



Baldwin County Commission
Work Session and Regular
Meeting Minutes

Wednesday, March 5, 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 Finley Reeves, County Attorney.

The Baldwin County Commission met for a work session (pre-Commission meeting) on March 5, 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 9:08 a.m. Following the Invocation by Chairman 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.

CA2 through **CA4** - Discussion took place regarding the maps provided with annexation notifications. It was decided the Commission Administration staff would reach out to the municipalities if maps are not received with the notifications, or if the documents are not legible.

CA8 - Mr. Rendleman explained Item CA8 is regarding the salary supplement for the court

reporter of the newly added circuit court judge position, noting the supplement must be approved by the Commission. No budget amendment is necessary to cover the expense.

CE7 - Discussion took place regarding the use of existing space for storing surplus furniture and office equipment. It was decided Buford King, Director of Facilities and Maintenance, would evaluate the utilization of space in county-owned facilities.

CJ1 - Chairman McKenzie requested Item CJ1 be pulled from the Consent Agenda to allow time for clarification regarding the Intergovernmental Agreement with the U.S. Department of Justice related to Immigration and Customs Enforcement (ICE). It was decided Item CJ1 would be pulled from the Consent Agenda pending clarification prior to the regular meeting.

CS3 - Jay Dickson, Planning Director, discussed the proposed Planning District 17 referendum, noting a petition is not required at this point. The purpose of Item CS3 is to establish boundary lines for the proposed Planning District 17.

COMMISSIONER REQUESTS

None.

SENIOR STAFF REPORTS

Staff Report by Tom Tyler, EMA Director

Mr. Tyler discussed the information received from the National Weather Service (NWS) regarding severe weather events and the importance of providing that information to the Commissioners and the public. Mr. Tyler noted Danon Smith, Deputy EMA Director, is attending the Alabama Association of Emergency Managers Legislative Committee conference in Washington, D.C., to speak with elected officials about the importance of the NWS and express the need for the NWS to continue in its capacity.

COUNTY ATTORNEY'S REPORT

None.

ADJOURNMENT OF PRE-MEETING WORK SESSION

Motion by Commissioner Billie Jo Underwood to adjourn the March 5, 2025, Baldwin County Commission Work Session Meeting at 9:30 a.m.

The March 5, 2025, Baldwin County Commission Work Session Meeting adjourned at 9:30 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 Finley Reeves, County Attorney.

WELCOME, INVOCATION AND PLEDGE OF ALLEGIANCE

The Chairman called the meeting to order at 10:00 a.m. Following the Invocation by Commissioner Underwood, and the Pledge of Allegiance led by Chairman McKenzie, the Commission transacted the following business to-wit:

A ADOPTION OF MINUTES

Motion by Commissioner Charles F. Gruber, seconded by Commissioner Billie Jo Underwood, to adopt the minutes of the February 18, 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

[25-0516](#)

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, with the exception of Vendor #127.

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

Motion by Commissioner Billie Jo Underwood, seconded by Commissioner Charles F. Gruber, to pay Vendor #127 in the amount of \$730.97.

Vendor #127: James E. Ball - \$730.97

The motion passed by the following vote:

Aye: 3 - Matthew P. McKenzie, Billie Jo Underwood, and Charles F. Gruber

Nay: 0
Absent: 0
Abstain: 1 - James E. Ball

BA2 Ratification of Interim Payments as Allowed by Policy 8.1

[25-0515](#)

Motion by Commissioner Billie Jo Underwood, seconded by Commissioner James E. Ball, 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 explained Item CJ1 regarding the 60/40 split of federal funds between the Commission and the Sheriff's Office will be included in the Consent Agenda vote.

Motion by Commissioner Billie Jo Underwood, seconded by Commissioner James E. Ball, to approve the Consent Agenda, including Item CJ1.

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 Acknowledgement of Tax Abatement - City of Foley Industrial Development Board - Green Health Laboratories, LLC

[25-0519](#)

In observance with §40-9B-5(d), Code of Alabama (1975), take the following actions:

- 1) Acknowledge the receipt, on February 13, 2025, of a Resolution by the City of Foley Industrial Development Board granting a Tax Abatement to Green Health Laboratories, LLC; and
- 2) Forward to the Office of Revenue Commissioner of Baldwin County and Office of Probate Judge of Baldwin County the Resolution and associated attachments informing

the Baldwin County Commission of the aforementioned grant of such Tax Abatement.

CA2 City of Daphne - Annexation Notification

[25-0549](#)

Acknowledge and make part of the record the City of Daphne Ordinance No. 2024-28, No. 2024-44, No. 2024-45, and No. 2024-47, annexing property into the corporate limits of the City of Daphne, Alabama.

CA3 City of Gulf Shores - Annexation Notification

[25-0553](#)

Acknowledge and make part of the record the City of Gulf Shores Ordinance No. 2121, No. 2132, No. 2133, No. 2134, No. 2135, No. 2136, No. 2137, No. 2142, No. 2144, and No. 2150 annexing property into the corporate limits of the City of Gulf Shores, Alabama.

CA4 Town of Elberta - Annexation Notification

[25-0534](#)

Acknowledge and make part of the record the Town of Elberta Ordinance No. 2024-10 and No. 2024-11, annexing property into the corporate limits of the Town of Elberta, Alabama.

CA5 East Central Baldwin County Water, Sewer, and Fire Protection Authority - Board Reappointment(s)

[25-0437](#)

Related to the East Central Baldwin County Water, Sewer, and Fire Protection Authority, take the following actions:

- 1) Reappoint Mr. Frank (Rick) Hale, Place Seat #5 Member, for a six (6) year term, said term continuing from March 1, 2025, and expiring March 1, 2031; and
- 2) Reappoint Mr. James (Jamie) Hanson Hardy, Jr., Place Seat #1 Member, for a six (6) year term, said term continuing from March 1, 2025, and expiring March 1, 2031.

CA6 Orange Beach Water, Sewer & Fire Protection Authority - Board Appointment(s)

[25-0544](#)

Related to the Orange Beach Water, Sewer & Fire Protection Authority, take the following actions:

- 1) Appoint Mr. Nathan H. Hancock to the Board of Directors for a pro-rata reduced six (6) year term, said term commencing on March 5, 2025, and expiring on March 1, 2031; and
- 2) Thank Mr. Jason B. Jackson for his prior civic service as a member of the Board of Directors.

CA7 Loan Agreement with U.S. Navy Naval History and Heritage Command for Continued Display of USS Peterson Navy Bell [25-0514](#)

Authorize the Chairman to execute a Loan Agreement (L2017.045) between the Baldwin County Commission and the U.S. Department of the Navy, Naval History and Heritage Command, for the USS Peterson (DD969) Navy Bell to be displayed at the Foley Satellite Courthouse. The loan period is from February 20, 2025, to February 20, 2028.

CA8 Resolution #2025-090 - Court Reporter Salary Supplement [25-0546](#)

Adopt Resolution #2025-090 exercising the permissive authority set forth at Section 45-2-82.43, Code of Alabama (1975), to grant an additional county salary supplement for one (1) newly established Court Reporter position in the Twenty-Eighth Judicial Circuit effective March 5, 2025.

Resolution #2025-090 supersedes and replaces Resolution #2024-127 on the same subject as approved by the County Commission on September 18, 2014.

CB ANIMAL CONTROL

CB1 Spay / Neuter Agreements for Baldwin County Animal Shelter [25-0505](#)

Take the following actions:

- 1) Approve and authorize the Chairman to execute the Spay / Neuter Agreement between the Baldwin County Commission and Happy Acres Veterinary Clinic; and
- 2) Approve and authorize the Chairman to execute the Spay / Neuter Agreement between the Baldwin County Commission and Advanced Animal Care, Inc.

The Agreements commence March 5, 2025, and continue for a period of two (2) years expiring March 5, 2027, with an automatic renewal for one (1) year expiring March 5, 2028, unless terminated by either party by giving a thirty (30) day written notice of such termination.

CC ARCHIVES AND HISTORY

CC1 Dissolution of Baldwin County Bicentennial Park Advisory Committee [25-0520](#)

Related to the Baldwin County Bicentennial Park Advisory Committee, take the following actions:

- 1) Authorize the dissolution of the Baldwin County Bicentennial Park Advisory Committee; and
- 2) Recognize and thank the following Committee members for their dedicated service to

Baldwin County and their contributions to Bicentennial Park:

- Dr. Gregory A. Waselkov, Ph.D. - Archeologist
- Susan Burger, Historian
- Claudia Slaughter Campbell, Historian
- Georgene Connor, Historian
- Cliff Milton, Baldwin County Parks Supervisor
- Kristina Pittman, Executive Director, North Baldwin Chamber of Commerce
- Madison Steele, Baldwin County Parks Director
- Darrell Sudduth, President, South Alabama Antique Tractor & Engine Club
- Mary Flo Williams, Historian
- Junius Long, Retired Baldwin County Commission Employee

CC2 Submission of Alabama Tourism Department 2025 Legislative Event Grant Application [25-0521](#)

Approve the submittal of the Alabama Tourism Department 2025 Legislative Event Grant Application by Archives and History Department staff, on behalf of the Baldwin County Commission, requesting grant funds for the Christmas Lights Drive Through Display.

CC3 Submission of Alabama Tourism Department 2025 Legislative Event Grant Senate Application [25-0550](#)

Approve the submittal of the Alabama Tourism Department 2025 Legislative Event Grant Senate Application by Archives and History Department staff, on behalf of the Baldwin County Commission, requesting grant funds for the Olde Time Days (October 4, 2025) and Christmas Lights Drive Through Display (December 1, 2025 - December 23, 2025) events at Bicentennial Park.

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

CD1 Request from City of Spanish Fort for Donated Transportation Services for 15th Annual Delta Woods and Waters Expo [25-0524](#)

At the request of the City of Spanish Fort, approve Baldwin Regional Area Transit System (BRATS) to donate transportation services for the 15th Annual Delta Woods and Waters Expo to be held at 5 Rivers Delta Resource Center on Saturday, April 26, 2025, from 8:00 a.m. to 5:00 p.m.

One bus will be operated by a BRATS driver for 10.5 hours at a donated cost of \$780.78

CE **BUDGET/PURCHASING**

CE1 Amendment to Contract for Baldwin County 2023 Digital Orthophoto Acquisition [25-0518](#)

CH COMMUNICATIONS/INFORMATION SYSTEMS (CIS)

CH1 Green Light Package Agreement with Uniti Fiber, LLC for Regions Bank at Central Annex II in Robertsdale [25-0526](#)

Approve and authorize the Chairman to execute the Green Light Package Agreement with Uniti Fiber, LLC for the installation of fiber optic cable and other equipment at Regions Bank located at Central Annex II in Robertsdale.

There is no cost obligation for Baldwin County Commission.

CJ ELECTED OFFICIALS

CJ1 Sheriff's Office - U.S. Department of Justice Intergovernmental Agreement [25-0510](#)

Approve the Intergovernmental Agreement between the Baldwin County Commission (BCC), Baldwin County Sheriff's Office (BCSO) and the U.S. Department of Justice, which allows Baldwin County Correctional Center to provide secure custody, safekeeping, housing, subsistence, and care of Federal prisoners.

BCSO and BCC mutually agree to the sharing of \$80.00 per diem per Federal prisoner as provided in the contract from the U.S. Marshals Service in the following manner:

- 1) \$32.00 per day per Federal Prisoner to BCSO (40%)
- 2) \$48.00 per day per Federal Prisoner to BCC (60%)

This Agreement took effect November 1, 2024, and remains in effect until rates change or either party requests renegotiation.

CO HIGHWAY

CO1 Case No. SFP24-000016 - Bienville Landing - Road Acceptance [25-0522](#)

Take the following actions regarding Subdivision Case No. SFP24-000016 - Bienville Landing, in Maintenance Area 300:

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

Road Name	Length	Asphalt Width
Courant Circle	3290 ft	20 ft
Sable Drive	1331 ft	20 ft
Rocher Court	373 ft	20 ft

- 2) Approve and authorize the Chairman to execute the Subdivision Roadway and

Drainage Improvement Acceptance Agreement and accept the Surety Document from Fidelity and Deposit Company of Maryland, on behalf of Ammons & Blackmon Construction, LLC., in the amount of \$1,032,467.28 to guarantee the workmanship and materials of the roadways and drainage improvements within the public rights-of-way as shown on the approved Final and "As-Built" construction plans.

CO2 Construction Engineering and Inspection Services for Surfside Shores Drive Drainage Improvements [25-0543](#)

Approve on-call consultant, Thompson Engineering, Inc., to perform Construction Engineering and Inspection (CE&I) Services for the Surfside Shores Drive Drainage Improvements Project with CE&I fees not to exceed \$237,535.99.

CO3 Execution of IRS Form 8283 for Donated Right-of-Way on Project No. HW0206411/HW11064000 - Sherman Road (Tract 4) [25-0531](#)

Take the following actions:

1) Accept 0.056 acres on Sherman Road (Tract 4) as a right-of-way donated to Baldwin County by William E. Greene, Jr., and Delores A. Greene on November 26, 2024 (Instrument No. 2161365 of Baldwin County Judge of Probate); and

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

CR PERSONNEL

CR1 Council on Aging - Employment of One (1) Case Manager Position [25-0536](#)

Approve the employment of Mary Ryan to fill the open Case Manager position (PID #5171) at a grade 310 (\$20.31 per hour / \$42,244.80 annually) to be effective no sooner than March 10, 2025.

CR2 Highway Department (Bay Minette) - Promotion of Employee [25-0537](#)

Approve the promotion of Luke Killingsworth from the Operator Technician II position (#248) grade 309 (\$21.21 per hour / \$44,116.80 annually) to fill the vacant Operator Technician III position (#5679) at a grade 310 (\$22.91 per hour / \$47,652.80 annually) to be effective no sooner than March 10, 2025.

CR3 Probate Office - Promotion of Employee [25-0539](#)

Approve the promotion of Lyndsey Cooper from the Court Administrator I position (#3091) grade 308 (\$18.89 per hour / \$39,291.20 annually) to fill the open Court Administrator II position (#155) grade 309 (\$20.40 per hour / \$42,432.00 annually) to be effective no sooner than March 10, 2025.

Motion by Commissioner Charles F. Gruber, seconded by Commissioner Billie Jo Underwood, to adopt Resolution #2025-067 which approves new building laws and codes, to be effective and enforced as of March 5, 2025.

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

None.

G ADDENDA

None.

H PUBLIC COMMENTS

None.

I PRESS QUESTIONS

None.

J COMMISSIONER COMMENTS

The Commissioners provided their closing comments.

K ADJOURNMENT

Motion by Commissioner Billie Jo Underwood, seconded by Commissioner James E. Ball, to adjourn the March 5, 2025, Baldwin County Commission Regular Meeting at 10:20 a.m.

The March 5, 2025, Baldwin County Commission Work Session Meeting adjourned at 10:20 a.m.

