



Baldwin County Commission
Work Session and Regular
Meeting Minutes

Tuesday, June 3, 2025

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

[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 June 3, 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.

CR6 - Replacement Item - Staff recommendation revised to add Tony Boutwell to Take Home Vehicle List due to promotion.

COMMISSIONER REQUESTS

Commissioner Underwood requested to remain as the Baldwin County Commission's representative to the Association of County Commissions of Alabama Legislative Committee. The Commissioners agreed.

SENIOR STAFF REPORTS

Staff Report by Jay Dickson, Planning Director

[25-0880](#)

Jay Dickson, Planning Director, provided an update on changes to the Planning Commission meeting format and agenda outline, summary of permits issued by the Planning and Zoning Department, and the Baldwin County comprehensive Master Plan outline.

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 work session 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; and the consideration the governmental body is willing to offer or accept when considering the purchase, sale, exchange, lease, or market value of real property.

Mr. Hicks said he is an attorney licensed to practice law in the State of Alabama and the first exception is applicable to the planned discussion. The Commission will not need to reconvene.

Motion by Commissioner James E. Ball, seconded by Commissioner Charles F. Gruber, in accordance with Code of Alabama Section 36-25A-7, to adjourn into an executive session at 9:24 a.m. to:

- 1) discuss with their attorney the legal ramifications of and legal options for pending litigation, controversies not yet being litigated but imminently likely to be litigated or imminently likely to be litigated if the governmental body pursues a proposed course of action; and
- 2) to discuss the consideration the governmental body is willing to offer or accept when considering the purchase, sale, exchange, lease, or market value of real property.

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

The June 3, 2025, Baldwin County Commission Work Session adjourned at 9:24 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 Pastor Steve Fairley with Summerdale Assembly of God, 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 Billie Jo Underwood, to adopt the minutes of the May 20, 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

[25-0817](#)

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 Ratification of Interim Payments as Allowed by Policy 8.1

[25-0816](#)

Motion by Commissioner James E. Ball, seconded by Commissioner Billie Jo Underwood, to ratify interim payments approved by the Clerk / Treasurer and signed by the Chairman of the County Commission.

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

C **CONSENT**

Chairman McKenzie noted the replacement for Item CR6 with revised staff recommendation to add Tony Boutwell to the Take Home Vehicle List due to his promotion.

Motion by Commissioner Billie Jo Underwood, seconded by Commissioner James E. Ball, to approve the Consent Agenda including the Replacement Item CR6.

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-25004 - Alcohol License Application for Bottles Up Mobile Inc d/b/a Belforest Pointe (One-time Special Event on June 27, 2025)

[25-0830](#)

Approve the issuance of 140 - Special Events Retail (7 days or less) license by the Alabama Alcoholic Beverage Control (ABC) Board to Bottles Up Mobile Inc d/b/a Belforest Pointe, for a one-time special event to be held on June 27, 2025, at the Belforest Pointe event venue, 26503 Highway 181, Daphne, Alabama 36526.

CA2 Contract to Audit Federal Awards with State of Alabama Examiners of Public Accounts

[25-0852](#)

Authorize the Chairman to execute a Contract to Audit Federal Awards with State of Alabama Examiners of Public Accounts beginning April 30, 2025, and expiring April 30, 2026.

CA3 Memorandum of Understanding Between the Alabama Department of Public Health, the Alabama Public Health Care Authority, and Baldwin County Commission for Improvements to Baldwin County Public Health Care Facility in Robertsedale, Alabama

[25-0819](#)

Approve the Memorandum of Understanding (MOU) among the Alabama Department of Public Health (ADPH), the Alabama Public Health Care Authority (APHCA), and Baldwin County, Alabama, for improvements to the Baldwin County Public Health facility located at 23280 Gilbert Drive in Robertsedale, Alabama, effective June 3, 2025, and terminating June 30, 2026.

The MOU is an addendum to the Lease Agreement between the ADPH and Baldwin County Commission.

CA4 Memorandum of Understanding with Alabama Law Enforcement Agency for Office Space in Bay Minette

[25-0818](#)

Approve the Memorandum of Understanding between the Baldwin County Commission and the Alabama Law Enforcement Agency (ALEA) for the provision of office space in the Oak Street Complex, located at 203 Oak Street, Bay Minette, Alabama 36507, and the assignment of one ALEA employee (minimum) to the Bay Minette location to provide driver license services to the citizens of Baldwin County.

This Agreement shall become effective upon its execution for a period of no more than five (5) years, commencing on August 5, 2025, and expiring on August 5, 2030.

CA5 National Association of Counties (NACo) - 2025 Voting Credentials

[25-0809](#)

Appoint the Alabama Association of County Commissions (ACCA) as Baldwin County Commission's proxy voting delegate to represent the Commission at the 2025 Annual Business Meeting for the National Association of Counties (NACo).

CA6 Resolution #2025-135 - Approving the Increase in Compensation for Baldwin County Board of Registrars

[25-0810](#)

Adopt Resolution #2025-135 which increases the compensation and salary for the Baldwin County Board of Registrars, as authorized by Act No. 2025-22.

CE BUDGET/PURCHASING

CE1 Competitive Bid #WG24-27 - Provision of Aftermarket Heavy Duty Truck

[25-0805](#)

Parts for the Baldwin County Commission

Extend Bid #WG24-27 for the Provision of Aftermarket Heavy Duty Truck Parts with FleetPride, Inc., for an additional twelve (12) months with the same prices, terms, and conditions stated in the original bid award on June 18, 2024. The bid extension will expire June 18, 2026.

CE2 Competitive Bid #WG25-24 - Provision for Rental of Solar Powered Portable Message Signs for the Baldwin County Commission

25-0823

Award Bid #WG25-24 for the Provision for Rental of Solar Powered Portable Message Signs to the lowest bidder, United Rentals (North America), Inc., as per the Award Listing.

CE3 Competitive Bid #WG25-25 - Provision of Fleet Fuel Management Program for the Baldwin County Commission

25-0807

Award Bid #WG25-25 to the lowest bidder, The McPherson Companies, Inc., for the Provision of the Fleet Fuel Management Program per the Award Listing. This bid award will be effective for three (3) years and will expire on June 8, 2028.

CE4 Competitive Bid #WG25-26 - Provision of Bagged Ice for the Baldwin
County Commission

25-0804

Award Bid #WG25-26 to Lipsey Logistics Worldwide, LLC, for the Provision of Bagged Ice per the Award Listing.

CE5 Competitive Bid #WG25-27 - Provision of Mower Blades for the Baldwin County Commission

25-0803

Award Bid #WG25-27 for the Provision of Mower Blades to the lowest responsible bidder, Equipment Sales Company, LLC, for Group #1 and Group #2 per the Award Listing.

CE6 Construction of New Sally Port at Baldwin County Courthouse Located in Bay Minette, Alabama, for the Baldwin County Commission

25-0812

Approve and authorize the Chairman to execute Allowance Authorization No. 2 with Rogers & Willard, Inc., in the amount of \$4,674.01 for adding waterstop at perimeter of all plumbing and structural trenches cut in slab due to groundwater, with no change to the original contract amount, for the Construction of New Sally Port at the Baldwin County Courthouse located in Bay Minette, Alabama.

Allowance cost will be paid from contract contingency allowance that was included in the bid amount.

CE7 Contracts for Request for Proposals (RFP) for Transportation Services of Human Remains for the Baldwin County Coroner

[25-0832](#)

Award the Request for Proposals (RFP) for Transportation Services of Human Remains to Lifestar Alternative Transportation Service, LLC, and Coastal Body Removal & Transportation, LLC, per the Award Listing and authorize the Chairman to execute the Contracts.

Contracts are effective for twelve (12) months effective immediately upon the same date as full execution, with an option to issue two (2) additional twelve (12) month contracts.

CE8 Project No. HW21125000 Culvert Installation on Paul Cleverdon Road over East Tributary to Baker Branch for the Baldwin County Commission

[25-0850](#)

Approve Change Order #2 in the amount of \$5,454.05 with Blade Construction, LLC, for HW21125000 Culvert Installation on Paul Cleverdon Road over East Tributary to Baker Branch and authorize the Chairman to execute the Change Order. (Change Order #2 does not increase the construction cost of the project).

CE9 Project No. HW22146 - U.S. Highway 98 at Old Foley Road Intersection Realignment for the Baldwin County Commission

[25-0849](#)

Approve Change Order #1 in the amount of \$5,100.00 with Asphalt Services, Inc., for Project No. HW22146 - U.S. Highway 98 at Old Foley Road Intersection Realignment and authorize the Chairman to execute the Change Order.

CE10 Rental of One (1) New Copy Machine for the Baldwin County Revenue Commission Offices Located in Bay Minette, Alabama

[25-0837](#)

Approve and authorize the Chairman to execute the Rental Agreement with Sharp Electronics Corporation for one (1) new copy / scanner machine off the State of Alabama bid for thirty-six (36) months effective the date of execution as listed below:

Location: Revenue Commission Office - Bay Minette
Model: Sharp BP-50M36
Price: \$95.86/month
Excess Charge/copy: B/W \$0.0055/copy

CE11 Rental of Two (2) New Copy Machines for the Baldwin County Probate Offices Located in Bay Minette, and Foley, Alabama

[25-0835](#)

Approve and authorize the Chairman to execute the Rental Agreements with Sharp Electronics Corporation for two (2) new copy / scanner / fax machines off the State of Alabama bid for thirty-six (36) months, effective the date of execution per the list of

machines below.

Location: Probate Office - Bay Minette
Model: Sharp BP-70M31
Price: \$114.65/month
Excess Charge/copy: B/W \$0.0055/copy

Location: Probate Office - Foley Courthouse
Model: Sharp BP-70M55
Price: \$166.67/month
Excess Charge/copy: B/W \$0.0049/copy

CE12 Rental of Three (3) New Copy Machines for Various Baldwin County Sheriff's Offices Located in Bay Minette, and Robertsedale, Alabama

[25-0829](#)

Approve and authorize the Chairman to execute the Rental Agreements with Sharp Electronics Corporation for the rental of three (3) new copy machines off the State of Alabama Contract for thirty-six (36) months effective the date of execution as listed below:

Location: Sheriff's Office - Community Corrections - Bay Minette
Model: Sharp BP-70M65
Price: \$183.59/month
Excess Charge/copy: B/W \$0.0049/copy

Location: Sheriff's Office - Transportation Section - Bay Minette
Model: Sharp BP-70M65
Price: \$183.59/month
Excess Charge/copy: B/W \$0.0049/copy

Location: Sheriff's Office - Patrol Division - Central Annex II, Robertsedale
Model: Sharp BP-70M65
Price: \$181.87/month
Excess Charge/copy: B/W \$0.0049/copy

CE13 Quote for Commercial / Industrial Real Property Consultant Services for the Baldwin County Revenue Commission

[25-0822](#)

Approve the Quote for Commercial / Industrial Real Property Consultant Services from Lisa A. Hobart, LLC, and authorize the Chairman to execute the Contract. (Contract effective upon full execution for a period of thirty-six (36) months).

CE14 Resolution #2025-139 - Amending FY 2025 Budget

[25-0827](#)

Adopt Resolution #2025-139 amending Fiscal Year 2025 Budget (Resolution #2024-159

and Resolution #2024-158, adopted on September 17, 2024) in order to establish the budget for acceptance of three (3) transit vehicles and reallocate funds from various accounts.

CH COMMUNICATIONS/INFORMATION SYSTEMS (CIS)

CH1 Agreement Regarding Baldwin County Interoperability Communications System with State of Alabama Fire Marshal's Office [25-0806](#)

Approve and authorize the Chairman to execute the Agreement Regarding Baldwin County Interoperability Communications System between the Baldwin County Commission and the State of Alabama Fire Marshal's Office for the use of the Baldwin County Interoperability 700/800 MHz Communication System.

This Agreement shall be effective upon the date of full execution by both parties for a term of three (3) years, unless otherwise terminated by the parties as set forth herein. Any party may cancel or terminate this Agreement by giving a ninety (90) days written notice of such termination to the other party.

CJ ELECTED OFFICIALS

CJ1 Sheriff's Office - Contract for Request for Proposals (RFP) for Inmate Commissary Services for the Baldwin County Sheriff's Office [25-0833](#)

Award the Contract for the Request for Proposals (RFP) for Commissary Services to Kimble's Food By Design, LLC, providing the highest commission rate for Option A of 44%, per the RFP Tabulation and authorize the Chairman to execute the Contract and any other necessary documents. (Contract is effective for twenty-four (24) months effective immediately upon the same date as its full execution, with an option to renew for one (1) additional twelve (12) month period).

CJ2 Sheriff's Office - Contract for Request for Proposals (RFP) for Inmate Technology Services for the Baldwin County Sheriff's Office [25-0828](#)

Award the Contract for the Request for Proposals (RFP) for the Baldwin County Inmate Technology Services to the vendor, Combined Public Communications, LLC, providing the highest commission rate of 60% per the RFP Tabulation and authorize the Chairman to execute the Contract and any other necessary documents. (Contract is effective for twenty-four (24) months effective immediately upon the same date as its full execution, with an option to renew for one (1) additional twelve (12) month period).

CJ3 Revenue Commission - Commercial and Industrial Mass Appraisal Services by J.F. Ryan Associates, Inc., for the Baldwin County Commission [25-0814](#)

Approve the revised Commercial and Industrial Mass Appraisal Services Proposal with

J.F. Ryan Associates, Inc., for commercial and industrial mass appraisal advisory services to the Baldwin County Revenue Commission for the remainder of 2025 and 2026 in the amount of \$169,000.00.

CJ4 Revenue Commission - Insolvents, Errors and Taxes in Litigation for 2024

[25-0721](#)

As requested by the Revenue Commissioner of Baldwin County, the Honorable Teddy J. Faust, Jr., and in conformance with Section 40-5-23 of the Code of Alabama (1975) and any other applicable law, take the following actions:

- 1) Approve report titled Insolvents, Errors and Taxes in Litigation for 2024; and
- 2) Authorize the Chairman to execute the aforesaid report / instrument.

CO **HIGHWAY**

CO1 Addition of Green Acres Road from County Road 65 East 0.30 Miles to the County Maintained Road List

[25-0834](#)

Approve the addition of Green Acres Road from County Road 65 east 0.30 miles to the County Maintained Road List contingent upon deeding of 60 feet of right-of-way.

CO2 Development Agreement with HFI 1, LLC, for Funding of Turn Lane on County Road 64

[25-0820](#)

Approve and authorize the Chairman to execute the Development Agreement between the Baldwin County Commission and HFI 1, LLC, for funding of a turn lane on County Road 64.

This Agreement shall be effective upon the date of full execution by both parties and shall be for twenty-four (24) months from its effective date unless terminated by the County upon the delivery of a thirty (30) day notice via certified mail.

CO3 Lillian Park Beach Habitat and Shoreline Protection Project - Notice of Federal Interest, Contract Extension and Permission to Advertise

[25-0781](#)

Take the following actions:

- 1) Authorize the Chairman to execute the Notice of Federal Interest document between the Baldwin County Commission and the Gulf Coast Ecosystem Restoration Council for State Expenditure Plan #11 - Lillian Park Beach Habitat and Shoreline Protection, as required by the Alabama Department of Conservation and Natural Resources, acting as the administrative agent for the Alabama Gulf Coast Recovery Council; and
- 2) Approve the extension of the Professional Services Contract with Neel-Schaffer, Inc., for the Engineering / Environmental Services for the Lillian Park Beach Habitat and

Shoreline Protection project until June 30, 2026, under the same terms and conditions as the existing agreement approved during the June 7, 2022, Regular meeting; and

3) Approve the Purchasing Director to place a competitive bid for the Lillian Park Beach Habitat and Shoreline Protection project; and

4) Approve the Chairman to execute any project related documents.

CO4 Second Amendment to Intergovernmental Service Agreement with City of Loxley for Loxley Transit Shelter [25-0785](#)

Approve a Second Amendment to the Intergovernmental Service Agreement with the City of Loxley for the Loxley Transit Shelter, originally approved June 1, 2021, and amended June 4, 2024, which extends the term of the agreement by six (6) months, to December 1, 2025.

CO5 Submittal of GOMESA Grant Request to Alabama Department of Conservation and Natural Resources for Improvements at Perdido Bay Park in Lillian, Alabama [25-0825](#)

Take the following actions:

1) Adopt Resolution #2025-140 and authorize the Highway Department to submit an application to the Alabama Department of Conservation and Natural Resources (ADCNR) for Alabama Gulf of Mexico Energy Security Act (GOMESA) funds for improvements at Perdido Bay Park in Lillian, Alabama; and

2) Authorize the Chairman to execute any other project related documents.

CO6 Request for Transfer of GOMESA Funds for Kelly Pit Regional Detention Project [25-0824](#)

Authorize the Highway Department to submit a request to the Alabama Department of Conservation and Natural Resources (ADCNR) for the transfer of Gulf of Mexico Security Act (GOMESA) funds of \$2,791,691.50 from the completed Right of Way Acquisition Phase to the Construction Phase of the Magnolia River Watershed Constructed Wetlands and Regional Detention - Kelly Pit Mitigation Site Project.

CO7 Sale of Surplus Equipment on GovDeals.com [25-0821](#)

Approve the sale of surplus equipment as listed in the attached "GovDeals.com Auction Equipment List" by the Parks Department.

CO8 Transfer of Various Vehicles and Equipment [25-0815](#)

Take the following actions:

1) Approve the Highway Department transferring the following vehicles to Area Maintenance Facilities at no cost:

2023 Ford F150 Truck - VIN# 1FTFW1E54PKG01249

2023 Ford F150 Truck - VIN# 1FTFW1E83PKF72532

2) Approve the Highway Department transferring the following vehicles to Planning and Zoning at a fair market price of \$22,000.00:

2015 Ford F150 Truck - VIN# 1FTEW1EF2FKF09043 - \$13,200.00

2016 Ford F150 Truck - VIN# 1FTEW1EF7GFB44501 - \$8,800.00

3) Approve the Highway Department transferring the following vehicle to the Parks Department at a fair market price of \$40,000.00:

2018 Kenworth T370 - VIN# 2NKHJ7X6KM312199 - \$40,000.00

4) Approve the Building Department transferring the following vehicle to the Custodial Department at no cost:

2017 Ford F150 Truck - VIN# 1FTEX1CF6HFA76502

5) Authorize the Chairman to execute the Fixed Asset Change Forms.

CQ PARKS

CQ1 License Agreement with Baldwin County Trailblazers for Kids in Parks Program

[25-0847](#)

Approve License Agreement #25001P allowing the Baldwin County Trailblazers to place Kids in Parks signage at Live Oak Landing, Bicentennial Park, and The Launch at County Road 6 contingent upon the Baldwin County Trailblazers obtaining funding for the program.

CR PERSONNEL

CR1 Archives Department - Employment of Two (2) Archives Specialist Positions

[25-0839](#)

Take the following actions:

1) Approve the employment of Sheila Floyd to fill the open Archives Specialist position (#5457), grade 307 (\$17.84 per hour / \$37,107.20 annually); and

2) Approve the employment of A.J. Caswell to fill the open Archives Specialist position (#5216), grade 307 (\$17.84 per hour / \$37,107.20 annually).

These actions shall be effective no sooner than June 9, 2025.

CR2 BRATS Department - Employment of One (1) Customer Service Representative II Position

[25-0851](#)

Approve the employment of Christine Frost to fill the open Customer Service Representative II position (#5551), grade 307 (\$17.84 per hour / \$37,107.20 annually) to be effective no sooner than June 9, 2025.

CR3 Building Maintenance - Personnel and Position Changes

[25-0840](#)

Take the following actions:

- 1) Reclassify the Building Maintenance Engineer II position (#516), grade 310 (\$42,244.80 - \$69,243.20 annually) to Building Maintenance Engineer I grade 308 (\$37,960.00 - \$62,212.80 annually); and
- 2) Approve the employment of Todd Pugh to fill the Building Maintenance Engineer I (#516) at a grade 308 (\$18.25 per hour / \$37,960.00 annually), to be effective no sooner than June 9, 2025; and
- 3) Approve the promotion of Nicholas August from the Office Assistant IV position (#5526) grade 305 (\$16.20 per hour / \$33,696.00 annually), in the Animal Shelter Department (55410), to fill the open Building Maintenance Engineer I (#5702) at a grade 308 (\$18.25 per hour / \$37,960.00 annually) in the Building Maintenance Department (51995), to be effective no sooner than June 16, 2025; and
- 4) Approve the updated organizational chart for the Building Maintenance Department.

CR4 Emergency Management Agency - Employment of One (1) Logistics Division Manager Position

[25-0841](#)

Take the following actions:

- 1) Approve the employment of Kavika Duff to fill the open Logistics Division Manager position (#3074) at grade S313 (\$49,004.80 annually) to be effective no sooner than June 9, 2025; and
- 2) Approve the updated position descriptions for the Logistics Division Manager, Operations Division Manager, and Planning and Grants Division Manager.

CR5 Highway Department (Silverhill) - Promotion of Employee

[25-0842](#)

Approve the promotion of Ryan McKain from the Operator Technician I position (#675) grade 308 (\$18.83 per hour / \$39,166.40 annually) to fill the open Operator Technician II position (#4080), at a grade 309 (\$20.34 per hour / \$42,307.20 annually) to be effective no sooner than June 16, 2025.

CR6 *Highway Department (Traffic Operations) - Promotion of Employee

[25-0843](#)

Take the following actions:

- 1) Approve the promotion of Tony Boutwell from the Traffic Control Technician III position (#842) grade 310 (\$28.41 per hour / \$59,092.80 annually) to fill the open Assistant Traffic Operations Manager position (#5686) at a grade S313 (\$63,814.40 annually) to be effective no sooner than June 16, 2025; and
- 2) Add Tony Boutwell to the Take Home Vehicle List.

CR7 Juvenile Detention Center - Employment of Two (2) Detention Worker I Positions

[25-0844](#)

Take the following actions:

- 1) Approve the employment of Brian Hawkins to fill the open Detention Worker I position (#5341) at a grade 308 (\$18.25 per hour / \$37,960.00 annually); and
- 2) Approve the employment of Claudia Corral to fill the open Detention Worker I position (#5163) at a grade 308 (\$19.50 per hour / \$40,560.00 annually), with said salary due to experience.

These actions shall be effective no sooner than June 9, 2025.

CR8 Parks Department - Position Changes

[25-0845](#)

Take the following actions:

- 1) Reclassify and retitle the Parks Director position (#1047), grade S317 (\$62,192.00 - \$101,857.60 annually) to Director of Parks and Recreation at a grade S318 (\$65,897.00 - \$107,982.00 annually); and
- 2) Retitle the Parks Supervisor position (#269) to Deputy Director of Parks and Recreation; and
- 3) Approve the organizational chart for the Parks Department; and
- 4) Approve the position descriptions for the Director of Parks and Recreation and Deputy Director of Parks and Recreation.

These actions shall be effective no sooner than July 1, 2025.

CR9 Probate Office - Position and Personnel Changes

25-0846

Take the following actions:

- 1) Approve the promotion of C. Renee Hawsey from the Probate Compliance Officer position (#4086), grade S319 (\$91,984.00 annually) to fill the Administrator of Motor Vehicles, Tags, and Licenses position (#5484) at a grade S323 (\$99,342.72 annually); and
- 2) Reclassify the Drivers License Clerk I position (#3050) grade 306 (\$17.01 - \$27.87 per hour) to a Drivers License Clerk II at a grade 307 (\$17.84 - \$29.26 per hour); and
- 3) Approve the promotion of Jennifer Wilson from Drivers License Clerk I (#3050) grade 306 (\$20.23 per hour / \$42,078.40 annually) to Drivers License Clerk II position (#3050) grade 307 (\$21.85 per hour / \$45,448.00 annually); and
- 4) Approve the updated organizational chart for the Probate Office.

These actions shall be effective no sooner than June 16, 2025.

D PRESENTATIONS

None.

E PUBLIC HEARINGS

None.

F OTHER STAFF RECOMMENDATIONS

None.

G ADDENDA

None.

H PUBLIC COMMENTS

None.

I PRESS QUESTIONS

None.

J COMMISSIONER COMMENTS

The Commissioners commended the Grants Department staff for their work on the

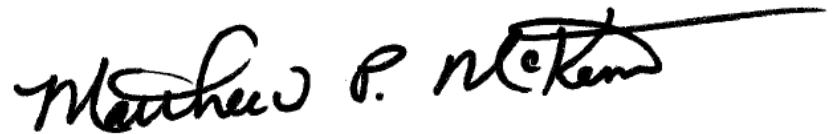
Community Development Block Grant Disaster Recovery Program. The County received correspondence from The Alabama Department of Economic and Community Affairs commenting on the professional manner the grant is being managed by the Baldwin County Grants Department.

The Commissioners provided their closing comments.

K ADJOURNMENT

Motion by Commissioner Billie Jo Underwood, seconded by Commissioner James E. Ball, to adjourn the June 3, 2025, Baldwin County Commission Regular meeting at 10:10 a.m.

The June 3, 2025, Baldwin County Commission Regular meeting adjourned at 10:10 a.m.

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