



Baldwin County Commission
Work Session and Regular
Meeting Minutes

Tuesday, August 6, 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 August 6, 2024, at 8:30 a.m. in the Baldwin County Administration Building, County Commission Meeting Chambers.

WELCOME, INVOCATION AND PLEDGE OF ALLEGIANCE

The Chairman called the meeting to order at 8:30 a.m. Following the Invocation by Pastor Joe Aldrete, Executive Director and Senior Pastor of The Dream Center of Baldwin County, the Pledge of Allegiance was led by Commissioner Gruber.

Pastor Aldrete thanked the Commission for their support of The Dream Center through the distribution of the tobacco tax.

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.

CA1 - Discussion took place regarding the need for two additional Assistants to the

Absentee Election Manager for the November 2024 General Election and the office location for absentee voting.

It was decided contracts for two additional Assistants to the Absentee Election Manager would be added to the August 20, 2024, Regular meeting for Commission approval.

CA2 - The updated Certificate of Liability insurance has been received from the event organizer.

CA8 - Discussion took place regarding the boundary lines of the Propst Cemetery not meeting the current setback requirements. It was decided the existing burial plots would be grandfathered in.

CA9 - Discussion took place regarding Commission Policy #2.7 pertaining to establishing private cemeteries requiring a site visit by the Commissioner in the district. It was decided an agenda item would be brought forward to the August 20, 2024, Regular meeting to modify the policy by removing any unnecessary requirements.

Commissioner Ball noted the motion made for Item CA8 should include that the existing burial plots be grandfathered in.

CL1 - Terri Graham, CEO of the Solid Waste Disposal Authority of Baldwin County (SWDA), discussed the Comprehensive Solid Waste Management Plan, all 14 municipalities being on the plan unless they opt out, and the timeline including a draft of the plan brought before the Commission in December before submission to the Alabama Department of Environmental Management, and a public hearing in January with the final plan being approved in early February 2025.

Ms. Graham noted the tentative date for opening the Landfill Gas Recovery Plant is in the beginning of 2025 and the Materials Recovery Facility being the end of November.

CO7 - Chairman Underwood asked that Item CO7 be moved to Other Staff Recommendations for a separate vote due to a potential conflict of interest.

CS1 - Chairman Underwood noted correspondence was received from Mr. Danny Bolton, resigning from the Planning and Zoning Commission, and asked that accepting Mr. Bolton's resignation be added to Item CS1.

COMMISSIONER REQUESTS

Commissioner Ball asked for prayers for Coach Harry Shiver, who is undergoing heart surgery today.

SENIOR STAFF REPORTS

GENERAL

1 Proposal to Install Memorial Benches at Baldwin County Bicentennial Park

24-0939

Ms. Kelly Stewart addressed the Commission on behalf of Claudia Campbell, Chairperson of America 250 for the Fort Mims Chapter of the Daughters of the American Revolution, regarding the proposal to install a memorial bench at Baldwin County Bicentennial Park's Veterans Memorial in commemoration of the Nation's 250th birthday on July 4, 2026.

Chairman Underwood noted the Commission is developing a master plan for Bicentennial Park and the placement of the bench would be incorporated into the plan.

Mr. Donald F. Potter, Jr., President of the General Galvez Chapter of the Alabama Society of the Sons of the American Revolution (ALSSAR), read a prepared statement regarding the purpose and significance of the bench honoring the sacrifices and service of those who have defended the Nation.

Chairman Underwood noted the placement and dedication ceremony may need to be delayed due to the master plan for Bicentennial Park being developed.

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

Brad Hicks, County Attorney, 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, or, subject to the limitations set out herein, to discuss the job performance of certain public employees; 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 the planned discussion is applicable to this exception. The Commission will not need to reconvene.

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 8:56 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.

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 Commission will adjourn into an executive session at 8:56 a.m. and the Work Session 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 Dr. Chip Starnes with First Baptist Church, Bay Minette, and the Pledge of Allegiance led by Commissioner Ball, 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 July 16, 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

[24-0958](#)

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

[24-0957](#)

No action taken.

C CONSENT

Chairman Underwood noted approval of Item CA8 will include grandfathering in the current burial plots, Item CO7 has been removed from Consent and placed in Other Staff Recommendations section for a separate vote, and Item CS1 will include the resignation letter of Mr. Bolton.

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

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 Absentee Election Duties Related to 2024 Statewide General Election

[24-0064](#)

Related to 2024 Statewide General Election, take the following actions:

1) Acknowledge the Appointing Board's selection of Violetta Smith as the Absentee Election Manager for the applicable absentee election time period recognized by law during the November 5, 2024, General Election.

2) Pursuant to Section 17-11-2 of the Code of Alabama (1975), recognize the performance at and designate the place/office where the Absentee Election Manager shall perform such public duties for the applicable absentee election time period recognized by state law during the November 5, 2024, General Election, as follows:

Place: Baldwin County Legislative Delegation Office
Location: 125 D'Olive Street, Bay Minette, Alabama 36507
Time: 8:00 AM - 4:30 PM (Monday - Friday)

CA2 *Optimist Club of Perdido Bay 38th Annual Labor Day Mullet Festival 5K and 1-Mile Fun Run

[24-0933](#)

Approve the requested route for the Optimist Club of Perdido Bay's 38th Annual Labor Day Mullet Festival 5K Race and 1-Mile Fun Run on September 2, 2024, beginning at 7:25 a.m. and ending at 9:45 a.m. and closure of a section of Perdido Street from the intersection of Widell Avenue to the intersection of County Road 99 from 7:30 a.m. to 9:30 a.m.

The Baldwin County Sheriff's Office will provide security for the event.

CA3 Rudy's Hands 5K and 1-mile Fun Run at Mullet Point Park

[24-0901](#)

Approve the requested route for the Run for Rudy's Hands 5K and 1-mile Fun Run to be held on Saturday, November 9, 2024, beginning at Mullet Point Park in Fairhope, Alabama, at 8:00 a.m. and ending at approximately 10:00 a.m. at the same location.

The Baldwin County Sheriff's Office will provide security for this event.

CA4 Request from North Baldwin Chamber of Commerce for Christmas Fest Event 2024

[24-0989](#)

Take the following actions:

- 1) Authorize the North Baldwin Chamber of Commerce to use the Bay Minette Courthouse grounds to host the 42nd Annual Christmas Festival on the Courthouse Square on Friday and Saturday, December 6 - 7, 2024 (with set-up for the event beginning at 5:00 p.m. on Thursday, December 5, 2024); and
- 2) Authorize County employees to assist the North Baldwin Chamber of Commerce prior to the event in establishing sources of power/water, mapping the event to assist in general with any questions or issues that may arise prior to or during the event related to County property; and
- 3) Authorize Chairman to execute the public notice that will serve as the event permit and

road closure notice for the 42nd Annual Christmas Festival.

CA5 Case No. LV-24005 - Alcohol License Application for Dolgencorp LLC
d/b/a Dollar General Store #24506

[24-0950](#)

Approve the 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 for Dolgencorp LLC d/b/a Dollar General Store #24506 located at 8953 Magnolia Springs Highway, Foley, Alabama 36535.

CA6 Case No. LV-24012 - Alcohol License Application for Cellar Door Bar LLC
d/b/a Cellar Door Tavern

[24-0946](#)

Approve the transfer and issuance of 010 - Lounge Retail Liquor - Class I license by the Alabama Alcoholic Beverage Control (ABC) Board from O and F Development LLC d/b/a Fermo's Cellar Door, located at 10185 County Road 64, Unit 4, Daphne, Alabama 36526 to Cellar Door Bar LLC d/b/a Cellar Door Tavern, located at 10185 County Road 64, Unit 5, Daphne, Alabama 36526.

CA7 Case No. LV-24013 - Alcohol License Application for Sai Yogeshwaraaya
LLC d/b/a Bon Secour C Store

[24-0949](#)

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 Farmhouse Market at Bon Secour LLC d/b/a The Market at Bon Secour located at 18019 County Road 10, Foley, Alabama 36535 to Sai Yogeshwaraaya LLC d/b/a Bon Secour C Store located at 18019 County Road 10, Foley, Alabama 36535.

CA8 Petition to Amend Cemetery Boundary Lines - Propst Family Cemetery,
Bay Minette, Baldwin County, Alabama

[24-0872](#)

Take the following actions:

- 1) Pursuant to the request from the Judge of Probate Office to consider a Petition to Amend Cemetery Boundary Lines, submitted by Shirley R. Propst, approve the amendment of the boundary lines of the Propst Family Cemetery, located at 45428 County Road 112, Bay Minette (Baldwin County), Alabama; and
- 2) Authorize the Chairman to execute any and all necessary documents and/or orders related to the Baldwin County Commission's approval to amend the boundary lines of the Propst Family Cemetery.

This approval includes grandfathering in the existing burial plots.

CA9 Petition to Establish Private Cemetery - Walters Cemetery, Summerdale,
Baldwin County, Alabama

[24-0963](#)

Take the following actions:

- 1) Pursuant to the request from the Judge of Probate Office to consider a Petition to Establish Private Cemetery, submitted by Phillip Walters and Atonia Walters, husband and wife, owners of the real property upon which the proposed cemetery will be situated, approve the establishment of a private cemetery on the property of Phillip Walters and Atonia Walters, in Summerdale, Baldwin County, Alabama, said private cemetery to be located consistent with said Petition. The property is located at 17771 County Road 55, Summerdale, Alabama; and
- 2) Authorize the Chairman to execute any and all necessary documents and/or orders related to the Baldwin County Commission's approval to establish Walters Cemetery.

CA10 Resolution #2024-148 - Approval of the Use of Fire Tax Proceeds by Fort
Morgan Volunteer Fire Department

[24-0961](#)

Take the following actions:

- 1) Adopt Resolution #2024-148 of the Baldwin County Commission which provides the Baldwin County Commission's required approval for the Fort Morgan Volunteer Fire Department to utilize its proceeds of taxes derived by Act. No. 90-449 as security for repayment of a loan not to exceed \$640,000.00 (and the repayment of said loan's applicable interest) for the purchase of one (1) 2024 E-One 1500 GPM Rescue Pumper on a Spartan FC-94 chassis with 1,000 gallon water tank at a cost of \$640,000.00; and
- 2) Authorize the Baldwin County Commission Chairman to execute any other necessary documentation including any assurances, certificates and financing documents or approvals to affect such approval and purchase of the above-described equipment.

This approval does not in any way constitute any financial involvement or obligation of the Baldwin County Commission.

CC ARCHIVES AND HISTORY

CC1 Alabama Tourism Department - 2024 Tourism Grant Acceptance

[24-0990](#)

Take the following actions:

- 1) Accept the 2024 Tourism Grant in the amount of \$7,800.00 from the Alabama Tourism Department for the Baldwin County Commission (Department of Archives and History) to assist with expenses involved with Olde Time Days at Bicentennial Park (October 5, 2024) and the Christmas Extravaganza (December 14, 2024); and

2) Authorize the Chairman to execute the Letter of Understanding and Disclosure Statement between the Baldwin County Commission and the Alabama Tourism Department and any related documents.

CC2 Bicentennial Park Advisory Board - Board Appointment(s)

[24-0938](#)

Related to the Bicentennial Park Advisory Board, take the following actions:

- 1) Accept the resignation of Mike Bunn, effective immediately, and thank him for his prior civic service; and
- 2) Appoint Dr. Gregory A. Waselkov, Ph.D., for a pro-rata reduced one (1) year term to fill the place seat and unexpired term of Mike Bunn, said term to commence August 6, 2024, and expire March 21, 2025.

CC3 Request from Baldwin County High School for Cross Country Championships Event at Bicentennial Park

[24-0962](#)

Approve Baldwin County High School to host the Cross-Country Championships event at Baldwin County Bicentennial Park in Stockton, Alabama, on Thursday, October 17, 2024, and waive the park rental fee that is associated with this request.

Approval is contingent upon event coordinator providing the County with an updated Certificate of Liability Insurance that meets County requirements prior to the event taking place.

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

CD1 Agreement with Coastal Alabama Community College for Transportation Services

[24-0945](#)

Take the following actions:

- 1) Adopt Resolution #2024-137 and approve a Transportation Services Agreement between the Baldwin County Commission Baldwin Regional Area Transit System (BRATS) and Coastal Alabama Community College (CACC) for BRATS to provide transportation services to the CACC campus locations in Baldwin County during normal operating hours Monday through Friday at a cost of \$1,350.00 per month to be paid by the Coastal Alabama Community College.

This agreement is contingent on the Alabama Department of Transportation's (ALDOT) approval and shall commence October 1, 2024, and expire September 30, 2027; and

- 2) Authorize the Chairman to execute the agreement and any related documents.

CD2 Agreement with Council on Aging for Transportation Services

[24-0941](#)

Take the following actions:

1) Adopt Resolution #2024-136 and approve a Transportation Services Agreement between the Baldwin County Commission Baldwin Regional Area Transit System (BRATS) and the Baldwin County Commission Council on Aging (COA) for BRATS to provide transportation services to the seniors of Baldwin County during normal operating hours Monday through Friday at the cost of \$3,158.10 per month for service to the following locations: Bay Minette, Loxley, Summerdale, and Daphne Nutrition Centers.

This agreement is contingent on Alabama Department of Transportation's (ALDOT) approval and shall commence October 1, 2024, and expire September 30, 2027; and

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

CD3 Agreement with Exceptional Foundation Gulf Coast for Transportation Services

[24-0943](#)

Take the following actions:

1) Adopt Resolution #2024-138 and approve a Transportation Services Agreement between the Baldwin County Commission Baldwin Regional Area Transit System (BRATS) and the Exceptional Foundation Gulf Coast (EFGC) to provide transportation services during normal operating hours Monday through Thursday at a cost of \$1,564.00 per month (based on sixteen (16) service days per month).

This agreement is contingent on the Alabama Department of Transportation's (ALDOT) approval and shall commence October 1, 2024, and expire September 30, 2027; and

2) Authorize the Chairman to execute the agreement and any related documents.

CE BUDGET/PURCHASING

CE1 Baldwin County Resurfacing Projects 2024: Group #3/BCR-2024-3

[24-0982](#)

Award the bid for Baldwin County Resurfacing Projects 2024: Group #3/BCR-2024-3 to the lowest responsible bidder, Mobile Asphalt Company, LLC, Bid Amount \$705,750.11 for Alternative 2 (All labor only); Construction Time: 45 working days; and authorize the Chairman to execute the Contract.

CE2 Competitive Bid #WG24-25 - Purchase and Installation of New HVAC Equipment for the Baldwin County Foley Satellite Courthouse for the Baldwin County Commission

[24-0947](#)

Take the following actions:

1) Award Bid #WG24-25 - Purchase and Installation of new HVAC Equipment for the Foley Satellite Courthouse to the lowest bidder, Persons Services Corporation, in the bid amount of \$359,528.00. Completion time: 120 Working days; and

2) Authorize the Chairman to execute the Contract.

CE3 Competitive Bid #WG24-33 - Provision of Concrete Sidewalk Repair on County Right-of-Ways for the Baldwin County Commission

[24-0948](#)

Award Bid #WG24-33 for the Provision of Concrete Sidewalk Repair on County Right-of-Ways to the overall lowest bidder, Parten Smith, Inc., as per the Award Listing and authorize the Chairman to execute the Contract.

Contract is effective immediately upon the same date as its full execution for twelve (12) months.

CE4 Competitive Bid #WG24-35 - Provision of Pest Control Services for the Baldwin County Commission

[24-0936](#)

Award Bid #WG24-35 to the lowest bidder, CB Cherry Pest Control Corp., for the Provision of Pest Control Services as per the Award Listing.

CE5 Competitive Bid #WG24-37 - Provision of Hydraulic Mulches for the Baldwin County Commission

[24-0935](#)

Award Bid #WG24-37 to Evans and Company, Inc., for the Provision of Hydraulic Mulches per the Award Listing.

CE6 Lease of One (1) Postage Machine for the Baldwin County Foley Satellite Courthouse

[24-0985](#)

Authorize the Chairman to execute the Lease Agreement with Quadient Inc. (Accurate Control) for the lease of a postage machine and meter off the State of Alabama Bid for the Foley Satellite Courthouse for thirty-six (36) months as follows (Lease Agreement effective upon delivery of equipment):

Quadient Model IX7 - iX-7 Series Base w/ Mixed Size Feeder, Sealer, Drop Tray & Ink Cartridge

Quadient Model IXDS7 - Dynamic Weighing Platform for IX Series 7/7PRO Bases

Quadient Model IXWP10 - IX Series 10 lb Weighing Platform

Quadient Model WP10STDN - 10lb Scale Stand for IXWP10, ISWP10 & INWP10

Quadient Model IX7ERR - iX-7 Series Base e-RR Feature & Activation Kit w/bc scanner.

Inc e-RR SW & Rate File w/200 eDel/Sig

\$1,511.88 per quarter - \$6,047.52 per year

CK EMERGENCY MANAGEMENT AGENCY (EMA)

CK1 Memorandum of Understanding for Safer Places Program with St. Paul's Episcopal Church, Foley, Alabama [24-0942](#)

Approve the Memorandum of Understanding for Safer Places Program between Baldwin County Commission (Baldwin County Emergency Management Agency) and St. Paul's Episcopal Church, Foley, Alabama, to provide predesignated areas for citizens seeking a safer place to shelter prior to and during severe weather events.

CK2 Rental of Portable Restrooms for Local Emergency Planning Committee Railroad Derailment Hazmat Exercise [24-0964](#)

Approve the request for the Local Emergency Planning Committee (LEPC) to rent three (3) portable restrooms and a hand washing station in the amount of \$403.00 to be placed onsite at the Railroad Derailment Hazmat Exercise location to be held on August 22, 2024, in Bay Minette, Alabama.

CL ENVIRONMENTAL MANAGEMENT

CL1 Baldwin County Comprehensive Solid Waste Management Plan 2024 - 2034 [24-0940](#)

At the request of the Solid Waste Disposal Authority of Baldwin County, AL, Inc. take the following actions:

- 1) Discuss the timeline of upcoming events related to the update of the Baldwin County Comprehensive Solid Waste Management Plan 2024-2034.
- 2) Approve the advertisement of a public comment period for the period of December 13, 2024, through January 12, 2025; and
- 3) Approve the advertisement of a public hearing to be held during the January 21, 2025, regularly scheduled Baldwin County Commission Meeting.

CM FINANCE AND ACCOUNTING

CM1 Adoption of Baldwin County Commission Policy #8.23 - Acceptance of Credit Cards as a Payment Method [24-0972](#)

Adopt Baldwin County Commission Policy #8.23 authorizing credit cards as an acceptable method of payment and establish rules and regulations as required by Section 11-103-1, Code of Alabama 1975.

CN GRANTS

CN1 Allocation of ARPA Funds for Baldwin County Commission Staff Administrative Costs [24-0937](#)

Approve the allocation of American Rescue Plan Act (ARPA) funds (299.44881) in the amount of \$3,780.15 to cover direct administrative costs (29970010.51140) for Baldwin County Commission staff from April 1, 2024, through June 30, 2024.

CN2 Allocation of ARPA Funds for Competitive Bid Publication Expense Concerning the Baldwin County Board of Education Building Ventilation Project [24-0968](#)

Approve and authorize staff to pay Gulf Coast Media for the Competitive Bid Publication Notice expense for the Purchase and Installation of New HVAC Equipment for the Baldwin County Board of Education in the amount of \$1,035.77 in ARPA funds.

CN3 Allocation of ARPA Funds for Competitive Bid Publication Expense Concerning the Fairhope Satellite Courthouse Ventilation Project [24-0970](#)

Approve and authorize staff to pay Gulf Coast Media for the Competitive Bid Publication Notice expense for the Purchase and Installation of New HVAC Equipment for the Fairhope Satellite Courthouse in the amount of \$1,020.56 in ARPA funds.

CN4 Resolution #2024-146 - Allocation of ARPA Funds for Purchase and Installation of New Ventilation Equipment at Baldwin County Foley Satellite Courthouse [24-0956](#)

Take the following actions:

- 1) Approve and authorize staff to pay Gulf Coast Media for the Competitive Bid Publication Notice expense in the amount of \$1,032.26 in ARPA funds; and
- 2) Adopt Resolution #2024-146 of the Baldwin County Commission allocating up to \$359,528.00 of ARPA funds for the Purchase and Installation of New Ventilation Equipment at the Baldwin County Foley Satellite Courthouse.

CO **HIGHWAY**

CO1 Amendment to Intergovernmental Service Agreement with City of Loxley for Traffic Study on County Road 68 (Buc-ee's Boulevard) at Buc-ee's and Surrounding Area [24-0991](#)

Approve an amendment to the Intergovernmental Service Agreement with the City of Loxley, originally approved August 1, 2023, for a traffic study on County Road 68 (Buc-ee's Boulevard) at Buc-ee's and surrounding area, which extends the term of the agreement by twelve (12) months from the conclusion of the original agreement.

CO2 Intergovernmental Service Agreement with City of Fairhope for Sidewalk Project along Parker Road from Main Street to U.S. Highway 98

[24-0965](#)

Approve an Intergovernmental Service Agreement between the Baldwin County Commission and the City of Fairhope for funding the local match for design, construction and construction engineering & inspection (CE&I) of the Sidewalk Project along Parker Road from Main Street to U.S. Highway 98 with County costs not to exceed \$74,000.00.

This agreement shall be effective upon full execution by both parties and terminate after thirty-six (36) months unless terminated by either party upon delivery of a thirty (30) day notice of termination.

CO3 Intergovernmental Service Agreement with City of Fairhope for Striping on Manley Road and Thompson Hall Road within Fairhope City Limits

[24-0996](#)

Approve an Intergovernmental Service Agreement between the Baldwin County Commission and the City of Fairhope for the Highway Department Traffic Control Section to stripe the following roads within Fairhope city limits for an estimated cost of \$4,996.70 for labor and equipment:

Manley Road from U.S. Highway 98 to County Road 13 - 1.00 miles

Thompson Hall Road from Twin Beech Road to Fairhope Avenue - 1.50 miles

The City of Fairhope will be invoiced the actual project cost for labor and equipment and will provide materials for the project.

This agreement shall be effective upon full execution and terminate after twelve (12) months unless terminated by either party upon delivery of a thirty (30) day notice of termination.

CO4 Case No. S-18035 - Saint Augustine, Phase 4 - Release Maintenance Bond

[24-0987](#)

Authorize staff to release the Surety Document (Maintenance Bond) from Endurance Assurance Corporation on behalf of Rob Middleton Construction, LLC, for Saint Augustine, Phase 4, in the amount of \$176,950.81 which guarantees the workmanship and materials of the roadways and drainage improvements within the public right-of-way as shown on the approved Final Plat and "As-Built" construction plans.

CO5 Case No. S-20047 - Kipling Meadows, Phase One - Release Maintenance Bond

[24-0967](#)

Authorize staff to release the Surety Document (Maintenance Bond) from Fidelity and Deposit Company of Maryland on behalf of Ammons & Blackmon Construction, LLC, for Kipling Meadows, Phase One, in the amount of \$350,754.90 which guarantees the

workmanship and materials of the roadways and drainage improvements within the public rights-of-way as shown on the approved Final Plat and “As-Built” construction plans.

CO6 J.M. Wood Auction Company, Inc. - Equipment Auction List

[24-0951](#)

Approve and authorize the Chairman to execute the list of Highway Department and Parks Department equipment for sale by auction (Exhibit A) at the J.M. Wood Auction Company, Inc. facility in Montgomery, Alabama, on September 24-26, 2024.

CO8 License Agreement #24026 - Mary Ann Nelson Park

[24-0969](#)

Approve License Agreement #24026 permitting Mark Mattox to set up a boom truck at the entrance of Mary Ann Nelson Park for the purpose of removing a large oak tree on the adjacent property.

The term of this agreement shall commence on the date of full execution. License for installation shall terminate at 11:59 p.m. on February 28, 2025.

CO9 Realign River Road from County Road 68 Extension to End of Maintenance - Permission to Advertise

[24-0123](#)

Take the following actions:

- 1) Approve the Purchasing Director to place a competitive bid for the realignment of River Road from County Road 68 Extension to End of Maintenance; and
- 2) Approve the Chairman to execute any project related documents.

CP **JUVENILE DETENTION**

CP1 Memorandum of Understanding with Baldwin County Board of Education for Provision of Food Services at Baldwin County Regional Juvenile Detention Center

[24-0932](#)

Approve a Memorandum of Understanding between the Baldwin County Commission and the Baldwin County Board of Education for the provision of food services at the Baldwin County Regional Juvenile Detention Center effective September 12, 2024, and terminating September 12, 2025.

The following meals will be provided five (5) days a week by the Baldwin County High School kitchen at the rates listed:

Breakfast: \$3.05
Lunch: \$4.65
Dinner: \$4.65

CR PERSONNEL

CR1 Archives Department - Approval of Updated Position Description [24-0973](#)

Approve the updated position description for the Archives Specialist.

CR2 BRATS - Approval of Updated Position Descriptions [24-0992](#)

Approve the updated position descriptions for the Bus Driver - Full-Time (CDL), Bus Driver - Part-Time (CDL), and Bus Driver - Part-Time (Non-CDL).

CR3 Commission Administration Department - Creation of Position [24-0975](#)

Take the following actions:

- 1) Approve the creation of a General Services Manager position (#TBD) grade S316 (grade S316 range: \$57,033.60 - \$93,433.60 annually); and
- 2) Approve the position description for the General Services Manager; and
- 3) Approve the updated organizational chart for the Commission Administration and Custodial Departments.

CR4 Highway Department (Geospatial) - Promotion of Employee [24-0976](#)

Approve the promotion of Zachary Bodle from the Engineering Technician III position (#5180) grade 312 (\$24.30 per hour / \$50,544.00 annually) to fill the open GIS Coordinator position (#813) at a grade S313 (\$68,000.00 annually), to be effective no sooner than August 12, 2024.

CR5 Highway Department (Silverhill) - Personnel Changes [24-0977](#)

Take the following actions:

- 1) Approve the promotion of Ryan McKain from the Operator Technician Trainee position (#5488) grade 306 (\$16.95 per hour / \$35,256.00 annually) to fill the open Operator Technician I position (#675) at a grade 308 (\$18.31 per hour / \$38,084.80 annually); and
- 2) Approve the employment of Matt Byrd to fill the open Operator Technician Trainee position (#5488) at grade 306 (\$16.54 per hour / \$34,403.20 annually).

These changes shall be effective no sooner than August 12, 2024.

CR6 Planning and Zoning Department - Personnel Changes [24-0978](#)

Take the following actions:

- 1) Approve the employment of Josh Newman to fill the open Permit Engineer position (#4050) at a grade S319 (\$105,000.00 annually); and
- 2) Approve the employment of Charles Baumhauer to fill the open Engineering Technician II position (#1072) at a grade 311 (\$25.00 per hour / \$52,000.00 annually); and
- 3) Approve the promotion of Jenny Mosley from the Planning Technician Trainee position (#5661) grade 308 (\$17.74 per hour / \$36,899.20 annually) to fill the open Planning Technician I position (#5608) at a grade 310 (\$19.75 per hour / \$41,080.00 annually).

These actions shall be effective no sooner than August 12, 2024.

CR7 Probate Office - Personnel Changes

[24-0979](#)

Take the following actions:

- 1) Approve the transfer of Rebekah Holt from the Probate Customer Service Specialist I position (#384) grade 306 (\$20.58 per hour / \$42,806.40 annually), to fill the open License Revenue Officer II position (#992) at a grade 307 (\$20.58 per hour / \$42,806.40 annually); and
- 2) Approve the promotion of Tamatha Edmond from the License Revenue Officer I position (#2092) grade 306 (\$18.98 per hour / \$39,482.35 annually), to fill the open License Revenue Officer II position (#460) at a grade 307 (\$20.50 per hour / \$42,640.00 annually); and
- 3) Approve the employment of Melissa Sharp to fill the open Probate Court Administrator I position (#469) at a grade 308 (\$17.74 per hour / \$36,899.20 annually).

These changes shall be effective no sooner than August 12, 2024.

CR8 Revenue Commission - Employment of One (1) Assessment Support Technician I Position

[24-0981](#)

Approve the employment of Claudia McKinley to fill the open Assessment Support Technician I position (#5712) grade 305 (\$15.75 per hour / \$32,760.00 annually) to be effective no sooner than August 12, 2024.

CR9 Revenue Commission (Re-Appraisal) - Personnel Changes

[24-0980](#)

Take the following actions:

- 1) Approve the lateral transfer of Matthew Boyington from the Real Property Appraisal Supervisor position (#5302) grade S316 (\$72,671.53 annually) to fill the open Administrator of Personal Property position (#461), with no change in pay; and
- 2) Approve the employment of Ladonna Young to fill the open part-time Personal Property Specialist position (#1038) at a grade 307 (\$28.45 per hour / \$38,000.00 annually), with said salary due to experience.

These actions shall be effective no sooner than August 12, 2024.

CS PLANNING AND ZONING

CS1 Baldwin County Planning and Zoning Commission - Board Appointment(s)

24-0993

Related to the Baldwin County Planning and Zoning Commission, take the following actions:

- 1) Accept the resignation of Mr. Mike McKenzie dated July 24, 2024, and thank him for his prior civic service as a temporary member of the Board (BCC District 2 Nominee, Temporary One-time Member for Planning District 8); and
- 2) Accept the resignation of Mr. Danny Bolton, dated August 1, 2024, and thank him for his prior civic service as a temporary member of the Board (BCC District 2 Nominee, Temporary One-time Member for Planning District 39).

D PRESENTATIONS

None.

E PUBLIC HEARINGS

EN GRANTS

EN1 Adoption of the Community Development Block Grant - Disaster Recovery (CDBG-DR) Citizen Participation Plan (CPP)

24-0959

Brian Underwood, Grants Director, noted the County's participation in the Community Development Block Grant - Disaster Recovery (CDBG-DR) program requires the adoption of the Citizen Participation Plan (CPP) and the draft document has been prepared by Civix, Inc., for the Commission's consideration and public hearing.

Chairman Underwood opened the public hearing at 10:04 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 10:05 a.m.

Motion by Commissioner James E. Ball, seconded by Commissioner Matthew P. McKenzie, to adopt Resolution #2024-147 of the Baldwin County Commission approving the Community Development Block Grant - Disaster Recovery (CDBG-DR) Citizen Participation Plan (CPP).

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

GENERAL

CO7 License Agreement #24022 - Ray Gardner Lane - Right-of-Way [24-0954](#)

Motion by Commissioner Matthew P. McKenzie, seconded by Commissioner Charles F. Gruber, to approve License Agreement #24022 permitting R and P Development, LLC, to install 40 feet of 54-inch reinforced concrete pipe across unmaintained right-of-way on Ray Gardner Lane in Foley, Alabama.

The term of this agreement shall commence on the date of full execution. License for installation shall terminate at 11:59 p.m. on January 31, 2025. License for maintenance shall be indefinite according to the terms of the agreement.

The motion passed by the following vote:

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

G ADDENDA

GA GENERAL

GA1 Resolution #2024-151- Supplemental Resolution for General Obligation Economic Development Warrants, Series 2024 - Tax Increment Financing (TIF) District 1 [24-1004](#)

Motion by Commissioner Matthew P. McKenzie, seconded by Commissioner Charles F. Gruber, related to the Tax Increment Financing District (TIF D1) in Baldwin County, Alabama, adopt Resolution #2024-151, a supplemental resolution to that certain

Resolution and Order adopted June 18, 2024, authorizing the issuance of up to \$37,500,000 principal amount of General Obligation Economic Development Warrants, Series 2024.

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

H PUBLIC COMMENTS

None.

I PRESS QUESTIONS

None.

J COMMISSIONER COMMENTS

The Commissioners provided their closing comments.

K ADJOURNMENT

Motion by Commissioner Matthew P. McKenzie to adjourn the August 6, 2024, Baldwin County Commission Regular Meeting at 10:09 a.m.

The August 6, 2024, Baldwin County Commission Regular Meeting adjourned at 10:09 a.m.

A handwritten signature in black ink that reads "Billie Jo Underwood". The signature is written in a cursive, flowing style.