



Baldwin County Commission  
Work Session and Regular  
Meeting Minutes

Tuesday, January 7, 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 January 7, 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 Commissioner Underwood, 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.

CA1 - Discussion took place regarding an alternate meeting date for the March 4, 2025, Work Session and Regular meeting due to the Mardi Gras holiday.

It was decided that the March 4, 2025, meetings be rescheduled to Wednesday, March 5,

2025.

EL1 - Proof of advertisement received.

## **COMMISSIONER REQUESTS**

Commissioner Underwood requested Roger Rendleman, County Administrator, explain the differences in ratification versus approving the payment of the bills and notification of interim payments.

Mr. Rendleman discussed the payment of bills and recommended that the payment of bills and notification of interim payments be changed to ratification rather than approval.

It was decided that Policy 8.1 - Authority to Pay the Bills and Issue Checks would be revised for Commission approval.

## **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 the consideration the governmental body is willing to offer or accept when considering the purchase, sale, exchange, lease, or market value of real property.

Motion by Commissioner Billie Jo Underwood, seconded by Commissioner Charles F. Gruber, in accordance with Code of Alabama Section 36-25A-7, to adjourn into an executive session at 9:11 a.m. 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:

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

The January 7, 2025, Baldwin County Commission Work Session meeting adjourned at 9:11 a.m.

Chairman McKenzie noted the work session will not reconvene after the executive session.

## **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 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 December 17, 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**

**[25-0366](#)**

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**

**[25-0365](#)**

No action taken.

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

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

**Nay:** 0

**Absent:** 0

**Abstain:** 0

**CA1** Rescheduling Baldwin County Commission March 4, 2025, Work Session and Regular Meeting [25-0189](#)

Adopt Resolution #2025-066 which reschedules the March 4, 2025, Work Session and Regular Meetings of the Baldwin County Commission to be held and conducted on Wednesday, March 5, 2025, in the County Commission Meeting Chambers in the Baldwin County Administration Building located at 322 Courthouse Square, Bay Minette, Alabama.

**CA2** Amendment to Contract for Services - Counsel for the Baldwin County  
Commission (County Attorney)

As authorized at Section 6 of Act No. 239 (1931), as amended, approve an Amended Contract for Services between the Baldwin County Commission and Stone Crosby, P.C., applicable to the Baldwin County Commission's appointment / designation of Counsel for the Commission, which position shall be styled as "County Attorney."

The Contract shall be effective on January 7, 2025, and shall continue in full force and effect unless terminated by the Commission or Stone Crosby, P.C., with or without cause, by giving thirty (30) days written notice of such termination.

**CA3** Amendment to Employment Contract - Baldwin County Legislative **25-0350**  
Delegation Full-time Clerk

Approve the First Amendment to the Employment Contract between the Baldwin County Commission, the Baldwin County Legislative Delegation, and Allison Marlow, applicable to the position of Full-time Clerk, subject to the terms set forth in the Employment Contract.

**CA4** Case No. LV-24022 - Alcohol License Application for La Revancha LLC [25-0376](#)  
d/b/a La Revancha

This is a Special Events / Special Retail (7 days or less) non-renewable license. The event will be held Saturday, January 25, 2025.

<b>CA5</b>	<u>Letter to ADECA - Surplus Equipment for Volunteer Fire Departments / Fire Departments / Search and Rescue Units</u>	<a href="#"><u>25-0372</u></a>
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**CD BALDWIN REGIONAL AREA TRANSIT SYSTEM (BRATS)**

**CD1** Baldwin Regional Area Transit System Public Transportation Agency [25-0353](#)  
Safety Plan - Annual Update

The Safety Plan will supersede any previously approved Safety Plan(s) specific to BRATS.

**CD2** Renewal of Authorized Users for Federal Transit Administration - **25-0364**  
Electronic Clearing House Operation

**CE BUDGET/PURCHASING**

**CE1** Competitive Bid #WG25-04 - Provision of Janitorial Services for the Baldwin County Commission [25-0371](#)

Take the following actions:

- 1) Award Bid #WG25-04 to the lowest bidders for each location for the Provision of Janitorial Services per the Award Listing; and
- 2) Reject the bids received on the Baldwin County Revenue Commission Reappraisal Building, located in Robertsedale; and
- 3) Approve the specifications for the Provision of Janitorial Services for the Baldwin County Revenue Commission Reappraisal Building and authorize the Purchasing Director to place a competitive bid and 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**    Competitive Bid #WG25-06 - Purchase and Installation of One (1) New 110-Ton HVAC Chiller at Baldwin County Central Annex Building Located in Robertsedale, Alabama, for the Baldwin County Commission

[25-0355](#)

Take the following actions:

- 1) Approve the specifications and authorize the Purchasing Director to place Competitive Bid #WG25-06 for the Purchase and Installation of One (1) New 110-Ton HVAC Chiller at the Baldwin County Central Annex Building located in Robertsedale, Alabama; 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**    Competitive Bid #WG25-07 - Provision of Guardrail Installation and Repair on County Right-of-Ways for the Baldwin County Commission

[25-0381](#)

Take the following actions:

- 1) Approve the specifications and authorize the Purchasing Director to place a competitive bid for the Provision of Guardrail 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.

**CE4**    Competitive Bid #WG25-08 - Construction of the New Baldwin County District Attorney Building Located in Bay Minette, Alabama, for the Baldwin County Commission

[25-0388](#)

Award Bid #WG25-08 for the Construction of the new Baldwin County District Attorney Building located in Bay Minette to the lowest bidder, Rolin Construction, Inc., in the bid amount of \$7,590,000.00; Construction time: 720 calendar days; and authorize the Chairman to execute the Contract.

- CE5**    Pre-Qualification of Contractors for the Renovations of Central Annex Probate Office and Revenue Commission Office Located in Robertsdale, Alabama, for the Baldwin County Commission    [25-0392](#)

Authorize the Purchasing Director to advertise for the Pre-Qualification of Contractors for the renovations of Central Annex Probate Office and Revenue Commission Office Located in Robertsdale.

**CF    BUILDING INSPECTION**

- CF1**    Request to Waive Building Permit Fees for Town of Elberta, Alabama    [25-0363](#)

Grant the request to waive permit fees in the amount of \$2,596.97 for the following building permit for work to be performed at 12251 Breman Road (parcel #05-53-08-28-0-000-007.000) located within the Town of Elberta's corporate limits and owned by the Town of Elberta:

Permit Application #: BPC24-000343

Work Description: 40' X 80' Batting Cages

Permit Applicant and Contractor: Roger Booth

Request for Fee Waiver received from: Branton Bailey, Principal of Elberta High School

**CH    COMMUNICATIONS/INFORMATION SYSTEMS (CIS)**

- CH1**    Baldwin County Board of Education - Memorandum of Understanding for Baldwin County Public Safety Microwave Network    [25-0374](#)

Approve and authorize the Chairman to execute the Memorandum of Understanding between the Baldwin County Board of Education (BCBOE) and Baldwin County Commission (BCC) for the BCBOE to use the Baldwin County Public Safety Microwave Network for its school bus radio system.

This MOU is effective upon the date of full execution by the duly authorized representatives of the parties to this MOU and the governing bodies of the respective parties. This MOU shall remain in full force for no longer than three (3) years, expiring January 31, 2028, or until terminated with or without cause by either party upon 60 days written notice.

**CJ    ELECTED OFFICIALS**

- CJ1**    Revenue Commission - Commercial and Industrial Mass Appraisal    [25-0352](#)

Services by J.F. Ryan Associates, Inc., for the Baldwin County  
Commission

Approve the 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 2025 in the amount of \$15,000.00.

**CK    EMERGENCY MANAGEMENT AGENCY (EMA)**

**CK1    FY 2024 Emergency Management Performance Grant Federal Share  
Cooperative Agreement**

[25-0375](#)

Take the following actions:

1) Approve the Fiscal Year 2024 Emergency Management Performance Grant (EMPG) Federal Share Cooperative Agreement with the Alabama Emergency Management Agency (AEMA) providing \$81,656.00 to the Baldwin County Emergency Management Agency; and

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

**CK2    Hazard Mitigation Grant Program Disaster Recovery 4563-0006 Individual  
Safe Room Project Agreements among Alabama Emergency Management  
Agency, Baldwin County Commission, and Katie Ragland**

[25-0016](#)

Take the following actions:

1) Approve the Hazard Mitigation Grant Program Disaster Recover (HMGP-DR) 4563-006 State-Sub-Recipient Disaster Assistance Agreement with Alabama Emergency Management Agency to Fund Installation of (Katie Ragland) Individual Safe Room (ISR) for \$12,850.26; and

2) Approve the Sub-grantee Funding Agreement with Katie Ragland to acknowledge Baldwin County Commission as the passthrough entity for grant activity between Alabama Emergency Management Agency and Katie Ragland; and

3) Authorize the Chairman to sign any other documents related to the Grant Agreements.

**CK3    Veoci, Inc. - Contract Renewal with Baldwin County Emergency  
Management Agency for Continued Use of Emergency Management  
Software**

[25-0377](#)

Take the following actions:

1) Approve the Contract Renewal Amendment with Veoci, Inc., in the amount of \$36,116.00 for Baldwin County Emergency Management Agency's continued use of the



Veoci, Inc., Emergency Management software; and

2) Authorize the Chairman to execute the contract documents.

## **CO HIGHWAY**

### **CO1 Case No. S-21067 - Magnolia Pines, Phase 2 & 3 - Road Acceptance**

**25-0369**

Take the following actions regarding Subdivision Case No. S-21067 - Magnolia Pines, Phase 2 & 3, 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
Shea Circle	3296 ft	20 ft
Christian Lane	973 ft	20 ft
Addison Lane	1199 ft	20 ft
Logan Place	1199 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 Granite Re, Inc. on behalf of Bill Patterson Construction, Inc., in the amount of \$595,746.12 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 J.M. Wood Auction Company, Inc. - Equipment Auction List**

**25-0380**

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 March 18-21, 2025.

### **CO3 License Agreement #24023 - Cypress Avenue - Right-of-Way**

**25-0356**

Approve License Agreement #24023 permitting Kevin Moran to remove a few trees and construct a driveway on Cypress Avenue right-of-way to access his 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 June 30, 2025. Maintenance shall be indefinite according to the terms of the Agreement or until modified by written agreement with Licensor.

### **CO4 Rebuild Alabama - Baldwin County FY 2024 County Transportation Plan - County Rebuild Alabama Annual Report**

**25-0379**

Make the Fiscal Year 2024 County Rebuild Alabama Annual Report part of the record and publish on the County website.

**CO5** Speed Limits on Various Roads

[25-0367](#)

Establish recommended speed limits on the following roads:

- Hinote Glass Road between State Highway 59 and Cabinet Shop Road - 25 MPH
- Hinote Glass Road between Cabinet Shop Road and County Road 65 - 35 MPH
- Pine Grove Road Extension South between Perkins Place and Pine Grove Road Extension North - 25 MPH
- Lipscomb Road between U.S. Highway 98 and Mannich Lane - 35 MPH

**CR PERSONNEL**

**CR1** CIS Department - Promotion of Employee

[25-0383](#)

Approve the promotion of Eric Drinkard from the Communications Technician III position (#5212) grade 313 (\$24.99 per hour / \$51,979.20 annually) to fill the open Systems Administrator position (#983) at a grade S316 (\$58,656.00 annually), to be effective no sooner than January 13, 2025.

**CR2** Highway Department (Bay Minette) - Promotion of Employee

[25-0384](#)

Approve the promotion of James Howell from the Operator Technician III position (#345) grade 310 (\$29.58 per hour / \$61,526.40 annually), in the Silverhill Highway Department (53112), to fill the Mechanic II position (#336) at a grade 312 (\$31.95 per hour / \$66,456.00 annually), in the Bay Minette Highway Department (53111), to be effective no sooner than January 13, 2025.

**CR3** Probate Office - Employment of One (1) Court Administrator I Position

[25-0387](#)

Approve the employment of Chelsea Peebles to fill the open Court Administrator I position (#469) grade 308 (\$18.25 per hour / \$37,960.00 annually) to be effective no sooner than January 13, 2025.

**CS PLANNING AND ZONING**

**CS1** Baldwin County Commission Board of Adjustment #2 - Board Appointment

[25-0378](#)

Related to the Baldwin County Commission Board of Adjustment #2, appoint Mr. Samuel (Sammy) Swindle, Jr., as a regular member (Planning District 24) for a three (3) year term, with said term commencing January 8, 2024, and expiring January 8, 2027.

**D PRESENTATIONS**

## **DA GENERAL**

### **DA1 Coroner's Office - Presentation of the Annual Report - FY 2023-2024**

[25-0312](#)

Dr. Brian Pierce, Coroner, presented the Baldwin County Coroner's Office Annual Report for Fiscal Year 2023-2024.

Following the presentation, the Commissioners thanked Dr. Pierce for the work his office does.

### **DA2 Employees of the Quarter for 3rd Quarter 2024**

[25-0385](#)

Deidra Hanak, Personnel Director, Rhonda Ryals, Custodial Supervisor, George Majors, Animal Shelter Manager, Roger Rendleman, County Administrator, Mark Acreman, Assistant County Engineer, Adam Harville, Area 100 Supervisor, Lynda Demko, Chief Accountant, Highway Department, and Dean Mott, Chief Clerk, Probate Office, presented certificates recognizing the following employees as Employees of the Quarter for the Baldwin County Commission:

Brittany Shealy, Personnel Department  
Della Marsh, Custodial Department, Foley Courthouse  
Martin Martinez, Animal Shelter  
Christie Bezoari, Finance and Accounting Department  
Patricia Jones, Highway Department  
DJ White, Highway Department  
Sarah Reynolds, Probate Office

The Commissioners thanked the employees recognized today for the work they do for Baldwin County.

## **E PUBLIC HEARINGS**

### **EL ENVIRONMENTAL MANAGEMENT**

#### **EL1 \*Baldwin County Comprehensive Solid Waste Management Plan 2025-2035**

[25-0262](#)

Terri Graham, CEO of the Baldwin County Solid Waste Disposal Authority, provided background information regarding the process for development of the Baldwin County Comprehensive Solid Waste Management Plan 2025-2035 and noted all 14 municipalities in Baldwin County have opted in to the plan.

Mr. Phil Davis with LaBella Associates provided a presentation regarding the Comprehensive Solid Waste Management Plan and noted adoption of the final plan would be forthcoming to the January 21, 2025, Commission meeting.

Chairman McKenzie opened the public hearing at 10:51 a.m. and asked if there is anyone present who wishes to speak.

There being no requests to address the Commission, Chairman McKenzie closed the public hearing at 10:52 a.m.

## **ES PLANNING AND ZONING**

### **ES1 Amendments to the Baldwin County Subdivision Regulations**

**25-0389**

Jay Dickson, Planning Director, provided a summary of the amendment process, requirements, and highlights of the proposed changes and updates to the Baldwin County Subdivision Regulations. Mr. Dickson noted the comments received during the public comment period have been incorporated into the Subdivision Regulations, updates have been made to stormwater management and open space requirements, and text has been cleaned up for clarification.

Chairman McKenzie opened the public hearing at 10:58 a.m. and asked if there is anyone present who wishes to speak.

The following individuals were present with comments, questions or concerns regarding the proposed amendments to the subdivision regulations:

Ms. Judy Smith  
Mr. Michael Taylor  
Mr. Luke Kiszla  
Mr. Vince Emmons  
Ms. Maria Marks  
Mr. Gerry McManus  
Ms. Christine Saia  
Ms. Susan Bracken

Ms. Smith discussed concerns regarding the requirement of a 60-foot right-of-way for smaller lots, the costs of the proposed amendments to developers and future costs to the Commission for maintenance.

Mr. Taylor, representing the Baldwin County Road Builders, suggested the Commission get help to determine costs.

Mr. Kiszla, Government Affairs Director with Mobile Baykeeper, expressed his support of the proposed amendments to the subdivision regulations due to verification that utilities can provide an adequate level of service, detailed plans for stormwater and low impact development, minimal environmental disruption, and increased wetland buffers.

Mr. Emmons with Berkshire Hathaway Cooper Real Estate, asked how the amendments affect sales of property in progress and if the amendments pass, and when they will go into effect.

Ms. Marks asked how the proposed amendments would affect current home owners' association fees.

Mr. McManus discussed the preliminary plat process and sewer service.

Ms. Saia discussed concerns regarding the increased strain to infrastructure and services, roadways, overcrowded schools, and environmental damage.

Ms. Bracken discussed placement of signage notifying the public of proposed developments and the importance of communication among local planning commissions.

There being no further requests to address the Commission, Chairman McKenzie closed the public hearing at 11:20 a.m.

Mr. Dickson addressed concerns regarding the 60-foot right-of-way requirement, mobile home parks being done through a Planned Unit Development process, state law requirements regarding notification of adjacent property owners and placement of signage notifying the public of proposed developments, coordination with municipalities regarding access to developments, sewer requirements including expansion and conditional improvements as necessary to service the development, and the proposed amendments being for future development, not retroactive.

Discussion took place regarding the Eastern Shore Metropolitan Planning Organization providing regular updates to the Commission regarding new developments, the proposed amendments being for future development and not retroactive, the idea of creating one common set of subdivision requirements across municipalities, the increased cost of housing, and the role of the County Commission regarding subdivision regulations.

Mr. Dickson explained the subdivision regulations are the technical standards for developments in order to maintain the quality of life for the residents of Baldwin County, but have no impact to the market costs of housing.

Motion by Commissioner Billie Jo Underwood, seconded by Commissioner James E. Ball, to adopt Resolution #2025-001 which:

- 1) Amends the Baldwin County Subdivision Regulations with the amendments as set forth in Exhibit "A" attached thereto; and
- 2) Provides that said amended Baldwin County Subdivision Regulations, as set forth in Exhibit "A" attached thereto, shall become effective January 7, 2025; and
- 3) Provides that the Chairman of the Baldwin County Commission is hereby authorized to certify, on behalf of the Baldwin County Commission, to the Judge of Probate, of Baldwin County, Alabama, said amended Baldwin County Subdivision Regulations.

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 James E. Ball to adjourn the January 7, 2025, Baldwin County Commission Regular meeting at 11:44 a.m.

The January 7, 2025, Baldwin County Commission Regular meeting adjourned at 11:44 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.