



Baldwin County Commission
Work Session and Regular
Meeting Minutes

Tuesday, July 1, 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, Mark Acreman, Assistant County Engineer, and Brad Hicks, County Attorney.

The Baldwin County Commission met for a work session (pre-Commission meeting) on July 1, 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 9:00 a.m. Following the Invocation by Chairman McKenzie, the Pledge of Allegiance was led by Commissioner Gruber.

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.

CN1 - Approved by County Attorney.

CO3 - Discussion took place regarding efforts by the County, the City of Loxley, and Bucee's to alleviate traffic and address the safety of pedestrians and drivers on County Road 68 at Bucee's.

COMMISSIONER REQUESTS

None.

SENIOR STAFF REPORTS

Staff Report by Beth Hodges, Budget Director

Ms. Hodges provided an overview of the FY 2026 budget season timeline and noted the finalized budget will be brought before the Commission for adoption on September 16, 2025.

Staff Report by Tara Hazelbaker, Finance Director

Ms. Hazelbaker provided information on TRACE, a new department-wide collaborative project tracking resources and cost expenditures designed to streamline documentation and management of financial aspects during declared emergency activations.

Discussion took place regarding Item DA2 - Establishment of the Baldwin County America 250th Committee and selection of committee members. Mr. Rendleman noted Judge Tim Russell (retired) has spearheaded the establishment of a committee to facilitate and coordinate events for the 250th anniversary of America, with members selected for their affiliations and proficiency in coordinating information.

COUNTY ATTORNEY'S REPORT

None.

ADJOURNMENT OF PRE-MEETING WORK SESSION

Motion by Commissioner Billie Jo Underwood to adjourn the July 1, 2025, Baldwin County Commission Work Session at 9:23 a.m.

The July 1, 2025, Baldwin County Commission Work Session adjourned at 9:23 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, Mark Acreman, Assistant 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 Charlie Stafford with Coastal Church, Bay Minette, and the Pledge of Allegiance led by Commissioner Ball, the Commission transacted the following business to-wit:

A ADOPTION OF THE MINUTES

Motion by Commissioner Charles F. Gruber, seconded by Commissioner Billie Jo Underwood, to adopt the minutes of the June 24, 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

25-0930

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

25-0929

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

Motion by Commissioner Billie Jo Underwood, seconded by Commissioner Charles F.

Gruber, to approve the Consent Agenda.

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 National Multiple Sclerosis Society - Alabama-Louisiana-Mississippi Chapter's Annual Bike MS: Tour de Beach Fundraising Event 2025 [25-0877](#)

Take the following actions:

1) Approve the cycling routes for the Alabama-Louisiana-Mississippi Chapter of the National Multiple Sclerosis Society's Annual Bike MS: Tour de Beach fundraising event in Gulf Shores, Alabama, on September 27 and 28, 2025. The routes will originate from Lake Shelby across from The Lodge at Gulf State Park; and

2) Approve the use of Mullet Point Park as a rest stop from 6:00 a.m. to 1:00 p.m. on Saturday, September 27, 2025, utilizing the pavilion with two portable toilets and a handwashing station to be provided by the event coordinator.

CC ARCHIVES AND HISTORY

CC1 Christmas at Bicentennial Park - Holiday Drive-Thru Light Display [25-0935](#)

Related to the Holiday Drive-Thru Light Display at Bicentennial Park, take the following actions:

1) Authorize the Archives and History Department to coordinate, promote, and host the 2025 Christmas at Bicentennial Park - Holiday Drive-Thru Light Display, to be held at Baldwin County Bicentennial Park from Monday, December 1, 2025, through Tuesday, December 23, 2025, operating Monday through Saturday from 5:00 PM to 9:00 PM, and including a special Sunday opening on December 21, 2025; and

2) Approve the event flyer as presented to be used for marketing and promotional purposes.

CC2 Request from Fort Mims Restoration Association, Inc. for Support Services for 2025 Fort Mims Living History and Re-enactment Event [25-0918](#)

As it relates to the 2025 Fort Mims Living History and Re-enactment Event, take the following actions as requested by Fort Mims Restoration Association, Inc. (FMRA):

- 1) Approve to utilize Baldwin County Regional Area Transit System (BRATS) for transportation on August 30, 2025, from 8:30 a.m. to 3:00 p.m. at the donated cost of \$594.88; and
- 2) Approve the Parks Department to continue bi-weekly site maintenance as currently scheduled; and
- 3) Approve the Highway Department to assist with striping temporary parking spaces as requested with any associated expenses to be covered by funds in the amount of \$10,950.00 allocated to the FMRA by Resolution #2025-117, adopted on May 6, 2025.
- 4) Due to current project demands, existing resource allocations, and limited staffing availability, the Parks and Archives and History Departments are unable to provide additional support or staffing for this event.

CD BALDWIN REGIONAL AREA TRANSIT SYSTEM (BRATS)

CD1 FY25 Certifications and Assurances for Federal Transit Administration Grant Programs [25-0925](#)

Approve and authorize the Chairman to execute the Fiscal Year 2025 Federal Transit Administration (FTA) Certifications and Assurances as pertains to the Sections 5307, 5311, and 5339 grant programs for Baldwin Regional Area Transit System (BRATS).

CE BUDGET/PURCHASING

CE1 Competitive Bid #WG25-38 - Provision of Concrete Sidewalk Repair on County Right-of-Ways for the Baldwin County Commission [25-0934](#)

Take the following actions:

- 1) Approve the specifications and authorize the Purchasing Director to place a competitive bid for the Provision of Concrete Sidewalk Repair on County Right-of-Ways; and
- 2) 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.

CE2 Construction of a New Female Housing Addition to Baldwin County Corrections Center and Renovations of Adjacent Buildings Located in Bay Minette, Alabama [25-0941](#)

Authorize the payment of the invoice in the amount of \$5,500.00 to North Baldwin Utilities for the placement of a fire hydrant meter at the new Female Housing Addition to the

CE3 Contract for Request for Proposals (RFP) for Hazardous Waste Cleanup Services for the Baldwin County Commission [25-0933](#)

CE4	<u>Request for Proposals (RFP) for General Grant Administration and Implementation Professional Services for Community Development Block Grant - Disaster Recovery (CDBG-DR) Subaward for the Baldwin County Commission</u>	<u>25-0919</u>
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2) Authorize the Chairman / Purchasing Division Commissioner for the Baldwin County Commission to approve any necessary addendums or clarifications if required after the RFP is advertised.

Approve the Request for Proposals (RFP) for Temporary Clerical and Labor Services and authorize the Purchasing Director to advertise the RFP.

CN1 Amendment No. 2 to Subrecipient Agreement Number DR-21-001 with 25-0921
Alabama Department of Economic and Community Affairs

Amendment No. 2 to Baldwin County's CDBG-DR Subrecipient Agreement with ADECA establishes the implementation budget allocations of \$100,000.00 for Administration, \$19,169,010.00 for Housing Recovery Activities, and \$24,092,676.00 for Non-Housing

Recovery Activities. The amendment also extends the period of performance through October 31, 2028.

CN2 Extension of Professional Services Agreement with LaBella Associates, D.P.C. for Ventilation System Improvements in Foley Satellite Courthouse

25-0879

Approve the extension of the Professional Services Agreement with LaBella Associates, D.P.C., for a period of one hundred twenty (120) days, continuing from July 7, 2025, and ending November 4, 2025, to oversee the Foley Satellite Courthouse ventilation system improvements project that was awarded to Persons Services Corporation on August 6, 2024.

CN3 First Amendment to Community Development Block Grant - Disaster Recovery (CDBG-DR) Citizen Participation Plan (CPP)

25-0711

Adopt Resolution #2025-138 approving the First Amendment to the Community Development Block Grant - Disaster Recovery (CDBG-DR) Citizen Participation Plan (CPP).

CO HIGHWAY

C01 Intergovernmental Service Agreement with Historic Blakeley Authority for Cross Drain Replacement on Battlefield Road in Historic Blakeley State Park

25-0937

Approve an Intergovernmental Service Agreement between the Baldwin County Commission and Historic Blakeley Authority for the Highway Department to assist with cross drain replacement on Battlefield Road in Historic Blakeley State Park. The Historic Blakeley Authority will reimburse the cost of materials for the project not to exceed \$125,000.00. This Agreement shall be effective upon full execution by both parties and terminate after twelve (12) months unless terminated by either party upon delivery of a thirty (30) day notice of termination.

C02 License Agreement #25013 - East River Road North Right-of-Way

25-0927

Take the following actions:

- 1) Approve License Agreement #25013 permitting Mediacom Southeast, LLC, to install 619 feet of cable on the west side of East River Road North in Silverhill, Alabama; and
- 2) Authorize the County Engineer to execute Utility Permit #25272-CTV.

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, 2026. License for maintenance shall be indefinite according to the terms of the Agreement.

CO3 Speed Limit Reduction and Pedestrian Safety Improvements on County Road 68

[25-0936](#)

Take the following actions:

- 1) Approve reducing the speed limit on County Road 68 (from State Route 161, aka Baldwin Beach Express, west approximately 2,200 feet) from 45 MPH to 35 MPH; and
- 2) Approve the installation of a raised pedestrian crossing and flashing, solar-powered pedestrian warning signage on County Road 68 for an approximate cost of \$45,000.00.

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

[25-0923](#)

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, 2025, and terminating September 12, 2026.

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

Breakfast: \$3.15
Lunch: \$4.75
Dinner: \$4.75

CP2 Memorandum of Understanding with Baldwin County Sheriff's Office for Provision of Food Services at Baldwin County Regional Juvenile Detention Center

[25-0920](#)

Approve Memorandum of Understanding (MOU) between the Baldwin County Commission and the Baldwin County Sheriff's Office (BCSO) for the provision of food services at the Baldwin County Regional Juvenile Detention Center.

The MOU shall take effect on the date of its full execution and shall expire in twelve (12) months at which time it shall terminate; however, it may be renewed by mutual agreement between the Baldwin County Commission and the BCSO. Notwithstanding the aforementioned, the Baldwin County Commission or the BCSO may terminate the MOU by written notification to the other at any time thereafter for any purpose.

CR PERSONNEL

CR1 Revenue Commission (Re-Appraisal) - Promotion of Employees

[25-0928](#)

Take the following actions:

- 1) Reclassify the Assessment Technician II position (#912) grade 307 (\$17.84 - \$29.26 per hour) to an Assessment Specialist I at a grade 309 (\$19.17 - \$31.41 per hour); and
- 2) Approve the promotion of Joni Ayres from the Assessment Technician II position (#912) grade 307 (\$22.16 per hour / \$46,092.80 annually) to fill the Assessment Specialist I position (#912) at a grade 309 (\$23.93 per hour / \$49,774.40 annually); and
- 3) Reclassify the Collections Technician II position (#5285) grade 307 (\$17.84 - \$29.26 per hour) to a Collections Specialist I at a grade 309 (\$19.17 - \$31.41 per hour); and
- 4) Approve the promotion of Brooke Crawford from the Collections Technician II position (#5285) grade 307 (\$24.80 per hour / \$51,584.00 annually) to fill the Collections Specialist I position (#5285) at a grade 309 (\$26.78 per hour / \$55,702.40 annually); and
- 5) Reclassify the Collections Technician I position (#5575) grade 306 (\$17.01 - \$27.87 per hour) to a Collections Technician II at a grade 307 (\$17.84 - \$29.26 per hour); and
- 6) Approve the promotion of Meranda Ferrell from the Collections Technician I position (#5575) grade 306 (\$17.62 per hour / \$36,649.60 annually) to fill the Collections Technician II position (#5575) at a grade 307 (\$19.03 per hour / \$39,582.40 annually); and
- 7) Approve the updated organizational chart for Revenue Commission.

These actions shall be effective no sooner than July 14, 2025.

D PRESENTATIONS

DA GENERAL

DA1 Presentation of Award of Merit to Deputy Justin Bellew

[25-0892](#)

Sheriff Anthony Lowery and Fort Morgan Volunteer Fire Chief Lee Steiner, presented an Award of Merit to Deputy Justin Bellew for assisting with a structure fire at The Beach Club Resort & Spa in Fort Morgan on June 4, 2025.

Sheriff Lowery commended Chief Steiner and the members of the Fort Morgan Volunteer Fire Department for their service to the citizens of Fort Morgan.

The Commissioners thanked Deputy Bellew for his service and commitment to his job.

DA2 Establishment of the Baldwin County America 250th Committee

[25-0873](#)

Jarrold Cunningham, General Services Manager, provided a presentation outlining the responsibilities, purpose, and composition of the Baldwin County America 250th Committee.

After Commissioner Underwood read the Resolution, she presented it to the following members of the Baldwin County America 250th Committee:

Mr. Tim Russell
Mr. Mike Bunn
Mr. Charles Cornwall
Ms. Harriet Outlaw

The America 250th Committee members thanked the Commission for their support and shared their excitement to showcase the history of the United States of America in Baldwin County.

Motion by Commissioner Billie Jo Underwood, seconded by Commissioner James E. Ball, to adopt Resolution #2025-144 establishing the Baldwin County America 250th Committee to serve as an advisory committee related to America's 250th anniversary commemorative events in Baldwin County.

The motion passed by the following vote:

Aye: 4 - James E. Ball, Matthew P. McKenzie, Billie Jo Underwood, and Charles F. Gruber
Nay: 0
Absent: 0
Abstain: 0

E PUBLIC HEARINGS

None.

F OTHER STAFF RECOMMENDATIONS

FO HIGHWAY

FO1 30 Cubed Program - Intergovernmental Roadway Construction Agreement with Town of Magnolia Springs for Certain Roadway and Pedestrian Improvements [25-0931](#)

Mark Acreman, Assistant County Engineer, provided a presentation on the proposed project with the Town of Magnolia Springs to construct roadway and pedestrian improvements on County Road 49 and an overview of the 30 Cubed Program.

Mayor Ross Houser of the Town of Magnolia Springs thanked the Commission for the opportunity; the project could not be funded by the Town of Magnolia Springs

alone.

Commissioner Underwood noted that this project shows that all municipalities can participate in the 30 Cubed Program.

Commissioner Gruber thanked Mayor Houser for his participation in the 30 Cubed Program to better the maneuverability between communities.

Motion by Commissioner Billie Jo Underwood, seconded by Commissioner Charles F. Gruber, to approve an Intergovernmental Roadway Construction Agreement between the Baldwin County Commission and the Town of Magnolia Springs to construct approximately 2,600 feet of roadway and pedestrian improvements on County Road 49 from U.S. Route 98 southward.

The Town of Magnolia Springs will continue to maintain this segment of roadway after the project is completed.

The motion passed by the following vote:

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

Nay: 0

Absent: 0

Abstain: 0

G ADDENDA

GA GENERAL

GA1 Resolution #2025-147 Exempting Proceeds from the Sale of Hearing Instruments from Baldwin County Sales and Use Tax

[25-0951](#)

Roger Rendleman, County Administrator, noted that due to the passing of Act 2025-280, Resolution 2025-147 reaffirms the exemption of sales tax from the sale of hearing aid instruments.

Motion by Commissioner Billie Jo Underwood, seconded by Commissioner James E. Ball, pursuant to provisions of Code of Alabama 1975 Section 40-23-4(a)(55), to adopt Resolution #2025-147 which exempts all gross proceeds from the sale and use of hearing instruments from Baldwin County Sales and Use Taxes, with an effective date of September 1, 2025, as required by Act 2025-280.

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

Ms. Leigh Peters said she represents the forest industry as a whole and addressed the Commission regarding the forest industry in Alabama. Ms. Peters provided a handout, "Forestry Impact," to the Commissioners and asked the Commission to consider the impact of the supply chain to forestry in Baldwin County.

I PRESS QUESTIONS

None.

J COMMISSIONER COMMENTS

The Commissioners provided their closing comments.

K ADJOURNMENT

Motion by Commissioner Billie Jo Underwood to adjourn the July 1, 2025, Baldwin County Commission Regular meeting at 10:43 a.m.

The July 1, 2025, Baldwin County Commission Regular meeting adjourned at 10:43 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.