



Baldwin County Commission
Special Meeting Minutes

Monday, August 15, 2022
11:30 AM

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

Commissioners present:

District 1 – Commissioner James E. Ball
District 2 – Commissioner Matthew P. McKenzie
District 3 – Commissioner Billie Jo Underwood
District 4 – Commissioner Charles F. Gruber

Commissioners absent:

None.

Staff present:

Ron Cink, County Administrator / Budget Director
Cian Harrison, Clerk/Treasurer
Joey Nunnally, County Engineer
Ron Ballard, Juvenile Detention Center Director
Deidra Hanak, Personnel Director
Terri Graham, Development and Environmental Director
Brian Peacock, CIS Director
Eddie Harper, Building Official
Zach Hood, EMA Director
Anu Gary, Administrative Services Manager

Staff present via teleconference:

None.

In accordance with Section 11-3-8 (b) of the Code of Alabama (1975), a special meeting was called by a majority of members of the Baldwin County Commission for August 15, 2022, at 11:30 a.m., at the Baldwin County Fairhope Satellite Courthouse, County Commission Conference Room, 1100 Fairhope, Alabama, 36532, in order for the Baldwin County Commission to take the following actions, to-wit:

- [1] Conduct the Baldwin County Appointed Department Heads Meeting.
- [2] Consider and/or authorize any other actions necessary to conduct county business.

Chairman Ball called the meeting to order at 11:30 a.m. After the Invocation by Zach Hood, EMA Director, and the Pledge of Allegiance led by Anu Gary, Administrative Services Manager, the Commission transacted the following business to-wit:

Insert Special Meeting Call Letter into the Record

Motion by Commissioner Charles F. Gruber, seconded by Commissioner Billie Jo Underwood, to insert the **August 15, 2022, Baldwin County Commission Special Meeting Call Letter** into the record.

The motion passed by the following vote:

Aye: 4 - James E. Ball, Matthew P. McKenzie, Billie Jo Underwood, and Charles F. Gruber
Nay: 0
Absent: 0
Abstain: 0

Updates by Appointed Department Heads and General Discussion

Ron Cink, Budget Director/Interim County Administrator, discussed preparations for the next Commission Term 2022-2026 and a list of items for the Commission to submit to the Legislative Delegation to consider. Mr. Cink will provide a list to the Commissioners in the next few weeks and Administration staff will be setting up another special meeting with Commissioners and Department Heads prior to the Commission meeting with the Legislative Delegation in order to review the items and discuss legislative priorities. Mr. Cink will provide a copy of the previous legislative items list to Department Heads before a new list is compiled.

Joey Nunnally, County Engineer, discussed his speaking engagement regarding Hurricane Sally at the ACCA Conference next week, attending a RESTORE meeting last week, and added Governor Ivey would like to attend the ribbon cutting ceremony at the new boat launch in Orange Beach. Mr. Nunnally further discussed the boat launch being finished in the next few weeks, and Taylor Bufkin, Public Information Communication Specialist, setting up the ribbon cutting event and informing everyone of the date with the first part of September being the tentative time.

Cian Harrison, Clerk/Treasurer, discussed finalizing the ERAP program, attending meetings in Mobile last week, staff sending information from the meetings to Commissioners as soon as possible, CDBG grants, GASB 87 implementation with lease agreements, staff working on electronic vendor payments process with training scheduled, fixed assets physical inventories with two still needing to be completed, FY2021 audit not being completed at this time but auditors are working on it, FY2022 audit process is beginning, and information regarding ARPA funds.

Commissioner Underwood requested that staff keep Commissioners in the loop regarding grant opportunities and said communication is vital for Commissioners to be in the know of things that are going on. Commissioner Underwood said she attended a meeting with Sonny Brasfield with ACCA, and it was discussed that the Commissioners should be at the table when things are discussed. Mr. Brasfield would like to meet with the Baldwin County Commission on August 31, 2022, at 1:00 p.m. in the Administration Building in Bay Minette. All Commissioners and appointed Department Heads should be present at this meeting to discuss grants, ARPA funding, and how ARPA funds can be used.

Chairman Ball discussed the Grants Committee reviewing a list of items ARPA monies could be used for and said he would like to make the list of items public so that everyone can see it. Baldwin County has \$43 million dollars of ARPA money, and he cannot see spending half of the money on employees. Chairman Ball said he wants to go over the list carefully and see what the money can be spent on, and the Commissioners should be at the table when it is decided how the ARPA monies will be spent.

Discussion followed regarding whether or not there is a need for a grants committee, the purpose and role of the grants committee, the list of items ARPA monies could be used for, the role of the grants committee being for the County leadership to put their heads together to discuss items before they were taken to the Commissioners to review, and the document containing the list of various items being fluid with items moving on the list based on priority and eligibility for ARPA funds.

Commissioner Underwood reiterated the importance of the Commissioners being involved in discussions related to the use of ARPA funds.

Commissioner McKenzie said he would like to have a grants committee and added grants are tough and there is nothing wrong with having a committee that meets and present ideas to the Commission.

Chairman Ball said Commissioner McKenzie can submit an agenda item the Commission can vote on regarding the grants committee, to which Commissioner McKenzie replied he does not wish to do that at this time.

Further discussion took place regarding administration of grants, the grants committee, the need to revisit the list of items and prepare for the meeting with Ms. Brasfield on August 31st regarding ARPA funds, the Temporary Premium Pay (TPP) program, what other counties are doing with their ARPA funds, the grants committee presenting the TPP program to the Commissioners with no mention of the total cost of \$21 million dollars.

Chairman Ball and Commissioner Underwood discussed the Commissioners not understanding at the time that \$21 million dollars of the ARPA funds would be spent on the employees, how the Grants Committee determined that it would be a good idea and what the logic and reason was given by the Grants Committee to give away \$21 million dollars.

Ms. Harrison discussed how the Grants Committee came to the conclusion of giving the money to the employees being due to budget discussions and inflation. TPP was brought up in the Grants Committee meetings with Department Heads discussing if the ARPA funds could be used for employee retention. After discussion of the matter throughout the meeting, and it was decided that a recommendation would be submitted by the Grants Committee to the Personnel Department for an agenda item to be discussed and considered by the Commission.

Further discussion followed regarding the how the specific amounts were discussed, how decisions regarding the TPP terms and amounts came about with Deidra Hanak, Personnel Director, figuring out the amounts based on the Grants Committee's recommendation, confusion regarding the program terms and amounts not being intentional and it being possible for a compromise and a solution to be

found, ways to resolve the matter, amounts listed in the agenda item where the TPP was approved in June, the Commissioners not understanding at the time that the total cost for TPP would be \$21 million dollars, TPP payments and other federal assistance due to the Covid-19 pandemic, inflation and what causes it, the Commission paying ACCA \$1.4 million dollars for assistance regarding ARPA funds and ACCA should be made accountable, and options to reduce the \$21 million dollars at this time.

Commissioner McKenzie said he would like to keep the TPP for at least a year.

Commissioner Underwood said she would like to end the TPP in September 2022 or at latest end the TPP in December 2022. The ARPA funds could be used in the budget to do things the departments want to accomplish and do.

Ms. Hanak suggested doing the payments quarterly, ending the program at the end of 2023, which would equal to the same amount if the monthly payments ended in December 2022. Further discussion followed regarding various options in ending the TPP.

Eddie Harper, Building Official; Ron Ballard, JDC Director; and Zach Hood, EMA Director, recommended ending the program in December 2022.

Brian Peacock, CIS Director; and Joey Nunnally, County Engineer, recommended quarterly payments.

Ron Cink, Budget Director/Interim County Administrator, recommending ending the TPP in September but added he also likes the quarterly payments idea.

Cian Harrison, Clerk Treasurer, recommended ending the TPP in December but said other options can be considered as well.

Terri Graham, Environmental Director, recommended ending TPP in December.

Chairman Ball said the Commission can bring the resolution terminating the TPP back during tomorrow's regular meeting or even at today's special meeting.

Motion by Commissioner Charles F. Gruber, seconded by Commissioner Billie Jo Underwood, terminate the Temporary Premium Pay Program at the end of December 2022, and continue the temporary premium pay payments monthly until December 31, 2022.

The motion passed by the following vote:

Aye: 3 - James E. Ball, Billie Jo Underwood, and Charles F. Gruber

Nay: 1 - Matthew P. McKenzie

Absent: 0

Abstain: 0

RECESS

The Chairman recessed the meeting at 1:10 p.m.

The meeting reconvened at 1:19 p.m.

Updates by Appointed Department Heads and General Discussion – Cont.

Terri Graham, Environmental Director, discussed recycling stations to be donated to the County by Novelis and getting information from departments by the end of this week regarding how many containers each facility will need. Ms. Graham further discussed grant funding for projects.

Eddie Harper, Building Official, handed out **Building Department Update** and gave a brief update on the Building Inspection Department.

Commissioner Underwood discussed the planning districts in the County and possible issues with several districts within the County that have different rules.

Chairman Ball asked Ron Cink, Budget Director/Interim County Administrator, and Anu Gary, Administrative Services Manager, to show him how to use Granicus software to review agenda items. Chairman Ball noted departments must submit items by the agenda deadline in order for Administration staff to publish the agenda by Wednesday. The Commissioners must have enough time to review the agenda before the meeting. Chairman Ball added if departments have consent agenda items there is no need for staff to come to the Commission meetings if nothing must be discussed.

Commissioner Underwood thanked everyone in attendance and said she has wanted to meet for a long time. Commissioner Underwood requested to receive an email notification when department heads will be off so that her assistant can place the dates in the calendar.

Chairman Ball said he also uses his calendar to see which employees are off so that he does not call an employee if they are on leave. He added it is crucial to have an email to the Commissioner so that the administrative assistants can place the leave dates on the calendars.

Commissioner Underwood discussed strategic plan updates, noting she is hundred percent for the strategic plan but needs more updates on the progress than what she is receiving now. Communication is vital, the Commissioners approve things based on the recommendations staff makes. Commissioner Underwood would like for the department heads to talk to the Commissioners and everyone to do a better job at communicating.

Brian Peacock, CIS Director, reminded everyone about the app that was developed for the strategic plan updates. The app can be used by departments to update the strategic plan and for everyone to review the plan for any updates that have been added.

Further discussion followed regarding holding quarterly department head meetings which include strategic plan update each time, broadband survey which is available from ACCA, the need for the Commission to refocus on broadband, there being a lot of areas still that are not served.

PUBLIC COMMENT

None.

PRESS QUESTIONS

None.

COMMISSIONER COMMENTS

None.

ADJOURNMENT

Motion by Commissioner Billie Jo Underwood, seconded by Commissioner Matthew P. McKenzie, to adjourn the August 15, 2022, Baldwin County Commission Special (Appointed Department Heads) Meeting at 1:48 p.m.

The motion passed by the following vote:

Aye: 4 - James E. Ball, Matthew P. McKenzie, Billie Jo Underwood, and Charles F. Gruber

Nay: 0

Absent: 0

Abstain: 0

The Baldwin County Commission Special Meeting adjourned at 1:48 p.m.

A handwritten signature in black ink, appearing to read "James E. Ball". The signature is stylized with a large, looped initial "J" and a prominent "B".



COUNTY COMMISSION BALDWIN COUNTY

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(251) 580-2500 Fax

www.baldwincountyal.gov

MEMBERS

District 1. James. E. Ball
2. Matthew P. McKenzie
3. Billie Jo Underwood
4. Charles F. Gruber

August 2, 2022

Mr. Ronald J. Cink
Budget Director
Baldwin County Commission
312 Courthouse Square, Suite 12
Bay Minette, Alabama 36507

Dear Mr. Cink:

Pursuant to Section 11-3-8 (b), Code of Alabama 1975, "A county commission may schedule a special meeting [of the Baldwin County Commission] when determined necessary in writing by a majority of the members of the commission, or in the case of an emergency, upon call of the chair."

Therefore, taking into account the aforementioned, coupled with the fact that this request is not styled an emergency, please be advised that a majority of members of the Baldwin County Commission have determined in writing and by this instrument that it is necessary to conduct a Special Meeting of the Baldwin County Commission for the date/time/place as follows:

Monday, August 15, 2022

11:30 a.m.

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

Purpose for Special Meeting:

- [1] Conduct the Baldwin County Appointed Department Heads Meeting.
- [2] Consider and/or authorize any other actions necessary to conduct county business.

Please make the necessary arrangements for the conduct of the Special Meeting.

Sincerely,


Commissioner James E. Ball, Chairman


Commissioner Matthew P. McKenzie


Commissioner Billie Jo Underwood


Commissioner Charles F. Gruber, Vice Chairman

8/15/22
BCC Special Mtg.
Appointed Dept. Heads
Mtg.
Handout from
Eddie Harper



BALDWIN
— COUNTY, ALABAMA —

Building Department Update



BALDWIN

COUNTY,
ALABAMA

Building Department

Permits Issued

	FY 2020 - 2021	FY 2021 - 2022
October	544	607
November	606	517
December	720	465
January	765	612
February	679	670
March	785	715
April	726	713
May	589	921
June	743	798
July	545	655
August	558	
September	556	
TOTALS	7816	6673



BALDWIN COUNTY, ALABAMA

Building Department

Revenue: Permit Fees

	FY 2020 - 2021	FY 2021 - 2022
October	\$44,731.16	\$169,797.15
November	\$161,594.03	\$107,381.77
December	\$104,109.46	\$81,406.08
January	\$101,164.72	\$137,539.85
February	\$127,722.18	\$147,290.94
March	\$130,471.67	\$128,328.54
April	\$115,245.29	\$137,860.31
May	\$87,285.47	\$186,830.35
June	\$116,906.36	\$198,569.79
July	\$88,482.70	\$107,157.75
August	\$93,585.46	
September	\$187,429.81	
TOTALS	\$1,358,728.31	\$1,402,162.53



BALDWIN COUNTY, ALABAMA

Building Department

Inspections Completed*

*Reflects inspections completed digitally within Citizenserve; does not include inspections completed on paper

	FY 2020 - 2021	FY 2021 - 2022
October	all on paper	782
November	73	711
December	161	855
January	199	770
February	339	796
March	480	946
April	557	931
May	484	976
June	631	1058
July	551	916
August	805	
September	697	
TOTALS	4977	8741



BALDWIN

COUNTY,
ALABAMA

Building Department

- **Foley Office**
 - Recently completed renovation
 - Enclosed conference room
 - Created office for three inspectors
 - Built-in counter/desk for front office
- **Robertsdale Office**
 - Recently opened in June
 - One Inspector and one Permit Technician
- **Fairhope Office**
 - No Changes
 - Very few walk-in customers
- **Bay Minette Office**
 - Open on Wednesdays only
 - Very few walk-in customers



BALDWIN COUNTY, ALABAMA

Building Department

- AL SB107 / Act No. 2021-297
 - July 26, 2023 - Agreements must be in place
 - Inspector position available if needed