



Baldwin County Commission
Work Session and Regular
Meeting Minutes

Tuesday, October 15, 2024

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

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

PRE-MEETING WORK SESSION (8:30 AM)

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

Absent: 0

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

The Baldwin County Commission met for a work session (pre-Commission meeting) on October 15, 2024, at 8:30 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 8:33 a.m. Following the Invocation by Commissioner McKenzie, 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.

There were no additions, removals or replacements for items under the Consent Agenda.

COMMISSIONER REQUESTS

None.

SENIOR STAFF REPORTS

GENERAL

1 South Baldwin Workforce Development Authority - Master Plan Update

[25-0065](#)

Mr. Harlan Foster, Managing Director of Community Development Group, LLC., gave a presentation on the status of the American Rescue Plan Act Revenue Replacement allocation to the South Baldwin Workforce Development Authority for the development of its master plan for a proposed workforce site.

Ms. Beth Gendler, President and CEO of Gulf Shores & Orange Beach Tourism, discussed initial ideas for seasonal and student housing, transportation and daycare.

Discussion took place regarding the need for student and seasonal workforce housing, and the possibility of a production studio being added to the master plan for the site.

COUNTY ATTORNEY'S REPORT

Brad Hicks, County Attorney, said there are two 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 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 the exception is applicable to the planned discussion. The Commission will not reconvene the work session meeting.

Motion by Commissioner James E. Ball, seconded by Commissioner Matthew P. McKenzie, in accordance with Code of Alabama Section 36-25A-7, to adjourn into an executive session at 9:03 a.m. 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.

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

Chairman Underwood said the October 15, 2024, Work Session Meeting will not reconvene.

REGULAR MEETING (10:00 AM)

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

Absent: 0

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

WELCOME, INVOCATION AND PLEDGE OF ALLEGIANCE

The Chairman called the meeting to order at 10:00 a.m. Following the Invocation by Reverend Shawn Trotter, with First Baptist Church, Fairhope, and the Pledge of Allegiance led by Commissioner Gruber, the Commission transacted the following business to-wit:

A ADOPTION OF MINUTES

Motion by Commissioner Charles F. Gruber, seconded by Commissioner Matthew P. McKenzie, to adopt the minutes of the October 1, 2024, Baldwin County Commission Regular Meeting.

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

B COMMITTEE REPORTS

BA FINANCE/ADMINISTRATION DIVISION

BA1 Payment of Bills

[25-0061](#)

Motion by Commissioner Matthew P. McKenzie, seconded by Commissioner James E. Ball, 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: 4 - James E. Ball, Matthew P. McKenzie, Billie Jo Underwood, and Charles F. Gruber

Nay: 0

Absent: 0

Abstain: 0

BA2 Notification of Interim Payments Approved by Clerk/Treasurer as Allowed Under Policy 8.1 [25-0060](#)

No action taken.

C CONSENT

Chairman Underwood noted there is a replacement attachment for Item CA3.

Motion by Commissioner James E. Ball, seconded by Commissioner Matthew P. McKenzie, to approve the Consent Agenda with the noted change.

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

CA ADMINISTRATION

CA1 Case No. LV-24016 - Alcohol License Application for La Revancha LLC d/b/a La Revancha [25-0051](#)

Approve the issuance of 140 - Special Events Retail license by the Alabama Alcoholic Beverage Control (ABC) Board to La Revancha LLC d/b/a La Revancha, located at 14338 Magnolia Creek Drive, Foley, Alabama 36535.

This is a Special Events / Special Retail (7 days or less) non-renewable license. The event will be held Saturday, November 30, 2024.

CA2 Request for Additional Voting Precinct Election Officials for November 5, 2024, Statewide General Election [25-0070](#)

At the request of the Judge of Probate, authorize the Elections Appointing Board to appoint an additional 117 precinct election officials for the Statewide General Election on November 5, 2024, with the appointments by the board not to exceed 600 workers total.

CA3 *Purchase of Real Property Near Lillian Boat Launch, Lillian, Alabama [25-0098](#)

Take the following actions:

1) Adopt Resolution #2025-025, authorizing the Baldwin County Commission to purchase

real property located near Lillian Boat Launch in Lillian, Alabama, specifically identified as Parcel No. 05-52-07-26-0-002-062.000, PPIN 17442; and

2) Adopt Resolution #2025-011, authorizing the use of \$412,750.00 GOMESA Fund Balance and \$9,250.00 Contingency Reserves for the purchase of the Bradland LLC, Property; and

3) Approve the Unimproved Lots/Land Purchase Agreement between the Baldwin County Commission and Bradland LLC, for the County to purchase the property in the amount of \$422,000.00; and

4) Authorize the Chairman to execute the Purchase Agreement on behalf of the County and to take such other actions on behalf of the County in connection with the property, and to do all things necessary and required by the Purchase Agreement; and

5) Authorize the County Administrator to issue an interim check payable to Alabama Land Title, in the amount of \$5,000.00 for an earnest money deposit; and

6) Make the Disclosure of Information on Purchase of Real Property pursuant to Alabama Act #2014-133 part of the record for the October 15, 2024, Baldwin County Commission regular meeting.

CE BUDGET/PURCHASING

CE1 Competitive Bid #WG24-44 - Provision of Annual Traffic Signal Repair for the Baldwin County Commission [25-0067](#)

Award Bid #WG24-44 for the Provision of Annual Traffic Signal Repair to Bagby and Russell Electric Company, Inc., per the Award Listing and authorize the Chairman to execute the Contract. The Contract shall be effective immediately upon the same date as its full execution for a period of twelve (12) months.

CE2 Competitive Bid #WG24-46 - Provision of Bituminous Materials for the Baldwin County Commission [25-0085](#)

Award Bid #WG24-46 for the Provision of Bituminous Materials for each category of headings to the following bidders, Mobile Asphalt Company, LLC, H. O. Weaver & Sons, Inc., and Advanced Asphalt Products, LLC, per the Award Listings.

CE3 Competitive Bid #WG24-47 - Provision of Pest Control Services for Baldwin County Corrections Center for the Baldwin County Commission [25-0037](#)

Award Bid #WG24-47 to the lowest bidder, Bay Pest Control Company, Inc., for the Provision of Pest Control Services for the Baldwin County Corrections Center as per the Award Listing.

CE4 Construction of New Outdoor Atrium at Baldwin County Courthouse Located in Bay Minette, Alabama, for the Baldwin County Commission [25-0046](#)

Award the bid for Construction of New Outdoor Atrium at the Baldwin County Courthouse located in Bay Minette, Alabama, to the lowest responsible and responsive bidder, Tindle Construction, LLC, in the Base Bid amount of \$2,615,600.00 plus Alternate 1: Interior Security Area Work amount of \$184,400.00 for a total of \$2,800,000.00; Construction time: 425 calendar days; and authorize the Chairman to execute the Contract.

CE5 Construction of New Sally Port at Baldwin County Courthouse Located in Bay Minette, Alabama, for the Baldwin County Commission [25-0047](#)

Award the bid for Construction of New Sally Port at the Baldwin County Courthouse located in Bay Minette, Alabama, to the lowest responsible and responsive bidder, Rogers & Willard, Inc., in the bid amount of \$3,613,500.00; Construction time: 300 calendar days; and authorize the Chairman to execute the Contract.

CE6 Fiscal Year 2025 Request for Qualifications (RFQ) for Engineering Services - Permission to Advertise [25-0040](#)

Authorize the Purchasing Director to place advertisements for Fiscal Year 2025 Request for Qualifications (RFQ) for Engineering Services for the Highway Projects listed below:

- Project No. HW19119 - Mannich Lane between Lipscomb Road and CR-9
- Project No. HW25008 - CR-13 at Corte Road Roundabout
- Project No. HW25006 - CR-65 Ext., CR-36 to CR-48 Section
- Project No. HW25074 - Bridge Design on Styx River Road
- Project No. HW21100000 - Pleasant Road Ext., SR-181 to Larry Street Road
- Project No. HW23074 - Bruhn Road, CR-87 to Breman Road

CE7 Project No. HW21102000 - Pave County Road 65 from County Road 24 to County Road 28 for the Baldwin County Commission [25-0048](#)

Award the bid for Project No. HW21102000 - Pave County Road 65 from County Road 24 to County Road 28 to the lowest bidder, Mobile Asphalt Company, LLC, in the Bid Amount \$1,019,403.12; Construction Time: 40 working days; and authorize the Chairman to execute the Contract.

CE8 Project No. HW22130 - River Road Drainage Improvements for the Baldwin County Commission [25-0086](#)

Award the bid for Project No. HW22130 - River Road Drainage Improvements to the lowest bidder, Murphree Bridge Corporation, in the Base Bid Amount \$2,067,033.96 plus Bid Additive 1 Amount \$98,014.00 for a Total of \$2,165,047.96; Construction Time: 255 working days; and authorize the Chairman to execute the Contract.

CE9 Project No. HW24084 - Construction of Mega Site Novelis Rail Spur for the Baldwin County Commission [25-0075](#)

Approve Change Order #1 in the amount of \$169,708.50 with S. A. Graham Co., Inc., for Project No. HW24084 - Construction of Mega Site Novelis Rail Spur and authorize the Chairman to execute the Change Order.

CH COMMUNICATIONS/INFORMATION SYSTEMS (CIS)

CH1 Agreement with BlueVoyant for Cyber Security Enhancement Services [25-0072](#)

Approve and authorize the Chairman to execute the BlueVoyant Terms and Conditions for Cyber Security enhancement services in the amount of \$160,000.00 for year one.

The Terms and Conditions are effective upon the date of full execution and shall remain in effect for three (3) years with the option to cancel the remainder of the term thirty (30) days prior to each annual anniversary date.

CH2 Microsoft Security Government Community Non-Disclosure Agreement [25-0036](#)

Approve and authorize the Chairman to execute the Microsoft Security Government Community Non-Disclosure Agreement.

Agreement may be terminated by either party for any reason by providing the other with a 30 days' advance written notice.

CH3 Sale of Surplus Equipment on GovDeals.com [25-0035](#)

Authorize the sale of the following equipment from the Communications and Information Systems (CIS) Department by online auction on GovDeals.com:

- Lot 1: Two (2) FortiGate Internet Filters
- Lot 2: Thirty (30) Laptops and Twenty (20) Desktops

CL ENVIRONMENTAL MANAGEMENT

CL1 Application for Certificate of Exception from Garbage Pick-up [25-0049](#)

As authorized by Section 22-27-3 of the Code of Alabama 1975, and without limitation, approve the Application for Certificate of Exception from Garbage Pick-up, for a period not to exceed one (1) year, for the following individual:

Mr. Bruce Armstead
39910 Bertha Cleveland Road South
Bay Minette, Alabama 36507
(Application Receipt No. 2200 - Commencing: 09/25/2024)

CL2 Mandatory Garbage Fees - Low Income Exemption Applications 2024

[25-0074](#)

Take the following actions related to persons that have applied to be exempt from the Baldwin County mandatory garbage fees by the Baldwin County Low Income Exemption Program:

2nd Quarter starting April 1, 2024 - June 30, 2024:
Approve 11 and Deny 12 Low Income Applicants

3rd Quarter starting July 1, 2024 - September 30, 2024:
Approve 8 and Deny 13 Low Income Applicants

CN GRANTS

CN1 Alabama Department of Youth Services Agency Grant Agreement Fiscal Year 2024-2025

[25-0068](#)

Take the following actions:

1) Approve and accept the Alabama Department of Youth Services (ADYS) Agency Grant Agreement for Fiscal Year 2024-2025 (commencing on October 1, 2024, and ending on September 30, 2025) in the amount of \$353,736.00 on behalf of the Baldwin County Juvenile Court; and

2) Approve the Agreement between the Baldwin County Commission and The Bridge Inc., as service provider (commencing on October 2, 2024, and ending on September 30, 2025) in the amount of \$353,736.00 to be used on behalf of the Baldwin County Juvenile Court; and

3) Authorize Chairman to execute any other documents related to the grant.

CN2 Baldwin County Sheriff's Office - Edward Byrne Memorial Justice Assistance Grant (JAG) Fiscal Year 2024 Local Program Application

[25-0050](#)

Take the following actions:

1) Approve the submittal of the Fiscal Year 2024 Edward Byrne Memorial Justice Assistance Grant (JAG) local program application by staff on behalf of the Baldwin County Sheriff's Office requesting \$15,906.00 in federal funds to purchase a K-9 for the Special Operations Unit; and

2) Authorize the Chairman to execute the Certifications and Assurances by the Chief Executive of the Applicant Government, Application for Federal Assistance (SF-424), and Disclosure of Lobbying Activities (SF-LLL) and any other documents related to this grant.

CN3 Resolution #2025-009 - Amending ARPA Subrecipient Agreement with AltaPointe Health Systems Inc.

[25-0056](#)

Take the following actions:

- 1) Adopt Resolution #2025-009 of the Baldwin County Commission amending the American Rescue Plan Act (ARPA) Subrecipient Agreement with AltaPointe Health Systems for the scope of services and performance extension for the Assisted Outpatient Treatment Program; and
- 2) Approve and authorize the Chairman to execute the Amended ARPA Subrecipient Agreement with AltaPointe Health Systems Inc.

The period of performance for this Agreement shall begin on the date of execution of the Agreement by both parties and shall end upon the completion of the project or on February 28, 2026.

CN4 Resolution #2025-010 - Allocation of ARPA Funds for Drainage Improvements Along County Road 65 Project

[25-0066](#)

Take the following actions:

- 1) Approve the allocation of American Rescue Plan Act (ARPA) funds in the amount of \$232,478.81 for the partial cost of the general contracting services for Drainage Improvements along County Road 65 Project, to include approximately 1.52 miles of road paving and 16,000 feet of stormwater drainage improvements to provide better flow, reduce up-stream flooding, stabilize the road and ditches, and prevent erosion and downstream sedimentation; and
- 2) Adopt Resolution #2025-010 of the Baldwin County Commission allocating an additional \$232,478.81 of the ARPA funds for the Drainage Improvements along County Road 65 Project.

CN5 Resolution #2025-012 - Allocation of ARPA Revenue Replacement Funds for the Baldwin County Courthouse Sally Port

[25-0058](#)

Take the following actions:

- 1) Approve the allocation of American Rescue Plan Act (ARPA) Revenue Replacement funds in the amount of \$3,613,500.00 for the construction contract services with Rogers & Willard, Inc. for the Baldwin County Courthouse Sally Port; and
- 2) Adopt Resolution #2025-012 of the Baldwin County Commission allocating an additional \$3,613,500.00 of American Rescue Plan Act (ARPA) Revenue Replacement funds for the construction of the Baldwin County Courthouse Sally Port project.

CN6 Resolution #2025-013 - Allocation of ARPA and Revenue Replacement Funds for Baldwin County Courthouse Queuing Structure

[25-0057](#)

Take the following actions:

- 1) Approve the allocation of American Rescue Plan Act (ARPA) Funds in the amount of \$2,796,510.00 for the construction contract services for the Baldwin County Courthouse Queuing Structure Project; and
- 2) Approve the allocation of American Rescue Plan Act (ARPA) Revenue Replacement Funds in the amount of \$196,793.55 for Alternate 1 of the Baldwin Courthouse Queuing Structure Project that includes the Courthouse Security Upgrades; and
- 3) Adopt Resolution #2025-013 of the Baldwin County Commission allocating an additional \$2,993,303.55 of its ARPA and ARPA Revenue Replacement Funds for the construction of the Baldwin County Courthouse Queuing Structure and Courthouse Security Upgrades.

CN7 Resolution #2025-017 - Allocation of ARPA Funds for Drainage Improvements Along River Road Project

[25-0097](#)

Take the following actions:

- 1) Approve the allocation of American Rescue Plan Act (ARPA) funds in the amount of \$79,920.97 for the partial cost of the general contracting services for the Drainage Improvements along River Road Project, including the construction of a new bridge over Flat Creek, and relocating the road and bridge crossing outside of the effective floodway for Styx River to mitigate flooding impacts and improve safety; and
- 2) Adopt Resolution #2025-017 of the Baldwin County Commission allocating an additional \$79,920.97 of ARPA funds for the Drainage Improvements along River Road Project.

CO HIGHWAY

CO1 Bay Minette Building Official's Office - Removing Crepe Myrtle Trees and Shrubs

[25-0032](#)

Authorize the Highway Department to remove crepe myrtle trees and shrubs located at the Bay Minette Building Official's office at an estimated cost of \$1,500.00 for materials.

The Building Department will be invoiced the actual cost for materials upon completion of the project. Labor and equipment for the project will be donated by the County.

CO2 County Road 99 Shoulder Widening Phase 3 - Permission to Advertise

[25-0031](#)

Take the following actions:

- 1) Approve the Purchasing Director to place a competitive bid for the County Road 99 Shoulder Widening Project; and
- 2) Approve the Chairman to execute any project related documents.

CO3 Execution of IRS Form 8283 for Donated Right-of-Way on Project No. HW22020 - Paul Cleverdon Road (Tract 9)

[25-0091](#)

Take the following actions:

- 1) Accept 3.714 acres on Paul Cleverdon Road (Tract 9) as a right-of-way donated to Baldwin County by Cleverdon Land Company II, LLC, on January 23, 2024 (Instrument No. 2104756 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. HW22026 - Sherman Road (Tract 2)

[25-0092](#)

Take the following actions:

- 1) Accept 0.578 acres on Sherman Road (Tract 2) as a right-of-way donated to Baldwin County by Mark W. Byrd and Sandra E. Byrd on February 7, 2024 (Instrument No. 202402070199 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. HW22026 - Sherman Road (Tract 4)

[25-0093](#)

Take the following actions:

- 1) Accept 0.304 acres on Sherman Road (Tract 4) as a right-of-way donated to Baldwin County by Damen Cody Weeks on February 7, 2024 (Instrument No. 202402070200 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. HW23067 - Greeno Road (Tract 1)

[25-0087](#)

Take the following actions:

1) Accept 0.024 acres on Greeno Road (Tract 1) as a right-of-way donated to Baldwin County by Lewis R. Ivers on January 18, 2024 (Instrument No. 2104027 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 License Agreement #24016 - Mateja Road - Right-of-Way

[25-0069](#)

Approve License Agreement #24016 permitting Lisa Mateja to mow grass and remove vegetative debris on Mateja Road.

The term of this agreement shall commence on the date of full execution. License for Maintenance shall be indefinite according to the terms of the agreement or until modified by written agreement with Licensor.

CO8 License Agreement #24029 - Lescali Drive - Right-of-Way

[25-0041](#)

Approve License Agreement #24029 permitting Leonard Hawthorne to construct a gravel driveway to access his property on Lescali Drive.

The term of this agreement shall commence on the date of full execution. License for installation shall terminate at 11:59 p.m. on April 30, 2025. Maintenance shall be indefinite according to the terms of the agreement or until modified by written agreement with Licensor.

CO9 Magnolia River Regional Detention Area - Drainage Improvements and Erosion Control

[25-0099](#)

Authorize the Highway Department to install sediment containment measures to preserve water quality in Magnolia River.

CR PERSONNEL

CR1 Animal Shelter - Employment of One (1) Animal Placement Specialist Position

[25-0077](#)

Approve the employment of Sara Avakian to fill the open Animal Placement Specialist position (#5353) at a grade 305 (\$16.20 per hour / \$33,696.00 annually) to be effective no sooner than October 21, 2024.

CR2 Building Inspection - Employment of One (1) Building Inspector III Position

[25-0078](#)

Take the following actions:

- 1) Approve the employment of Jensen Crain to fill the open Building Inspector III position (#5605) grade 315 (\$26.48 per hour / \$55,078.40 annually) effective no sooner than October 21, 2024; and
- 2) Add Jensen Crain to the County Take Home Vehicle List.

CR3 Finance and Accounting Department - Creation of Position

[25-0076](#)

Take the following actions:

- 1) Approve the creation of a Director of Finance position (#TBD) grade S322 (grade S322 range: \$85,967.00 - \$140,866.00 annually); and
- 2) Approve the position descriptions for the Director of Finance, Chief Compliance Officer, and Clerk/Treasurer; and
- 3) Approve the updated organizational chart for the Finance and Accounting Department.

CR4 Highway Department - Approval of Updated Position Description

[25-0080](#)

Approve the updated position description for the Engineering Technician I (Operations Option).

CR5 Highway Department (Silverhill) - Employment of One (1) Operator Technician Trainee Position

[25-0081](#)

Approve the employment of Haydon Turner to fill the open Operator Technician Trainee position (#5490) at a grade 306 (\$17.01 per hour / \$35,380.80 annually) to be effective no sooner than October 21, 2024.

CR6 Highway Department (Traffic Operations) - Personnel Changes

[25-0094](#)

Take the following actions:

- 1) Approve the employment of Christopher Chappelka to fill the open Operator Technician I position (#5687) at a grade 308 (\$18.25 per hour / \$37,960.00 annually); and
- 2) Approve the employment of Denney Keaton to fill the open Traffic Control Technician II (Sign) position (#503) at a grade 309 (\$19.17 per hour / \$39,873.60 annually).

These actions shall be effective no sooner than October 21, 2024.

CR7 Juvenile Detention Center - Employment of Five (5) Detention Worker I Positions

[25-0082](#)

Take the following actions:

- 1) Approve the employment of Austin Coleman to fill the open Detention Worker I position (#5759) at a grade 308 (\$18.25 per hour / \$37,960.00 annually); and
- 2) Approve the employment of Andrew Henry to fill the open Detention Worker I position (#5163) at a grade 308 (\$18.25 per hour / \$37,960.00 annually); and
- 3) Approve the employment of Michael Parker to fill the open Detention Worker I position (#5341) at a grade 308 (\$19.00 per hour / \$39,520.00 annually); and
- 4) Approve the employment of Terri Williams to fill the open Detention Worker I position (#5758) at a grade 308 (\$19.00 per hour / \$39,520.00 annually); and
- 5) Approve the employment of Florence Hansberry to fill the open Detention Worker I position (#5760) at a grade 308 (\$19.00 per hour / \$39,520.00 annually).

These actions shall be effective no sooner than October 21, 2024.

CR8 Probate Office - Employment of One (1) Probate License Revenue Officer I Position

[25-0083](#)

Approve the employment of Morgan Bonner to fill the open Probate License Revenue Officer I position (#5691) grade 306 (\$17.01 per hour / \$35,380.80 annually) to be effective no sooner than October 21, 2024.

CR9 Revenue Commission - Employment of Two (2) Assessment Technician I Positions

[25-0084](#)

Take the following actions:

- 1) Approve the employment of Amanda Kittrell to fill the open Assessment Technician I position (#5712), grade 306 (\$17.01 per hour / \$35,380.80 annually); and
- 2) Approve the employment of Jessica Burton to fill the open Assessment Technician I position (#5338), grade 306 (\$17.01 per hour / \$35,380.80 annually).

These actions shall be effective no sooner than October 21, 2024.

CS PLANNING AND ZONING

CS1 Mobile Bay National Estuary Program - Letter of Support for Gulf of Mexico Division Grant Proposal - Understanding Water Quality through Monitoring Activities

[25-0095](#)

Authorize Chairman to sign a Letter of Support to the Mobile Bay National Estuary Program's (MBNEP) Gulf of Mexico Division Grant proposal - Understanding Water Quality through Monitoring Activities.

D PRESENTATIONS

DA GENERAL

DA1 Proclamation - Domestic Violence Awareness Month - October 2024

[25-0096](#)

After Chairman Underwood read the proclamation, she presented it to Ms. Shannon Hesse, Vice President of the Board of Directors for The Lighthouse.

Ms. Hesse discussed the mission of and services provided by The Lighthouse and thanked the Commission for the proclamation.

The Commissioners thanked The Lighthouse for the programs and services provided to victims of domestic violence.

Motion by Commissioner Matthew P. McKenzie, seconded by Commissioner James E. Ball, to adopt a Proclamation which proclaims October 2024 as Domestic Violence Awareness Month in Baldwin County, Alabama.

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

F OTHER STAFF RECOMMENDATIONS

FE BUDGET/PURCHASING

FE1 Resolution #2025-006 - Exempting Proceeds from the Sale of Hearing Instruments from Baldwin County Sales and Use Tax

[25-0054](#)

Chairman Underwood requested Item FE1 be addressed prior to the public hearings, and introduced Representative Margie Wilcox who sponsored House Bill 51 for exemption of hearing instruments in the State of Alabama.

Representative Wilcox discussed the sales tax exemption of hearing aid instruments, and thanked the Commission for its consideration of the tax

exemption.

Discussion took place regarding hearing aid instruments being designated as durable medical equipment, the number of states that exempt hearing aids from sales tax, and improving the quality of life for those experiencing hearing loss.

Motion by Commissioner Charles F. Gruber, seconded by Commissioner Matthew P. McKenzie, pursuant to provisions of Code of Alabama 1975 Section 40-23-4(a)(55), to adopt Resolution #2025-006 which exempts all gross proceeds from the sale and use of hearing instruments from Baldwin County Sales and Use Taxes.

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

E PUBLIC HEARINGS

ES PLANNING AND ZONING

ES1 Case No. PID23-01 - Ecovery LLC

[25-0090](#)

Cory Rhodes, Planner, provided background information on the subject property and noted this is a modification of the existing site plan approval to include less parking than what was originally approved in September of 2023.

Chairman Underwood opened the public hearing at 10:23 a.m. and asked if there is anyone present who wishes to speak.

There being no requests to address the Commission, Chairman Underwood closed the public hearing at 10:24 a.m.

Motion by Commissioner Charles F. Gruber, seconded by Commissioner Matthew P. McKenzie, to adopt Resolution #2025-005, which approves the modification of Case No. PID23-01, Ecovery LLC, as it pertains to parking modifications to the Planned Industrial Development (PID) Site Plan.

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

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

Chairman Underwood opened the public hearing at 10:26 a.m. and asked if there is anyone present who wishes to speak.

Mr. Hunter Smith, with Smith-Clarke and Associates, noted he was unable to be present at the Planning and Zoning Commission meeting where this item was discussed and clarified the size and number of lots included in the rezoning request.

Ms. Amanda Moore provided the Commissioners a petition signed by residents of Blueberry Lane, and expressed her concerns which included infrastructure, safety, and traffic patterns. Ms. Moore urged the Commission to deny the rezoning request.

There being no further requests to address the Commission, Chairman Underwood closed the public hearing at 10:32 a.m.

Motion by Commissioner Matthew P. McKenzie to deny Case No. Z24-27, Corn Branch, LLC Property Rezoning.

The motion failed for lack of a second.

Motion by Commissioner James E. Ball, seconded by Commissioner Charles F. Gruber, to adopt Resolution #2025-002, which approves Case No. Z24-27, Corn Branch, LLC Property Rezoning, as it pertains to the rezoning of 5.7 acres, more or less, as located in Planning (Zoning) District 14, from RA, Rural Agricultural District, to RSF-1, Residential Single Family District.

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

Brittany Epling, Planning Technician II, provided background information on the subject property.

Chairman Underwood opened the public hearing at 10:36 a.m. and asked if there is anyone present who wishes to speak.

There being no requests to address the Commission, Chairman Underwood closed the public hearing at 10:37 a.m.

Motion by Commissioner James E. Ball, seconded by Commissioner Charles F. Gruber, to adopt Resolution #2025-003, which approves Case No. Z24-33, Chadwell Property Rezoning, as it pertains to the rezoning of 20 acres, more or less, as located in Planning (Zoning) District 22, from RA, Rural Agricultural District, to RR, Rural District.

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

ES4 Case No. Z24-34 - Renfroe Property Rezoning

[25-0045](#)

Brittany Epling, Planning Technician II, provided background information on the subject property.

Chairman Underwood opened the public hearing at 10:39 a.m. and asked if there is anyone present who wishes to speak.

There being no requests to address the Commission, Chairman Underwood closed the public hearing at 10:39 a.m.

Motion by Commissioner Charles F. Gruber, seconded by Commissioner Matthew P. McKenzie, to adopt Resolution #2025-004, which approves Case No. Z24-34, Renfroe Property Rezoning, as it pertains to the rezoning of 2 acres, more or less, as located in Planning (Zoning) District 37, from B-1, Professional Business District, to B-2, Neighborhood Business District.

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

F OTHER STAFF RECOMMENDATIONS

FA ADMINISTRATION

FA1 Resolution #2025-016 Amending the Divisional Resolution of the Baldwin County Commission (Resolution #2024-063)

[25-0052](#)

Mr. Rendleman discussed the proposed amendment to the Commission's Divisional Resolution regarding changing the time of the work session meetings from 8:30 a.m. to 9:00 a.m. or combining the work session and regular meetings while still allowing time to set the Consent Agenda.

Discussion took place regarding proposed changes to the meetings, setting of the Consent Agenda, and previous changes to the meeting agendas.

It was decided that the time of the work session meetings be changed to 9:00 a.m.

Motion by Commissioner James E. Ball to adopt Resolution #2025-016 (Divisional Resolution of the Baldwin County Commission).

Discussion took place regarding changes to the Department Head meetings and the need for two separate motions for Item FA1.

The motion was restated as follows:

Motion by Commissioner James E. Ball, seconded by Commissioner Matthew P. McKenzie, to adopt Resolution #2025-016 (Divisional Resolution of the Baldwin County Commission), which amends Resolution #2024-063, said amendment revising the meetings schedule of the Baldwin County Commission by rescheduling the time of the Baldwin County Commission work session meetings to begin at 9:00 a.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	

Mr. Rendleman discussed the second consideration to amend the Commission's Divisional Resolution by eliminating the quarterly Department Head meetings which removes the open public meeting requirement. Mr. Rendleman noted if the public meetings are eliminated, there is a need to establish a policy regarding requiring quarterly staff level Department Head meetings to be held.

Commissioner Gruber expressed his concern regarding eliminating the meetings completely.

Mr. Rendleman clarified that the Commissioners can still attend the meetings, but they cannot deliberate.

Motion by Commissioner Matthew P. McKenzie, seconded by Commissioner James E. Ball, to adopt Resolution #2025-016 (Divisional Resolution of the Baldwin County

Commission), which amends Resolution #2024-063, said amendment revising the meetings schedule of the Baldwin County Commission by eliminating the Baldwin County Commission Department Head meetings.

The motion passed by the following vote:

Aye: 3 - James E. Ball, Matthew P. McKenzie, and Billie Jo Underwood

Nay: 1 - Charles F. Gruber

Absent: 0

Abstain: 0

FA2 Creation of Baldwin County Commission Policy #2.25 - Quarterly Department Head Meetings

[25-0053](#)

Motion by Commissioner Charles F. Gruber, seconded by Commissioner Matthew P. McKenzie, to adopt Baldwin County Commission Policy #2.25 - Quarterly Department Head Meetings, which establishes the schedule of department head meetings to be held by the County Administrator, County Engineer, and Juvenile Detention Director for County Department Heads and staff in certain supervisory/lead positions.

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

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 Charles F. Gruber to adjourn the October 15, 2024, Baldwin County Commission Regular Meeting at 11:10 a.m.

The October 15, 2024, Baldwin County Commission Regular Meeting adjourned at 11:10 a.m.

Matthew P. McKern