



# Baldwin County Commission

## Legislation Text

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**File #:** 20-0692, **Version:** 1

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**Meeting Type:** BCC Regular Meeting  
**Meeting Date:** 2/4/2020  
**Item Status:** New  
**From:** Joey Nunnally, P.E., County Engineer  
**Submitted by:** Lisa Sangster, Administrative Support Specialist IV

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### **ITEM TITLE**

Refund Application Fee for Randolph Drive Vacation Request

### **STAFF RECOMMENDATION**

Authorize staff to refund the application fee in the amount of \$300.00 received from Margaret Craddock for the Randolph Drive Vacation request.

### **BACKGROUND INFORMATION**

**Previous Commission action/date:** N/A

**Background:** Documentation for the Randolph Vacation request is incomplete so a refund for the application fee will be sent to Ms. Craddock.

This item was discussed during the January 16, 2020 Road and Bridge meeting.

### **FINANCIAL IMPACT**

**Total cost of recommendation:** \$300.00

**Budget line item(s) to be used:** Fund 111

**If this is not a budgeted expenditure, does the recommendation create a need for funding?**  
N/A

### **LEGAL IMPACT**

**Is legal review necessary for this staff recommendation and related documents?**  
N/A

**Reviewed/approved by:** N/A

**Additional comments:** N/A

**ADVERTISING REQUIREMENTS**

**Is advertising required for this recommendation?** N/A

**If the proof of publication affidavit is not attached, list the reason:** N/A

**FOLLOW UP IMPLEMENTATION**

**For time-sensitive follow up, select deadline date for follow up:** N/A

**Individual(s) responsible for follow up:** Administration prepare correspondence notifying Ms. Craddock of Commission action taken. Accounting prepare a refund check in the amount of \$300.00 payable to Ms. Craddock.

**Action required (list contact persons/addresses if documents are to be mailed or emailed):**

Send correspondence to:

Ms. Margaret Craddock  
1749 Harbert Avenue  
Memphis, Tennessee 38104-5113

**Additional instructions/notes:** N/A