



Baldwin County Commission  
Work Session and Regular  
Meeting Minutes

Tuesday, November 19, 2024

Baldwin County Fairhope Satellite Courthouse, County Commission Meeting Chambers – 2nd Floor  
1100 Fairhope Avenue, Fairhope, Alabama 36532

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[Supporting documentation for the minutes can be viewed in the File ID link of each item.](#)

## **PRE-MEETING WORK SESSION (9:00 AM)**

**Present:** 3 - Commissioner James E. Ball, Commissioner Matthew P. McKenzie, and Commissioner Charles F. Gruber

**Absent:** 1 - Commissioner Billie Jo Underwood

Also present were Roger Rendleman, County Administrator, and Brad Hicks, County Attorney.

The Baldwin County Commission met for a work session (pre-Commission meeting) on November 19, 2024, at 9:00 a.m. in the Baldwin County Fairhope Satellite Courthouse, County Commission Meeting Chambers.

## **WELCOME, INVOCATION AND PLEDGE OF ALLEGIANCE**

The Chairman called the meeting to order at 9:00 a.m. Following the Invocation by Commissioner Gruber, the Pledge of Allegiance was led by Commissioner Ball.

## **REVIEW OF ITEMS AND SETTING OF THE CONSENT AGENDA**

Review and discussion of items on the Regular meeting agenda. The Commission will set the Consent Agenda for the Regular meeting, determining the order of items for consideration with any additions, removals and/or replacements as presented.

**CO2** - Replacement Item due to the staff recommendation being revised to further clarify that the Crossroads Volunteer Fire Department will provide all materials for the project.

**GA1** and **GA2** - It was decided that Addendum Items GA1 and GA2 would be moved to the Consent Agenda.

## **COMMISSIONER REQUESTS**

Chairman McKenzie requested the Commission consider a reclassification of the Commission Executive Assistant positions to be salaried positions due to the occasional need to attend meetings or events with Commissioners if needed.

Deidra Hanak, Personnel Director, said she would review the job description and compare it to the Fair Labor Standards guidelines for classifying as salaried employees.

Commissioner Ball discussed the upcoming Thanksgiving holiday and the Courts closing at Noon on Wednesday, November 27, and recommended the Commission follow this holiday schedule and close the Courthouses. Commissioner Ball said he will confirm if this aligns with the State's holiday schedule.

## **SENIOR STAFF REPORTS**

Mr. Rendleman discussed Item CA6 - Intergovernmental Agreement for Public Library System to Provide Shared Services in Baldwin County and the transition from the Baldwin County Library Cooperative to the Baldwin County Public Library System (BCPLS). Mr. Rendleman introduced Mr. Jarrod Cunningham, General Services Manager, and Wendy Congiardo, a part-time Library Services Coordinator, who will be providing support for the BCPLS joint services to municipal libraries in Baldwin County.

Jessica Mayo, Transportation Planner with the Eastern Shore Metropolitan Planning Organization (ESMPO) and Baldwin County Safe Routes to School Coordinator, provided a presentation on the Safer Routes to School National Program and highlights of the recent International Walk and Roll to School Day on October 2, 2024.

Mark Acreman, Assistant County Engineer, thanked Ms. Mayo for her hard work in increasing the participation for these events.

## **COUNTY ATTORNEY'S REPORT**

Brad Hicks, County Attorney, said there are three items for the Commissioners to discuss in an executive session.

## **ADJOURNMENT OF PRE-MEETING WORK SESSION**

Mr. Hicks recommended the Commission adjourn the meeting and convene in an executive session to discuss the general reputation and character, physical condition, professional competence, or mental health of individuals; and to discuss with their attorney the legal ramifications of and legal options for pending litigation, controversies not yet being litigated but imminently likely to be litigated or imminently likely to be litigated if the governmental body pursues a proposed course of action.

Mr. Hicks said he is an attorney licensed to practice law in the State of Alabama and this exception is applicable to the planned discussion.

Mr. Hicks added the executive session is also to discuss the consideration the governmental body is willing to offer or accept when considering the purchase, sale, exchange, lease, or market value of real property; and to discuss preliminary negotiations involving matters of trade or commerce in which the governmental body is in competition with private individuals or entities or other governmental bodies in Alabama or in other states or foreign nations or to discuss matters or information of the character defined or described in the Alabama Trade Secrets Act.

Mr. Hicks made an oral declaration that he is involved in the recruitment or has personal knowledge that the discussion would involve matters or information that would have a detrimental effect on the competitive position of the County to the negotiations or upon the location, retention, expansion or upgrading of business in the area served by the Baldwin County Commission if disclosed outside of an executive session.

Motion by Commissioner James E. Ball, seconded by Commissioner Charles F. Gruber, in accordance with Code of Alabama Section 36-25A-7, to adjourn into an executive session at 9:23 a.m. to:

- 1) Discuss the general reputation and character, physical condition, professional competence, or mental health of individuals, or, subject to the limitations set out herein, to discuss the job performance of certain public employees; and
- 2) to discuss with their attorney the legal ramifications of and legal options for pending litigation, controversies not yet being litigated but imminently likely to be litigated or imminently likely to be litigated if the governmental body pursues a proposed course of action; and
- 3) to discuss the consideration the governmental body is willing to offer or accept when considering the purchase, sale, exchange, lease, or market value of real property; and
- 4) to discuss preliminary negotiations involving matters of trade or commerce in which the governmental body is in competition with private individuals or entities or other governmental bodies in Alabama or in other states or foreign nations or to discuss matters or information of the character defined or described in the Alabama Trade Secrets Act.

The motion passed by the following vote:

**Aye:** 3 - James E. Ball, Matthew P. McKenzie, and Charles F. Gruber  
**Nay:** 0  
**Absent:** 1 - Billie Jo Underwood  
**Abstain:** 0

Chairman McKenzie said the November 19, 2024, Baldwin County Commission Work Session meeting will not reconvene.

The November 19, 2024, Baldwin County Commission Work Session meeting adjourned at 9:23 a.m.

## **REGULAR MEETING (10:00 AM)**

**Present:** 3 - Commissioner James E. Ball, Commissioner Matthew P. McKenzie, and Commissioner Charles F. Gruber

**Absent:** 1 - Commissioner Billie Jo Underwood

Also present were, Roger Rendleman, County Administrator, and Brad Hicks, County Attorney.

## **WELCOME, INVOCATION AND PLEDGE OF ALLEGIANCE**

The Chairman called the meeting to order at 10:02 a.m. Following the Invocation by Pastor Buddy Hanson with Barnwell Baptist Church, and the Pledge of Allegiance led by Chairman McKenzie, the Commission transacted the following business to-wit:

### **A ADOPTION OF MINUTES**

Motion by Commissioner Charles F. Gruber, seconded by Commissioner James E. Ball, to adopt the minutes of the November 5, 2024, Baldwin County Commission Regular meeting.

The motion passed by the following vote:

**Aye:** 3 - James E. Ball, Matthew P. McKenzie, and Charles F. Gruber

**Nay:** 0

**Absent:** 1 - Billie Jo Underwood

**Abstain:** 0

### **B COMMITTEE REPORTS**

#### **BA FINANCE/ADMINISTRATION DIVISION**

##### **BA1 Payment of Bills**

[25-0176](#)

Motion by Commissioner James E. Ball, seconded by Commissioner Charles F. Gruber, to approve payment of the bills and distribution of taxes which are listed in the Baldwin County Accounts Payable Payments.

The motion passed by the following vote:

**Aye:** 3 - James E. Ball, Matthew P. McKenzie, and Charles F. Gruber

**Nay:** 0

**Absent:** 1 - Billie Jo Underwood

**Abstain:** 0

No action taken.

**C CONSENT**

Motion by Commissioner Charles F. Gruber, to approve the Consent Agenda.

Commissioner Ball noted he would like to add Resolution #2025-045 regarding the closure of Baldwin County Commission facilities beginning at Noon on Wednesday, November 27, 2024, and Monday December 23, 2024, to give employees extra time off during the holidays to spend with their families, to the Consent Agenda.

Discussion took place regarding the additional holiday closures. It was decided to add the adoption of Resolution #2025-045 - Authorizing the Closure of County Facilities on Wednesday, November 27, 2024, and Monday, December 23, 2024, to the Consent Agenda.

Commissioner Ball noted Addendum Items GA1 and GA2 have been added to the Consent Agenda as discussed during the work session.

Commissioner Ball seconded the motion to approve the Consent Agenda.

The motion passed by the following vote:

**Aye:** 3 - James E. Ball, Matthew P. McKenzie, and Charles F. Gruber

**Nay:** 0

**Absent:** 1 - Billie Jo Underwood

**Abstain:** 0

**CA ADMINISTRATION**

**CA1** Case No. LV-24018 - Alcohol License Application for Alabama Veterans of Foreign Wars of the United States Inc. d/b/a Kichler Pippen VFW Post 5658

[25-0186](#)

Approve the transfer and issuance of 031 - Club Liquor - Class 1 license by the Alabama Alcoholic Beverage Control (ABC) Board from VFW and Auxiliary Inc Kichler Pippen Post 5658 to Alabama Veterans of Foreign Wars of the United States Inc d/b/a Kichler Pippen VFW Post 5658 located at 24230 U.S. Highway 98, Elberta, Alabama 36530.

**CA2** Case No. LV-24019 - Alcohol License Application for Fouzan 2134 Inc d/b/a Country Convenience

[25-0187](#)

Approve the transfer and issuance of 050 - Retail Beer (Off Premises Only) and 070 - Retail Table Wine (Off Premises Only) license by the Alabama Alcoholic Beverage

Control (ABC) Board from Jo's Country Store LLC d/b/a Jo's Country Store LLC to Fouzan 2134 Inc d/b/a Country Convenience, located at 19511 County Road 64, Robertsdale, Alabama 36567.

**CA3** Case No. LV-24020 - Alcohol License Application for Fouzan 2134 Inc d/b/a SS Package Store

[25-0190](#)

Approve the issuance of 011 - Lounge Retail Liquor - Class II (Package) license by the Alabama Alcoholic Beverage Control (ABC) Board for Fouzan 2134 Inc d/b/a SS Package Store, located at 19511 County Road 64, Suite A, Robertsdale, Alabama 36567.

**CA4** Gateswood Volunteer Fire Department Annual Christmas Parade

[25-0192](#)

Approve the parade route and request to close County Road 112 in the Gateswood Community for the Gateswood Volunteer Fire Department's Annual Christmas Parade on December 7, 2024, beginning at 11:30 a.m.

**CA5** Hope Community "Our Roots Run Deep" 5K Fun Run

[25-0015](#)

Approve the requested route for the Hope Community's Our Roots Run Deep 5K Fun Run in the Fairhope area on Saturday, January 4, 2025, beginning at 8:00 a.m.

**CA6** Intergovernmental Agreement for Public Library System to Provide Shared Services in Baldwin County

[25-0237](#)

Approve a revised Intergovernmental Agreement between the Baldwin County Commission and the municipal library boards in Baldwin County, for the County Commission to facilitate the joint library services system for the municipal libraries in Baldwin County.

This Agreement supersedes and makes null and void the previous agreement between the County Commission and the municipal library boards, approved on June 18, 2024.

**CA7** Intergovernmental Service Agreements with Municipalities for the Use of Voting Machines for Municipal Elections

[25-0232](#)

Take the following actions:

- 1) Adopt Resolution #2025-034 of the Baldwin County Commission, as authorized by Code of Alabama 1975, Section 11-102-1, providing for a determination by the Baldwin County Commission to enter into an Intergovernmental Service Agreement with municipalities in Baldwin County, Alabama, to allow the municipalities to use the County's voting machines and the services of the County Voting Machine Custodian and employees for municipal elections; and

2) Authorize the Chairman to execute an Intergovernmental Service Agreement with Baldwin County municipalities utilizing County-owned voting machines:

City of Bay Minette  
City of Daphne  
Town of Elberta  
City of Fairhope  
City of Foley  
City of Gulf Shores  
City of Loxley  
Town of Magnolia Springs  
City of Orange Beach  
Town of Perdido Beach  
City of Robertsdale  
Town of Silverhill  
City of Spanish Fort  
Town of Summerdale

The term of this Agreement shall be for three (3) years from its effective date.

**CA8** Sale of Vehicle on GovDeals.com

[25-0203](#)

Approve the sale of 2010 Mercury Mariner VIN #4M2CN8BG9AKJ26834 (81,617 miles) on GovDeals.com through the Clerk/Treasurer and authorize funds from the sale of the vehicle to be deposited into the General Fund.

**CA9** Space Allocation in County Facilities - Fairhope Satellite Courthouse, Fairhope, Alabama

[25-0210](#)

Pursuant to the authority granted the Baldwin County Commission at §11-3-11 (a) (1) of the Code of Alabama 1975 and Section 6 of Act No. 239 (1931), as amended, and without limitation, adopt Resolution #2025-008 of the Baldwin County Commission, which authorizes the space allocation and offices applicable to the Fairhope Satellite Courthouse, located at 1100 Fairhope Avenue, Fairhope, Alabama.

(Resolution #2025-008 repeals Resolution #2023-062, adopted by the Baldwin County Commission on March 21, 2023.)

**CA10** Space Allocation in County Facilities - Oak Street Complex and Baldwin County Annex I Building Located in Bay Minette, Alabama

[25-0043](#)

Pursuant to the authority granted the Baldwin County Commission at §11-3-11 (a) (1) of the Code of Alabama 1975 and Section 6 of Act No. 239 (1931), as amended, and without limitation, take the following actions:

1) Adopt Resolution #2025-014 of the Baldwin County Commission, which authorizes the space allocation and offices applicable to the Oak Street Complex located at 203 Oak Street, Bay Minette, Alabama.

(Resolution #2025-014 repeals Resolution #2022-074, adopted by the Baldwin County Commission on April 19, 2022); and

2) Adopt Resolution #2025-015 of the Baldwin County Commission, which authorizes the space allocation and offices applicable to the Baldwin County Annex I Building located at 312 Courthouse Square, Bay Minette, Alabama.

(Resolution #2025-015 repeals Resolution #2022-075, adopted by the Baldwin County Commission on April 19, 2022)

**CA11** The Public Building Authority of Baldwin County, Alabama - Board Reappointment [25-0150](#)

Related to The Public Building Authority of Baldwin County, Alabama, reappoint Mr. Locke Williams for a six (6) year term, said term commencing November 21, 2024, and expiring November 21, 2030.

**CD BALDWIN REGIONAL AREA TRANSIT SYSTEM (BRATS)**

**CD1** Auction of Nine (9) Baldwin Regional Area Transit System Vehicles on GovDeals.com [25-0178](#)

Approve Baldwin Regional Area Transit System (BRATS) through the Clerk/Treasurer, to auction nine (9) BRATS vehicles listed below on GovDeals.com at a minimum bid price of \$1,500.00 with allowable bids in \$100.00 increments. These public transit vehicles were funded with Section 5311 Rural Transportation Grant Funds.

2017	Ford E-450	VIN# 1FDFE4FS0HDC01456	Mileage: 228,619
2012	Dodge Caravan	VIN# 2C4RDGBG8CR225792	Mileage: 101,216
2017	Ford E-450	VIN# 1FDFE4FS1HDC01448	Mileage: 206,722
2016	Ford E-450	VIN# 1FDFE4FS6GDC05459	Mileage: 234,826
2016	Ford E-450	VIN# 1FDFE4FS3GDC05452	Mileage: 228,173
2017	Ford E-450	VIN# 1FDFE4FS3HDC01452	Mileage: 210,693
2013	Ford E-450	VIN# 1FDFE4FS4DDA93319	Mileage: 243,100
2015	Ford E-550	VIN# 1FDGF5GY3FEA15928	Mileage: 116,355
2015	Ford E-450	VIN# 1FDFE4FS6FDA03252	Mileage: 191,893

**CD2** Auction of Two (2) Baldwin Regional Area Transit System Vehicles on GovDeals.com [25-0184](#)



Approve Baldwin Regional Area Transit System (BRATS) through the Clerk/Treasurer, to auction two (2) BRATS vehicles listed below on GovDeals.com at a minimum bid price of \$500.00 with allowable bids in \$100.00 increments.

2017	Ford E-450	VIN# 1FDFF4FS1HDC68468	Mileage: 139,594
2011	Dodge Caravan	VIN# 2D4RN4DG3BR669320	Mileage: 138,123

**CE BUDGET/PURCHASING**

**CE1** Agreement for the Purchase of Axon Enterprise, Inc. TASER Energy Weapons for the Baldwin County Sheriff's Office [25-0209](#)

Take the following actions:

- 1) Approve the Agreement between the Baldwin County Commission, Baldwin County Sheriff's Office and Axon Enterprise, Inc., for the purchase of TASER hardware, accessories, warranty and services in the total amount of \$1,545,588.00 which will be paid over a three (3) year period; and
- 2) Authorize the Chairman to execute the Agreement.

Contract is effective for three (3) years from date of execution and will automatically renew for an additional two (2) years with an option to cancel with thirty (30) written notice by either party.

The Tasers are being purchased via the Sourcewell National Purchasing Contract.

**CE2** Baldwin County Resurfacing Projects 2024: Group #1RA/BCR-2024-1RA [25-0229](#)

Award the bid for Baldwin County Resurfacing Projects 2024: Group #1RA/BCR-2024-1RA to the lowest bidder, Ammons & Blackmon Construction, LLC, Bid Amount \$429,213.00 for Alternative 2 (All labor only); Construction Time: 30 working days; and authorize the Chairman to execute the Contract.

**CE3** Competitive Bid #WG25-01 - On-Call Fiber Optic Installation and Repair Services for the Baldwin County Commission [25-0177](#)

Award Bid #WG25-01 to the lowest bidder, B & L Cable Construction, LLC, for On-Call Fiber Optic Installation and Repair Services per the Award Listing and authorize the Chairman to execute the Contract. Contract effective upon the same date as full execution for twelve (12) months with an option to issue two (2) twelve (12) month renewals.

**CE4** Permit Fees for Various Construction Projects Located in Bay Minette, Alabama, for the Baldwin County Commission [25-0208](#)

Approve and authorize the Chairman to execute a letter to the City of Bay Minette requesting the permit fees be waived and allow all inspections to be made by the Baldwin County Building Department for the following construction projects:

- 1) Baldwin County Courthouse Atrium
- 2) Baldwin County Courthouse Sally Port
- 3) Baldwin County Jail Mental Health Renovations
- 4) New District Attorney Building
- 5) Phase II - Baldwin County Sheriff's Office Renovations of Old Bay Minette Police Department
- 6) Renovations of the Baldwin County Courthouse for Circuit Court System

**CE5** Quotes for Cleaning Heating and Air Conditioning Ducts in Baldwin County Central Annex II Building Located in Robertsdale, Alabama

[25-0180](#)

Award the lowest quote to Air Specialty, Inc., in the amount of \$34,279.00 for cleaning the Heating and Air Conditioning Ducts in the Central Annex II building located in Robertsdale, Alabama, and authorize the Chairman to execute the Public Works Contract and Certificate of Compliance.

Contract shall be effective and commence immediately upon the same date as its full execution, and shall terminate upon either the expiration of no more than thirty (30) days after the notice to proceed is issued.

**CE6** Amending Fiscal Year 2024 and Fiscal Year 2025 Budgets to Establish Capital Lease

[25-0200](#)

Take the following actions:

- 1) Adopt Resolution #2025-031 amending Fiscal Year 2024 Budget (Resolution #2023-186 and Resolution #2023-187, adopted on September 28, 2023) in order to both establish Lease Purchase Proceeds in the amount of \$847,824.00 and reallocate \$282,608.00 budgeted Capital Outlay - Computer to Lease Purchase Principal.
- 2) Adopt Resolution #2025-032 amending Fiscal Year 2025 Budget (Resolution #2024-158 and Resolution #2024-159, adopted on September 17, 2024) to reallocate \$282,608.00 budgeted Capital Outlay - Computer to Lease Purchase Principal.

**CE7** Resolution #2025-027 - Amendment to the Fiscal Year 2025 Budget

[25-0126](#)

Adopt Resolution #2025-027 amending the Fiscal Year 2025 Budget (Resolution #2024-159 and Resolution #2024-158, adopted on September 17, 2024) in order to reallocate funding.

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

**CH1** Extension of Contract for Professional Services with David Pimperl to Support IBM I Servers (AS400) for the Baldwin County Commission [25-0194](#)

Extend the Professional Services Contract with David Pimperl for consulting services to assist with the system administration and support of the County's IBM I Servers (AS400), at a cost of \$85 per hour, not to exceed 15 hours per month, for an additional twelve (12) months at the same terms and conditions as stated in the original contract awarded on December 19, 2023.

The contract extension will expire on December 18, 2025.

**CH2** Termination of Oracle E-1 Licensing [25-0211](#)

Authorize the Chairman to execute the Letter of Termination, which terminates the remaining Oracle licenses that are no longer in use by the Commission, effective October 1, 2023.

**CJ ELECTED OFFICIALS**

**CJ1** Sheriff's Office - Memorandum of Understanding with HealthPlan Freedom, Inc. [25-0207](#)

Authorize the Baldwin County Sheriff to execute the Memorandum of Understanding with HealthPlan Freedom, Inc. (HPF) for the terms and conditions governing the Baldwin County Jail Facility's participation in HPF's pre-trial health insurance program for eligible inmates.

HPF will have a 12-month term in which to implement and administer the Program. The term will auto-renew each year unless either party provides at least a 90-day notice prior to the next renewal date. The start date will be the date of HPF receiving an email from the Baldwin County Sheriff agreeing to the terms and conditions outlined in the MOU.

**CK EMERGENCY MANAGEMENT AGENCY (EMA)**

**CK1** Baldwin County Local Emergency Planning Committee - Board Appointment(s) [25-0204](#)

Related to the Baldwin County Local Emergency Planning Committee (LEPC), approve the appointment of Joey Darby as Chairman, as elected by the majority vote by Baldwin County Local Emergency Planning Committee members, for a three (3) year term, said term commencing January 1, 2025, and expiring January 1, 2028.

**CK2** Baldwin County Local Emergency Planning Committee - Purchase from Farm Fresh Meats, Inc. for December Full Body Meeting and Christmas Luncheon [25-0205](#)

Approve the request for the Local Emergency Planning Committee (LEPC) to purchase \$400.00 worth of meat from Farm Fresh Meats, Inc. for the Full Body LEPC meeting and luncheon on December 16, 2024.

**CK3** Baldwin County Pet-Friendly Shelter Rules and Regulations Admission / Liability Form [25-0185](#)

Adopt the Baldwin County Pet-Friendly Shelter Rules and Regulations Admission / Liability Form to enhance the safety and well-being of both pets, staff and general public.

**CK4** Fiscal Year 2025 Joint Funding Agreement with the U.S Department of the Interior U.S. Geological Survey for Gaging Stations [25-0188](#)

Take the following actions:

1) Approve the Joint Funding Agreement with the U.S. Department of Interior in the amount of \$89,670 to be paid by the Baldwin County Commission to allow the U.S. Geological Survey to continue operation and maintenance of continuous-record stage gaging stations at Magnolia River (U.S. Hwy 98 near Foley), Styx River (one (1) at CR 64 near Loxley and one (1) at Seminole), Fish River (one (1) near Marlow and one (1) near Silverhill), and the Intercoastal Waterway at Gulf Shores in Baldwin County Alabama during the period of October 1, 2024 through September 30, 2025; and

2) Authorize the Chairman to sign the Agreement and any related documents.

**CK5** Memorandum of Agreement between Alabama Emergency Management Agency and Baldwin County Emergency Management Agency Regarding Pre-positioned Generators [25-0183](#)

Take the following actions:

1) Approve the Memorandum of Agreement (MOA) between the Alabama Emergency Management Agency (AEMA) and the Baldwin County Commission (Baldwin County Emergency Management Agency(BCEMA)) regarding pre-positioned generators; and

2) Authorize the Chairman to sign the Agreement and any related documents.

The terms of this Agreement will become effective on the date of the signatures of the authorized representatives of all parties. Either party, upon a thirty (30) days written notice to the other party, may terminate this Agreement. Provided, however, that if AEMA finds that the GenSet has not received the proper preventative / operational maintenance, AEMA may request the BCEMA immediately return the GenSet and may terminate the MOA with 3 days' notice.

**CN GRANTS**

**CN1** First Amendment to the Association of County Commissions of Alabama Investing in Alabama Counties Program Maintenance and Support Membership Agreement [25-0228](#)

Approve the First Amendment to the Association of County Commissions of Alabama Investing in Alabama Counties Program Maintenance and Support Membership Agreement for technical and implementation support services for the administration of the County’s award under the American Rescue Plan Act’s State and Local Fiscal Recovery Funds.

The term of such contract is effective on the date of full execution and shall terminate on December 31, 2027.

**CO HIGHWAY**

**CO1** Case No. S-22002 (SFP24-000012) - Pecan Grove Subdivision - Road Acceptance [25-0197](#)

Take the following actions regarding Subdivision Case No. S-22002 (SFP24-000012) - Pecan Grove Subdivision, in Maintenance Area 200:

1) Accept the following subdivision roads for maintenance and authorize said roads to be added to the County Maintenance Road List:

Road Name	Length	Asphalt Width
Cesta Way	1,378 ft	24 ft
Rodina Lane	174 ft	24 ft

2) Approve and authorize the Chairman to execute the Subdivision Roadway and Drainage Improvement Acceptance Agreement and accept the Surety Document from The Continental Insurance Company on behalf of Lennar Homes of Alabama, LLC, in the amount of \$287,312.00 to guarantee the workmanship and materials of the roadways and drainage improvements within the public rights-of-way as shown on the approved Final and “As-Built” construction plans.

**CO2** \*Crossroads Volunteer Fire Department - Request to Pave Parking Lot at Station #2 in Bromley [25-0220](#)

Approve the Highway Department to pave the parking lot at the Crossroads Volunteer Fire Department (VFD) Station #2 for an estimated cost of \$57,900.00 for labor.

The Crossroads VFD will be invoiced the actual cost of labor upon completion of the project. The County will donate equipment costs.

The Crossroads VFD will provide all materials for the project.

**CO3** Execution of IRS Form 8283 for Donated Right-of-Way on Project No. HW08378 - Woerner Road (Tract 2)

[25-0223](#)

Take the following actions:

- 1) Accept 0.022 acres on Woerner Road (Tract 2) as a right-of-way donated to Baldwin County by Darrell Jones and Leeann Jones on August 22, 2024 (Instrument No. 2142631 of Baldwin County Judge of Probate); and
- 2) Related to the aforesaid, authorize the Chairman to execute IRS Form 8283 for the donated right-of-way.

**CO4** Execution of IRS Form 8283 for Donated Right-of-Way on Project No. HW08378 - Woerner Road (Tract 3)

[25-0225](#)

Take the following actions:

- 1) Accept 0.022 acres on Woerner Road (Tract 3) as a right-of-way donated to Baldwin County by Sean Douglas Wimpee on July 31, 2024 (Instrument No. 2138793 of Baldwin County Judge of Probate); and
- 2) Related to the aforesaid, authorize the Chairman to execute IRS Form 8283 for the donated right-of-way.

**CO5** Execution of IRS Form 8283 for Donated Right-of-Way on Project No. HW08378 - Woerner Road (Tract 4)

[25-0226](#)

Take the following actions:

- 1) Accept 0.045 acres on Woerner Road (Tract 4) as a right-of-way donated to Baldwin County by Bozeman Properties, LLC, on July 10, 2024 (Instrument No. 2135031 of Baldwin County Judge of Probate); and
- 2) Related to the aforesaid, authorize the Chairman to execute IRS Form 8283 for the donated right-of-way.

**CO6** Execution of IRS Form 8283 for Donated Right-of-Way on Project No. HW08378 - Woerner Road (Tract 5)

[25-0230](#)

Take the following actions:

- 1) Accept 0.020 acres on Woerner Road (Tract 5) as a right-of-way donated to Baldwin County by William C. Kidd and Sandra L. Kidd on July 10, 2024 (Instrument No. 2135033 of Baldwin County Judge of Probate); and

2) Related to the aforesaid, authorize the Chairman to execute IRS Form 8283 for the donated right-of-way.

**CO7** Execution of IRS Form 8283 for Donated Right-of-Way on Project No. HW08378 - Woerner Road (Tract 10)

[25-0231](#)

Take the following actions:

1) Accept 0.616 acres on Woerner Road (Tract 10) as a right-of-way donated to Baldwin County by Woerner Elberta Farm, LLC, on July 10, 2024 (Instrument No. 2135030 of Baldwin County Judge of Probate); and

2) Related to the aforesaid, authorize the Chairman to execute IRS Form 8283 for the donated right-of-way.

**CO8** Execution of IRS Form 8283 for Donated Right-of-Way on Project No. HW08378 - Woerner Road (Tract 11)

[25-0235](#)

Take the following actions:

1) Accept 0.059 acres on Woerner Road (Tract 11) as a right-of-way donated to Baldwin County by Frank Dennis Stewart and Haley Elizabeth Stewart on July 8, 2024 (Instrument No. 2134461 of Baldwin County Judge of Probate); and

2) Related to the aforesaid, authorize the Chairman to execute IRS Form 8283 for the donated right-of-way.

**CO9** Execution of IRS Form 8283 for Donated Right-of-Way on Project No. HW08378 - Woerner Road (Tract 12)

[25-0240](#)

Take the following actions:

1) Accept 0.901 acres on Woerner Road (Tract 12) as a right-of-way donated to Baldwin County by George A. Woerner and Janice K. Woerner on July 10, 2024 (Instrument No. 2135032 of Baldwin County Judge of Probate); and

2) Related to the aforesaid, authorize the Chairman to execute IRS Form 8283 for the donated right-of-way.

## **CR PERSONNEL**

**CR1** Government Relations Department - Position Change

[25-0218](#)

Take the following actions:

1) Abolish the Government Relations Director position (#5708) grade S319 (grade S319)

range: \$68,230.00 - \$111,802.00 annually); and

2) Approve the updated organizational chart for the Government Relations Department.

**CR2** Building Maintenance - Position Change

[25-0214](#)

Take the following actions:

1) Reclassify the Facilities Maintenance Coordinator position (#5010), grade S317 (\$62,192.00 - \$101,857.60 annually) to Director of Facilities and Maintenance, at a grade S320 (\$75,086.00 - \$123,037.00 annually); and

2) Approve the organizational chart for the Building Maintenance Department; and

3) Approve the position description for the Director of Facilities and Maintenance; and

4) Authorize the use of \$16,000.00 unused budget from the abolishment of the Government Relations Director position to cover stated position reclass and potential need for additional funding for the Director of Facilities and Maintenance.

**CR3** Budgeting and Purchasing Department - Employment of One (1) Buyer I Position

[25-0212](#)

Approve the employment of Latisha Smith to fill the open Buyer I position (PID #5308) grade 307 (\$17.84 per hour / \$37,107.20 annually) to be effective no sooner than November 25, 2024.

**CR4** Building Inspection - Employment of One (1) Permit Technician I Position

[25-0213](#)

Approve the employment of Bianca Contreras to fill the open Permit Technician I position (PID #5705) grade 309 (\$19.17 per hour / \$39,873.60 annually) to be effective no sooner than November 25, 2024.

**CR5** CIS Department - Transfer of Employee

[25-0215](#)

Approve the transfer of Timothy O'Brien from the Systems Support Specialist position (577) grade 316 (\$28.20 per hour / \$58,656.00 annually) to fill the open Information Security Analyst position (#5747) at a grade S316 (\$65,000.00 annually), with said salary due to experience, to be effective no sooner than December 2, 2024.

**CR6** Coroner's Office - Approval of Position Description

[25-0216](#)

Approve the updated position description for the Death Investigator I.



**CR7** Foley Courthouse - Lateral Transfer of Employee

[25-0217](#)

Approve the transfer of Barbara Pate from the Commission Executive Assistant position (5465) grade 312 (\$26.95 per hour / \$56,056.00 annually) in the Commission Administration Department (51125), to fill the open Commission Executive Assistant position (5467) at grade 312 (\$28.57 per hour / \$59,425.60 annually), at the Foley Courthouse (51993), with said increase due to increase in duties, to be effective no sooner than December 2, 2024.

**CR8** Highway Department (Foley) - Promotions

[25-0234](#)

Take the following actions:

1) Approve the promotion of Nicholas Brown from the Operator Technician II position (#357) at a grade 309 (\$20.63 per hour / \$42,910.40 annually) to fill the vacant Operator Technician III position (#5493) at a grade 310 (\$22.28 per hour / \$46,342.40 annually); and

2) Approve the promotion of Marcus Dubuisson from the Operator Technician II position (#894) at a grade 309 (\$21.44 per hour / \$44,595.20 annually) to fill the vacant Operator Technician III position (#5685) at a grade 310 (\$23.16 per hour / \$48,172.80 annually).

These actions shall be effective no sooner than December 2, 2024.

**CR9** Highway Department (Maintenance Engineering) - Promotion of Employee

[25-0239](#)

Approve the promotion of Phillip Peterson from the Area Supervisor position (#283) grade S317 (\$87,447.57 annually), in the Silverhill Highway Department (53112), to fill the Maintenance Manager position (#5651) at a grade S318 (\$94,443.38 annually), in the Highway Maintenance Engineering Department (53130), to be effective no sooner than December 2, 2024.

**CR10** Highway Department (Silverhill) - Personnel Changes

[25-0219](#)

Take the following actions:

1) Approve the employment of Trent Salac to fill the open Operator Technician I position (#5490) at a grade 308 (\$19.16 per hour / \$39,852.80 annually), with said salary due to experience, to be effective no sooner than November 25, 2024; and

2) Approve the promotion of Bryan Farnham from the Operator Technician II position (#897) grade 309 (\$20.68 per hour / \$43,014.40 annually) to fill the open Operator Technician III position (#5756), at a grade 310 (\$22.33 per hour / \$46,446.40 annually), to be effective no sooner than November 18, 2024.

**CR11 Highway Department (Traffic Operations) - Promotion of Employee**

**25-0238**

Approve the promotion of John Lundy from the Project Coordinator position (#5380) grade S314 (\$79,410.24 annually), in the Planning and Zoning Department (52730), to fill the Traffic Operations Manager position (#5174) at a grade S317 (\$85,763.06 annually), in the Highway Traffic Operations Department (53135), to be effective no sooner than December 2, 2024.

**CR12 Probate Office - Position and Employee Changes**

**25-0233**

Take the following actions:

1) Reclassify the License Revenue Officer I position (#5411) grade 306 (\$17.01 - \$27.87 per hour) to a License Revenue Officer II at a grade 307 (\$17.84 - \$29.26 per hour); and

2) Approve the promotion of Kimberly Chatwood from License Revenue Officer I (#5411) grade 306 (\$20.18 per hour / \$41,969.62 annually) to License Revenue Officer II position (#5411) grade 307 (\$21.79 per hour / \$45,323.20 annually); and

3) Approve a temporary increase in salary for C. Renee Hawsey from S319 \$77,346.39 to \$91,984.00, due to temporarily assuming the duties of the Administrator of Motor Vehicles, Tags, and Licenses position and upon removal of temporary duties, recognize that C. Renee Hawsey shall return to her same said compensation prior to temporary increase; and

4) Approve the updated organizational chart for the Probate Office.

These actions shall be effective no sooner than December 2, 2024.

**CR13 Sales and Use Tax/License Inspection Department - Employment of One  
(1) Revenue Clerk I Position**

**25-0224**

Approve the employment of Makayla Hill to fill the open Revenue Clerk I position (#5446) at a grade 307 (\$17.84 per hour / \$37,107.20 annually) to be effective no sooner than November 25, 2024.

**CR14 Baldwin County Personnel Appeals Board - Board Appointment**

**25-0222**

Related to the Baldwin County Personnel Appeals Board, take the following actions:

1) Thank Mr. Jason Woodruff for his years of service as a member of the Baldwin County Personnel Appeals Board; and

2) Recognize the appointment of Donna Richardson to serve as a member of the Baldwin

County Personnel Appeals Board, by vote of the members of the Baldwin County Personnel Appeals Board, to fill the remaining time of the three (3) year term on the Board, with said term of office commencing on November 19, 2024, and expiring at the close of business on December 31, 2025.

## **GA GENERAL**

### **GA1 Revenue Commission - Request for Leave of Absence**

**[25-0245](#)**

At the request of the Revenue Commissioner, approve a Leave of Absence for employee #181383 beginning November 20, 2024, for up to a 3-month period as outlined in the Baldwin County Employee Handbook, Section IV.I. "If an employee exhausts all of his or her annual, sick and FMLA leave and still needs additional time off for personal or health reasons, he or she may apply for an unpaid leave of absence for a period of up to three (3) months. The request for leave must be given to the employee's supervisor and Appointed Department Head at least thirty (30) days prior to the start of the requested leave date unless the leave is an emergency. Any request for leave of absences must be approved or denied by the County Commission."

### **GA2 Request from City of Bay Minette - Letter of Support for FY2025 ATRIP II Grant Funds for Redhill Road Extension Project**

**[25-0250](#)**

Authorize the Chairman to execute a letter of support to Alabama Department of Transportation for the City of Bay Minette's application for FY2025 Alabama Transportation Rehabilitation & Improvement Program (ATRIP) II grant funds to extend Redhill Road to State Highway 59 (McMeans Avenue) in Bay Minette, Alabama.

### **Resolution #2025-045 - Authorizing the Closure of County Facilities on Wednesday, November 27, 2024, and Monday, December 23, 2024**

**25-0257**

Adopt Resolution #2025-045, in regard to exercising the authority provided at Section 11-1-8 of the Code of Alabama 1975, and without limitation, to close certain public buildings owned or leased by and under the control of the Baldwin County Commission, only on Wednesday, November 27, 2024, beginning at Noon, and Monday, December 23, 2024.

## **D PRESENTATIONS**

None.

## **E PUBLIC HEARINGS**

Chairman McKenzie noted Items ES1, ES2, and ES3 have been moved to the end of the Public Hearings section.

## **ES PLANNING AND ZONING**

Calla McKenzie, Planning Technician II, provided background information on the subject property.

Chairman McKenzie opened the public hearing at 10:11 a.m. and asked if there is anyone present who wishes to speak.

The following individuals were present and addressed the Commission in favor of the rezoning request:

Ms. Tracy Gambill  
Mr. David Williams  
Ms. Cathy Barnette

Primary factors being compatibility with the surrounding area and the master plan.

There being no further requests to address the Commission, Chairman McKenzie closed the public hearing at 10:15 a.m.

Motion by Commissioner James E. Ball, seconded by Commissioner Charles F. Gruber, to adopt Resolution #2025-020, which approves Case No. Z24-37, Keifer Property Rezoning, as it pertains to the rezoning of 11.6 acres, more or less, as located in Planning (Zoning) District 22, from RA, Rural Agricultural, to RSF-1, Residential Single Family District.

The motion passed by the following vote:

**Aye:** 3 - James E. Ball, Matthew P. McKenzie, and Charles F. Gruber  
**Nay:** 0  
**Absent:** 1 - Billie Jo Underwood  
**Abstain:** 0

Calla McKenzie, Planning Technician II, provided background information on the subject property.

Chairman McKenzie opened the public hearing at 10:17 a.m. and asked if there is anyone present who wishes to speak.

There being no requests to address the Commission, Chairman McKenzie closed the public hearing at 10:17 a.m.

Motion by Commissioner Charles F. Gruber, seconded by Commissioner James E. Ball, to adopt Resolution #2025-021, which approves Case No. Z24-38, Dukes Property Rezoning, as it pertains to the rezoning of 2.46 acres, more or less, as located in

Planning (Zoning) District 15, from B2, Neighborhood Business, to B3, General Business.

The motion passed by the following vote:

**Aye:** 3 - James E. Ball, Matthew P. McKenzie, and Charles F. Gruber  
**Nay:** 0  
**Absent:** 1 - Billie Jo Underwood  
**Abstain:** 0

**ES6** Case No. Z24-39 - Buckley Property Rezoning

[25-0121](#)

Calla McKenzie, Planning Technician II, provided background information on the subject property.

Chairman McKenzie opened the public hearing at 10:19 a.m. and asked if there is anyone present who wishes to speak.

There being no requests to address the Commission, Chairman McKenzie closed the public hearing at 10:19 a.m.

Motion by Commissioner James E. Ball, seconded by Commissioner Charles F. Gruber, to adopt Resolution #2025-022, which approves Case No. Z24-39, Buckley Property Rezoning, as it pertains to the rezoning of 7.3 acres, more or less, as located in Planning (Zoning) District 37, from RA, Rural Agricultural, to RSF-1, Residential Single Family.

The motion passed by the following vote:

**Aye:** 3 - James E. Ball, Matthew P. McKenzie, and Charles F. Gruber  
**Nay:** 0  
**Absent:** 1 - Billie Jo Underwood  
**Abstain:** 0

**ES7** Case No. Z24-40 - Hamm Enterprises LTD Property Rezoning

[25-0206](#)

Cory Rhodes, Planner, provided background information on the subject property.

Chairman McKenzie opened the public hearing at 10:22 a.m. and asked if there is anyone present who wishes to speak.

The following individuals were present in opposition of the rezoning request and expressed their concerns:

Ms. Jeanne Rayan  
Ms. Elizabeth Sullivan

Ms. Tracy Gambill  
Ms. Robin Newell  
Ms. Andrea Andrews  
Ms. Loni Cameron  
Mr. Dan Church  
Mr. Fred Lurwig  
Mr. David Shuman  
Ms. Connie Gown  
Mr. David Williams  
Mr. Bobby Beck  
Ms. Jennifer Lilly  
Mr. Ronald Ravan

Primary concerns were erosion due to stormwater run off, infrastructure, drainage, increase in traffic, safety, compatibility with the master plan, potential downstream flooding, environmental impacts to wetlands and the marine environment, access for emergency responders, and the property originally being designated as a common area with amenities for the Spanish Cove subdivision.

The following individuals were present and addressed the Commission in favor of the rezoning request:

Mr. David Shumer with Barton & Shumer Engineering LLC, discussed what he feels is an error in the original zoning designation, the parcel being in Planning District 23, not Planning District 33, and the parcel being a legal portion of the Spanish Cove subdivision intended for future development of Spanish Cove.

Mr. Jeff Windham, representing Hamm Enterprises, LTD, discussed the change in the zoning request, infrastructure improvements being addressed during the subdivision process, and the initial zoning of the property. Mr. Windham provided photos of the property to the Commissioners.

There being no further requests to address the Commission, Chairman McKenzie closed the public hearing at 11:17 a.m.

Motion by Commissioner James E. Ball, seconded by Commissioner Charles F. Gruber, to adopt Resolution #2025-023, which approves Case No. Z24-40, Hamm Enterprises LTD Property Rezoning, as it pertains to the rezoning of 22.87 acres, more or less, as located in Planning (Zoning) District 33, from RA, Rural Agricultural, to RSF-3, Residential Single Family District.

After the motion and second, Chairman McKenzie noted rezoning cases are tough decisions and he respects the decisions made by the Planning and Zoning Commission.

The motion passed by the following vote:

**Aye:** 2 - James E. Ball, and Charles F. Gruber

**Nay:** 1 - Matthew P. McKenzie

**Absent:** 1 - Billie Jo Underwood

**Abstain:** 0

**ES1** Case No. Z24-18 - Bengston Property Rezoning

[25-0193](#)

Cory Rhodes, Planner, provided background information on Case No. Z24-18 - Bengston Property Rezoning, Case No. Z24-28 - Childress Property Rezoning, and Case No. PRD24-05 - Cambridge Planned Residential Development (PRD) Site Plan Approval.

Jay Dickson, Planning Director, requested the public hearings for Case No. Z24-18 (Item ES1), Case No. Z24-28 (Item ES2), and Case No. PRD24-05 (ES3) be combined and opened simultaneously, with each case being voted on separately at the conclusion of the public hearing.

Chairman McKenzie opened the public hearings for Case No. Z24-18, Case No. Z24-28, and Case No. PRD24-05 at 11:26 a.m. and asked if there is anyone present who wishes to speak.

Mr. Tim Mullek asked for clarification of the criteria used when considering rezoning cases.

Mr. Dickson discussed the requirements outlined in the Baldwin County Zoning Ordinance for rezoning applications and noted the Planning and Zoning Department's recommendations are based on how compatible the subject property is with the criteria as outlined in the Zoning Ordinance. Mr. Dickson clarified the subject property is surrounded by similar use properties.

The following individuals were present in opposition of the rezoning requests and expressed their concerns:

Mr. Tim Mullek  
Ms. Robina Moore  
Mr. Steven Moore  
Mr. George Wallers

Chairman McKenzie closed the public hearings for Case No. Z24-18, Case No. Z24-28, and Case No. PRD24-05 at 11:36 a.m.

### Recess

The Chairman recessed the meeting at 11:36 a.m.  
The meeting reconvened at 11:44 a.m.

Chairman McKenzie noted he did not need to close the public hearings and stated

that the public hearings are still open.

The following individuals were also present in opposition of the rezoning requests and expressed their concerns:

Mr. Steve Pumphrey  
Mr. Terry Whiteside  
Ms. Joice Kent  
Mr. Wayne Kentie  
Mr. Donny Dearborn  
Ms. Shannon Biggs  
Ms. Elizabeth Wheeler  
Ms. Catherine Elgie

Primary concerns were compatibility with the master plan, stormwater run off, increased traffic, compatibility with surrounding properties, infrastructure, and flooding issues.

The following individuals were present in favor of the rezoning request:

Mr. Dwayne Smith, representing KAD Properties LLC, discussed the density, and drainage analysis of the proposed development.

There being no further requests to address the Commission, Chairman McKenzie closed the public hearings for Case No. Z24-18, Case No. Z24-28, and Case No. PRD24-05 at 12:15 a.m.

Discussion took place regarding the number of units and minimum lot size for the proposed development.

Mr. Dickson requested each case be voted on separately with the PRD to be voted on last depending on the outcome of Case No. Z24-18 and Case No. Z24-28 rezoning requests.

Motion by Commissioner James E. Ball, seconded by Commissioner Charles F. Gruber, to deny the rezoning request for Case No. 24-18, Bengston Property Rezoning.

The motion passed by the following vote:

**Aye:** 3 - James E. Ball, Matthew P. McKenzie, and Charles F. Gruber  
**Nay:** 0  
**Absent:** 1 - Billie Jo Underwood  
**Abstain:** 0

**ES2** Case No. Z24-28 - Childress Property Rezoning

[25-0195](#)



Motion by Commissioner James E. Ball, seconded by Commissioner Charles F. Gruber, to deny the rezoning request for Case No. Z24-28, Childress Property Rezoning.

The motion passed by the following vote:

**Aye:** 3 - James E. Ball, Matthew P. McKenzie, and Charles F. Gruber

**Nay:** 0

**Absent:** 1 - Billie Jo Underwood

**Abstain:** 0

**ES3** Case No. PRD24-05 - Cambridge Planned Residential Development Site Plan Approval

[25-0198](#)

Motion by Commissioner James E. Ball, seconded by Commissioner Charles F. Gruber, to deny Case No. PRD24-05, Cambridge, as it pertains to the Planned Residential Development (PRD) Site Plan Approval.

The motion passed by the following vote:

**Aye:** 3 - James E. Ball, Matthew P. McKenzie, and Charles F. Gruber

**Nay:** 0

**Absent:** 1 - Billie Jo Underwood

**Abstain:** 0

**F OTHER STAFF RECOMMENDATIONS**

None.

**G ADDENDA**

None.

**H PUBLIC COMMENTS**

None.

**I PRESS QUESTIONS**

None.

**J COMMISSIONER COMMENTS**

The Commissioners provided their closing comments.

**K ADJOURNMENT**

Motion by Commissioner James E. Ball to adjourn the November 19, 2024, Baldwin County Commission Regular meeting at 12:25 p.m.

The November 19, 2024, Baldwin County Commission Regular meeting adjourned at 12:25 p.m.

*Matthew P. McKern*