel Change **22-1067**

Moved to June 21, 2022, regular meeting, Consent Agenda.

**BQ2** Council on Aging - Creation of Positions **22-1068**

Commissioner Davis asked if the Council on Aging positions were not filled and if they are in the current budget to which Deidra Hanak, Personnel Director, replied the positions are part-time and budgeted for the remainder of this year. Commissioner Davis asked Ms. Hanak to note whether positions are full-time or part-time in future items.

Chairman Ball said these positions were helping the Little River S.A.I.L. Center.

Moved to June 21, 2022, regular meeting, Consent Agenda.

**BQ3** Finance and Accounting Department - Employment of One (1)  
Administrative Support Specialist II Position **22-1066**

Moved to June 21, 2022, regular meeting, Consent Agenda.

**BQ4** Highway Department (Bay Minette) - Personnel Changes **22-1069**

Moved to June 21, 2022, regular meeting, Consent Agenda.

**BQ5** Highway Department (Bay Minette, Silverhill, Foley) - Personnel Changes **22-1070**

Commissioner Ball said there is a replacement item for Item BQ5. Staff Recommendations #2 and #3 have been revised to reflect the results of salary survey implementation and promotional increases.

Moved to June 21, 2022, regular meeting, Consent Agenda.

**BQ6** Highway Department (Silverhill) - Personnel Changes **22-1071**

Moved to June 21, 2022, regular meeting, Consent Agenda.



**BQ7** Planning and Zoning Department - Employment of One (1) Part-time Planner Position

**22-1072**

Moved to June 21, 2022, regular meeting, Consent Agenda.

**BR PLANNING AND ZONING**

**BR1** 2022 Municipal Separate Storm Sewer Systems (MS4) Permit - Appointment of Responsible Official (RO)

**22-1056**

Moved to June 21, 2022, regular meeting, Consent Agenda.

**C PRESENTATIONS**

None.

**D PUBLIC HEARINGS**

**DR PLANNING AND ZONING**

**DR1** Case No. Z22-6 - Action Auto Wholesale Property Rezoning

**22-1083**

Moved to June 21, 2022, regular meeting, Public Hearings.

**DR2** Case No. Z22-7 - Herndon Property Rezoning

**22-1087**

Moved to June 21, 2022, regular meeting, Public Hearings.

**DR3** Case No. Z22-8 - Vasut Property Rezoning

**22-1088**

Moved to June 21, 2022, regular meeting, Public Hearings.

**DR4** Case No. Z22-9 - Bertolla Property Rezoning

**22-1089**

Matthew Brown, Planning Director, said there is a request to table Item DR4 to a future meeting date and he is working with legal counsel to determine the meeting date.

Chairman Ball said this item will be tabled for the June 21, 2022, regular meeting.

Moved to June 21, 2022, regular meeting, Public Hearings.

## **E COMMITTEE REPORTS**

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

**EA1**    Payment of Bills **22-1080**

No discussion.

**EA2**    Notification of Interim Payments Approved by Clerk/Treasurer as Allowed **22-1079**  
            Under Policy 8.1

No discussion.

## **F OTHER STAFF RECOMMENDATIONS**

None.

## **G COMMISSIONER REQUESTS**

Commissioner Gruber asked about the referendum for the noise ordinance to which Chairman Ball said per his conversation with Judge D'Olive, the referendum would need to be added to the ballot in 2024 due to the work involved in adding the multiple ballot styles that would be needed.

The Commissioners discussed whether a special election could be held or if the referendum could held during the primary or general election, what constitutes as noise, complaints about junkyards, and who would enforce the noise ordinance if approved.

Brad Hicks, County Attorney, noted the referendum can be on a primary, a run off or general election, but not a special election.

Commissioner Underwood asked if Judge D'Olive said the referendum cannot be done or cannot be done at this time, to which Commissioner Ball replied it could not be done in a couple of months. The Commissioners discussed the need to pursue having the referendum on the ballot in November 2022 or in 2024 to give the citizens an opportunity to vote on the issue. The Commissioners further discussed the timeline and whether the referendum could take place during the upcoming general election.

Chairman Ball asked Mr. Hicks if the Commission needs to present a resolution to the Probate Judge for the referendum, to which Mr. Hicks replied in order to trigger the referendum process there must either be a resolution adopted by a majority of the County Commission or a petition signed by ten percent of the registered voters. There can be no referendum until one of the two happens. Mr. Hicks discussed the process involved, including the resolution, getting the language on the ballot and sorted, the different ballot types, and the time needed by the Probate Office to accomplish all that this entails. The statute does not have a deadline, but from a practical standpoint more time is needed.

Commissioner Ball conferenced Judge D'Olive in for the Commissioners to ask about the possibility of the referendum being placed on the November 2022 ballot. Judge D'Olive explained that different ballot styles are needed for each legislative district and adding a referendum would create additional ballot

styles for each polling location.

Commissioner Gruber asked what Judge D'Olive recommends regarding moving forward with the referendum, to which Judge D'Olive replied it would be extremely difficult to be done by November 2022 with all of the different ballot styles needed and noted there will be fewer districts included in the 2024 election cycle.

Commissioner Underwood asked which election cycle this could be included in, to which Judge D'Olive replied either the primary or the general election in 2024.

It was decided that a draft resolution calling for a referendum to be added to either the November 2022 or November 2024 election cycle will be added to the June 21, 2022, regular meeting.

Mr. Hicks said if the Probate Office did not have enough time to prepare this for the November 2022 election, the resolution could be an amended.

#### **H      ADDENDA**

None.

#### **I      SENIOR STAFF REPORT**

Joey Nunnally, County Engineer, gave an update on the Boris Road pipe installation.

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

None.

#### **K      PUBLIC COMMENTS**

None.

#### **L      PRESS QUESTIONS**

None.

#### **M      COMMISSIONER COMMENTS**

None.

#### **N      ADJOURNMENT**

Motion by Commissioner Billie Jo Underwood, seconded by Commissioner Joe Davis, III, to adjourn the June 21, 2022, Baldwin County Commission Work Session at 9:10 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

A handwritten signature in black ink, appearing to read "Joe Davis III", with a long horizontal line extending to the right.