



## COUNTY COMMISSION

BALDWIN COUNTY  
312 Courthouse Square, Suite 12  
BAY MINETTE, ALABAMA 36507  
(251) 937-0264  
Fax (251) 580-2500  
[www.baldwincountyal.gov](http://www.baldwincountyal.gov)

MEMBERS  
DISTRICT 1. JAMES E. BALL  
2. MATTHEW P. MCKENZIE  
3. BILLIE JO UNDERWOOD  
4. CHARLES F. GRUBER

February 24, 2023

Ms. Judy A. Newcomb  
Murchison & Newcomb, L.L.C.  
Post Office Box 2149  
Foley, Alabama 36536

**RE: Revenue Commission - Engagement Agreement with Murchison & Newcomb, L.L.C. for Legal Services**

Dear Ms. Newcomb:

The Baldwin County Commission, during its regularly scheduled meeting held on February 24, 2023, approved and authorized me, as Chairman, to execute an *Engagement Agreement* between the Baldwin County Commission and Murchison & Newcomb, L.L.C. to represent the Baldwin County Revenue Commission on matters including but not limited to property tax appeals at a billable rate of \$225.00 per hour.

This *Agreement* hereby supersedes and replaces in its entirety the *Engagement Agreement* between the Baldwin County Commission and Murchison & Newcomb, L.L.C. previously approved April 7, 2020, and shall commence upon full execution and approval by the Baldwin County Commission and terminate at any time with or without cause by written notification.

Please find **enclosed a fully executed copy** of the *Agreement* for your files.

If you have any questions or need further assistance, please do not hesitate to contact me or Teddy J. Faust, Jr., Revenue Commissioner, at (251) 937-0264.

Sincerely,

CHARLES F. GRUBER, Chairman  
Baldwin County Commission

CG/jb Item CJ2

cc: J. Bradford Boyd Hicks  
Revenue Commissioner, Teddy J. Faust, Jr.  
Joseph Davis

ENCLOSURE(S)

**MURCHISON & NEWCOMB, L.L.C.**

**Attorneys At Law**

MARY E. MURCHISON  
JUDY A. NEWCOMB

216 West Laurel Avenue  
P.O. Box 2149  
Foley, Alabama 36536

Telephone: (251) 955-1591  
Facsimile: (251) 955-1596

January 10, 2023

Commissioner Teddy J. Faust, Jr.  
Baldwin County Revenue Commissioner  
P.O. Box 1389  
Bay Minette, Alabama 36507  
Email: [TFaust@baldwincountyal.gov](mailto:TFaust@baldwincountyal.gov)

Dear Commissioner Faust:

It has been a pleasure representing your office for the last three years. I look forward to continuing to represent you.

The below represents an engagement letter with the firm of Murchison and Newcomb, LLC. Based upon our conversations you are wanting to engage our services to represent the Baldwin County Revenue Commission Office regarding the appeal of property tax assessments by property owners and other general matters associated with the Baldwin County Revenue Commission Office.

This letter will be the engagement agreement for our firm to represent the Baldwin County Revenue Commission Office on matters related to the Baldwin County Revenue Commission Office, including but not limited to property tax appeals.

In consideration of our services we have agreed our billable rate will be **\$225.00** per hour for professional services rendered plus reasonable expenses on matters presented to our firm by the Baldwin County Revenue Commission Office for representation. Our firm does not bill in less than 10-minute increments.

If the services of a paralegal are required, we will clear that prior to any work or billing. We will submit a bill to you approximately every ninety days. Expenses will be separately stated on the bill and our fees will be charged as indicated. Our billing

statements are due and payable upon presentation and are overdue if not paid by the end of the month.

In the course of rendering services to you, it may be necessary for us to incur expenses for items such as filing and recording fees, court costs, survey fees, appraisal fees, publication fees, deposition transcripts, computerized legal research, notary service, overnight or special delivery service, postage, photocopying, facsimile transmissions, telephone calls, travel, lodging, meals, and overtime for firm secretarial and other staff services. Whenever possible we will attempt to review any expenses with you prior to incurring them.

As you are aware our firm has other clients and we will conduct routine conflict checks in matters that involve individual citizens. If a conflict should arise, we will notify you of the conflict so that you may seek other representation on that matter.

You may terminate this agreement at any time with or without cause by notifying us in writing of your desire to do so. Upon receipt of the notice to terminate representation, we will immediately cease work on all Baldwin County Revenue Commission Office matters and seek permission to withdraw from any pending Court matter. To the extent permitted by rules of professional responsibility and the court, we may terminate our representation at any time if you breach any material term of this agreement, fail to cooperate or follow our advice on a material matter, if a conflict of interest develops or is discovered, or if there exists, at any time, any fact or circumstance that would, in our opinion, render our continuing representation unlawful, unethical, or otherwise inappropriate.

We will return to you any original documentation we may have secured from you as they are no longer needed during our representation of you. We will retain any files involving our representation of you, in a digital format, for a period of 6 years after the file is closed. At the expiration of the 6-year period, we will destroy these files unless you notify us in writing that you wish to take possession of them. We reserve the right to charge administrative fees and costs associated with researching, retrieving, copying and delivering such files.

If you have any questions regarding this letter or the progress of individual cases, please contact me.

I look forward to continue representing you with the legal matters at the Baldwin County Department of Revenue.

This agreement shall be effective upon acceptance by you as indicated below. However any work performed in representing the Baldwin County Revenue Department beginning in January of 2023 shall be billed at the rate set forth herein.

Respectfully,



Judy A. Newcomb

On behalf of:

Murchison and Newcomb, LLC

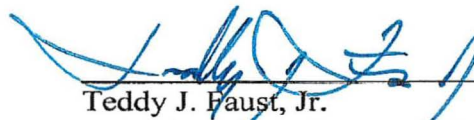
P.O. Box 2149

Foley, Alabama 36536

(251) 955-1591

Email: [info@murchisonandnewcomb.com](mailto:info@murchisonandnewcomb.com)

Acknowledged and Terms Accepted this the 17<sup>th</sup> day of January, 2023.



Teddy J. Faust, Jr.

Baldwin County Revenue Commissioner

Acknowledged and Terms accepted this the 24<sup>th</sup> day of February, 2023

BALDWIN COUNTY COMMISSION

By: 

Its: Chairman

Attest:

By: 

Its: County Administrator

