



Baldwin County Commission  
Work Session and Regular  
Meeting Minutes

Tuesday, February 4, 2025

Baldwin County Administration Building, County Commission Meeting Chambers  
322 Courthouse Square, Bay Minette, Alabama 36507

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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:** 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 February 4, 2025, at 9:00 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 9:01 a.m. Following the Invocation by Brian Peacock, CIS Director, the Pledge of Allegiance was led by Chairman McKenzie.

## **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** - Completed application forthcoming from Health Department.

**CD1** - Replacement Attachments - Resolution and letter to Federal Transit Administration updated to reflect correct year model of Transit Minibus.

## **COMMISSIONER REQUESTS**

Commissioner Underwood requested senior staff reports be brought to the Commission during work session for updates on things going on in the county.

Commissioner Ball introduced a resolution regarding the closure of county facilities during emergency situations.

Mr. Rendleman explained the main objective of the resolution is to address circumstances where there is no quorum and therefore, the Commission does not have the ability to close facilities if there is a need due to an emergency situation. Mr. Rendleman noted the resolution requires a meeting to be called if there is time to do so, and if no quorum is available, the Chairman can make the decision to close County facilities.

Further discussion took place regarding the required time frame for calling an emergency meeting and the importance of all of the Commissioners being involved in decisions regarding closing of facilities.

Tom Tyler, EMA Director, noted the protocol for emergency situations begins at 96 hours prior to a weather event; if evacuation is needed, he would like as much lead time as possible.

It was decided Resolution #2025-075 of the Baldwin County Commission Repealing Resolution #2023-161 of the Baldwin County Commission and Authorizing the Baldwin County Commission Chairman to Close the Baldwin County Courthouse, Annexes and Associated Satellite Offices when the Health and Safety of Citizens and Employees are in Imminent Danger would be added to the Consent Agenda.

Chairman McKenzie requested a procedure be put in place for the Commissioners, elected officials, and all stakeholders to be notified in the event of a bomb threat or other event in any county facilities.

## **SENIOR STAFF REPORTS**

None.

## **COUNTY ATTORNEY'S REPORT**

Brad Hicks, County Attorney, said there is one item 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 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. The work session will not need to reconvene.

Motion by Commissioner Billie Jo Underwood, seconded by Commissioner James E. Ball, in accordance with Code of Alabama Section 36-25A-7, to adjourn into an executive session at 9:22 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 McKenzie noted the work session will not reconvene after the executive session.

The February 4, 2025, Baldwin County Commission Work Session meeting adjourned at 9:22 a.m.

## **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 Jason Hughes, Pastor of Southside 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 Billie Jo Underwood, to adopt the minutes of the January 28, 2025, 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**

[25-0440](#)

Motion by Commissioner James E. Ball, seconded by Commissioner Billie Jo Underwood, 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**

[25-0439](#)

No action taken.

## **C CONSENT**

Motion by Commissioner James E. Ball to approve the Consent Agenda with the addition of Resolution #2025-075.

Commissioner Ball explained Resolution #2025-075 changes the procedure for closing County facilities under emergency conditions by scheduling an emergency meeting to allow the Commissioners to meet and collaboratively decide on any closures as needed. In the event the Commissioners are not able to meet, the Chairman can act alone and close facilities as needed for the safety of citizens and employees.

Motion seconded by Commissioner Billie Jo Underwood.

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-25001- Alcohol License Application for Fort Morgan Oyster Festival, Inc. d/b/a Fort Morgan Oyster Fest [25-0434](#)

Approve the issuance of 140 - Special Events Retail License by the Alabama Alcoholic Beverage Control (ABC) Board to Fort Morgan Oyster Festival, Inc. d/b/a Fort Morgan Oyster Fest, located at 925 Beach Club Trail, Gulf Shores, Alabama 36542.

This is a Special Events / Special Retail (7 days or less) non-renewable license. The event will be held on Saturday, February 22, 2025, and Sunday, February 23, 2025.

Approval is contingent upon applicant obtaining a health department permit pending inspection by the Health Department prior to the event.

**CA2** E-911 Address Change for Courthouse Annex II Building Property in Bay Minette [25-0449](#)

Acknowledge and make part of the record the following address change for the County-owned Courthouse Annex II building / property, as designated by Baldwin County Emergency Communication District E-911 Addressing:

Previous physical E-911 address: 175 Courthouse Square,  
Bay Minette, Alabama 36507

New physical E-911 address: 304 Courthouse Square,  
Bay Minette, Alabama 36507

**CA3** 20th Annual Tour de L.A.D.R. (Lower Alabama Doctors) Bike Ride [25-0442](#)

Approve the request from The Medical Society of Mobile County for the use of Scenic Highway 98 and County Road 1 for its 20th Annual Tour de L.A.D.R. (Lower Alabama Doctors) Bike Ride on Saturday, April 5, 2025, beginning at 7:30 a.m.

**CA4** Rosinton School 19th Annual 5K Armadillo Dash [25-0432](#)

Approve the request from Rosinton School for the use of County Road 64, County Road 69, County Road 62 and County Road 71, in Robertsedale, Alabama, for the 19th Annual 5K Armadillo Dash on Saturday, March 1, 2025, beginning at 9:00 a.m.

**CA5** Revision of Baldwin County Commission Policy 8.1 - Authority to Pay the Bills and Issue Checks [25-0415](#)

Adopt revised Baldwin County Commission Policy 8.1 - Authority to Pay the Bills and Issue Checks.

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

**CD1** \*Resolution #2025-072 - Authorization to Accept Transfer of Three (3) Public Transit Vehicles from Escambia County Board of County Commissioners [25-0426](#)

Take the following actions:

- 1) Adopt Resolution #2025-072 authorizing the Baldwin County Commission to accept the transfer of three (3) public transit vehicles from the Escambia County Board of County Commissioners and assume the Federal Transit Administration (FTA) interest; and
- 2) Authorize Chairman to sign the letter requesting FTA consent for the transfer and assumed interest of the vehicles.

**CE BUDGET/PURCHASING**

**CE1** Competitive Bid #WG24-08 - Purchase and Installation of Two (2) New 70 Ton Air-Cooled Chiller Units at Baldwin County Central Annex II Building Located in Robertsdale, Alabama, for the Baldwin County Commission [25-0450](#)

Approve Change Order #2 in the amount of \$6,554.00 with Lower Alabama Heating, Cooling & Refrigeration, LLC, on the Purchase and Installation of Two (2) New 70 Ton Air-Cooled Chiller Units at the Baldwin County Central Annex II building located in Robertsdale, Alabama, and authorize the Chairman to execute the Contract and authorize the Chairman to execute the Change Order.

**CE2** Competitive Bid #WG25-12 - Provision of Fence Installation and Repair on County Right-of-Ways for the Baldwin County Commission [25-0431](#)

Take the following actions:

- 1) Approve the specifications and authorize the Purchasing Director to place a competitive bid for the Provision of Fence Installation and Repair on County Right-of-Ways for the Baldwin County Commission; and
- 2) Further, authorize the Chairman/Purchasing Division Commissioner for the Baldwin County Commission to approve any necessary addendums or clarifications if required after the bid is advertised.

**CE3** Resolution #2025-074 - Amendment to FY 2025 Budget and Quote for Purchase and Installation of One (1) Rapiscan 918CX X-Ray System at [25-0436](#)

the Baldwin County Courthouse Located in Bay Minette, Alabama, for the Baldwin County Commission

Take the following actions:

1) Adopt Resolution #2025-074 amending Fiscal Year 2025 Budget (Resolution #2024-159 and Resolution #2024-158, adopted on September 17, 2024) in order to allocate funding for the purchase of an x-ray machine for the Baldwin County Sheriff's Office; and

2) Approve the quote received from Rapiscan Systems, Inc., in the amount of \$25,897.20 and authorize the Purchasing Director to issue a purchase order for the purchase and installation of one (1) Rapiscan 918CX X-Ray System at the Baldwin County Courthouse located in Bay Minette.

**CK EMERGENCY MANAGEMENT AGENCY (EMA)**

**CK1** Extension of Master Services Agreement with Everbridge, Inc., for Mass Notification System (AlertBaldwin)

[25-0425](#)

Related to the Master Services Agreement with Everbridge, Inc., for Mass Notification System (AlertBaldwin), take the following actions:

1) Approve the extension of the Master Services Agreement (MSA) between the Baldwin County Commission (Emergency Management Agency) and Everbridge, Inc., for the provision of a mass notification platform for an additional 12-month period, continuing from January 2, 2025, and expiring January 2, 2026; and

2) Authorize payment in the amount of \$52,328.61 to Software House International (SHI) for the provision of a mass notification platform.

**CO HIGHWAY**

**CO1** Right-of-Way Acquisition for the Baldwin Beach Express II from Interstate 10 to Styx River

[25-0441](#)

Take the following actions:

1) Waive Baldwin County Commission Policy #9.10 - Engineering, Environmental Monitoring and Surveying Services; and

2) Approve on-call consultant Volkert, Inc., to perform right-a-way acquisition services for the Baldwin Beach Express II project from Interstate 10 to Styx River with fees not to exceed \$282,000.00; and

3) Approve the allocation of \$4,000,000.00 from Capital Project Fund - Contract Services (20210202.51500) to Baldwin Beach Express II Right-of-Way Acquisition (HW25086).

**CR PERSONNEL**

**CR1** Emergency Management Agency - Promotion of Employee [25-0446](#)

Approve the promotion of Amanda Thweatt from the Emergency Management Specialist position (#5560) grade 309 (\$24.51 per hour / \$50,980.80 annually) to fill the open Logistics Division Manager position (#3074) grade S313 (\$55,057.60 annually) to be effective no sooner than February 10, 2025.

**CS PLANNING AND ZONING**

**CS1** Baldwin County Commission Board of Adjustment #1 - Board Appointment [25-0443](#)

Related to the Baldwin County Commission Board of Adjustment #1, appoint Mr. Greg D. Benjamin as an alternate member (Planning District 4 Designee) for a three (3) year term, said term commencing February 4, 2025, and expiring February 4, 2028.

**G ADDENDA**

**GA GENERAL**

Resolution #2025-075 of the Baldwin County Commission Repealing Resolution #2023-161 of the Baldwin County Commission and Authorizing the Baldwin County Commission Chairman to Close the Baldwin County Courthouse, Annexes and Associated Satellite Offices when the Health and Safety of Citizens and Employees are in Imminent Danger [25-0467](#)

Adopt Resolution #2025-075 repealing Resolution #2023-161 of the Baldwin County Commission and authorizing the Baldwin County Commission Chairman to close the Baldwin County Courthouse, annexes and associated satellite offices when the health and safety of citizens and employees are in imminent danger.

**D PRESENTATIONS**

**DA GENERAL**

**DA1** Recognition of Volunteers and Employees - 2024 Christmas Drive-through Lights Show at Bicentennial Park [25-0399](#)

Felisha Anderson, Director of Archives/Special Historic Projects Coordinator, provided a video presentation recognizing the employees and volunteers from the following organizations who contributed to the success of the 2024 Christmas Drive-through Lights Show at Bicentennial Park:

Baldwin County Sheriff's Office  
Baldwin County High School Beta Chi Sigma Step Team  
Baldwin County High School Junior Student Council  
Bay Minette Kiwanis Club



Bay Minette Rotary Club  
City of Bay Minette  
Coastal Alabama Community College (Ambassadors)  
North Baldwin Utilities  
North Baldwin Chamber of Commerce and Board of Directors  
Novelis  
South Alabama Antique Tractor and Engine Club  
Stockton Civic Club  
United Bank (Loxley Branch)  
Baldwin County Commission

Ms. Anderson thanked the Commissioners for their leadership and support for the event.

Ms. Sara Davis, Chief Communications Officer with Coastal Alabama Community College, thanked the Commissioners for their support and said she looks forward to the 2025 event.

The Commissioners thanked the employees and volunteers for their hard work in making the event a success.

#### FY 2024 Year End Review

Frank Lundy, County Engineer, presented the FY 2024 Year End Review, highlighting projects accomplished in 2024 and upcoming projects in 2025 which follow the core of the Commission's Strategic Plan goals. Mr. Lundy recognized Chris Welch, Network Administrator, and Shannon Spivey, Customer Relationship Manager, for their assistance in preparing the video presentation.

#### **E PUBLIC HEARINGS**

None.

#### **F OTHER STAFF RECOMMENDATIONS**

None.

#### **H PUBLIC COMMENTS**

None.

#### **I PRESS QUESTIONS**

None.

#### **J COMMISSIONER COMMENTS**

The Commissioners provided their closing comments.

**K ADJOURNMENT**

Motion by Commissioner Billie Jo Underwood to adjourn the February 4, 2025, Baldwin County Commission Regular meeting at 10:44 a.m.

The February 4, 2025, Baldwin County Commission Regular meeting adjourned at 10:44 a.m.

A handwritten signature in black ink that reads "Matthew P. McKen". The signature is written in a cursive style with a long horizontal line extending from the end of the name.