



Baldwin County Commission  
Work Session and Regular  
Meeting Minutes

Tuesday, February 18, 2025

Baldwin County Fairhope Satellite Courthouse, County Commission Meeting Chambers – 2nd Floor  
1100 Fairhope Avenue, Fairhope, Alabama 36532

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[Supporting documentation for the minutes can be viewed in the File ID link of each item.](#)

## **PRE-MEETING WORK SESSION (9:00 AM)**

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

**Absent:** 0

Also present were Roger Rendleman, County Administrator, Frank Lundy, County Engineer, and Brad Hicks, County Attorney.

The Baldwin County Commission met for a work session (pre-Commission meeting) on February 18, 2025, at 9:00 a.m. in the Baldwin County Fairhope Satellite Courthouse, 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 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.

**CE12** - Removed from the Agenda at the request of the Purchasing Director.

**CN1 - CN2** - Mr. Rendleman noted all of the ARPA funds have been allocated; Items CN1 and CN2 are related to extending the performance period to allow more time for the projects to be completed.

**CO3** - Frank Lundy, County Engineer, discussed the record keeping and reporting process related to transfer of fixed assets.

**EF1** - Eddie Harper, Building Official, discussed the updates to the Baldwin County Flood Hazard Management Plan and the requirements of the Community Rating System program. Mr. Harper recognized Cory Flowers, DJ Hart, Shannon Spivey, and the Building Inspection Department staff for their work in preparing the updated plan and noted there is a two-week waiting period following the public hearing today. The plan will be brought back for formal adoption at that time.

**CA2** - Mike Bunn, Director of Historic Blakeley State Park, thanked the Commissioners for their continued support and noted the loan will assist in financing the new interpretive center at Historic Blakeley State Park.

## **COMMISSIONER REQUESTS**

None.

## **SENIOR STAFF REPORTS**

### Grants Update

Brian Underwood, Grants Director, provided an update on the Community Development Block Grant - Disaster Recovery (CDBG-DR) Program projects and discussed the newly created portal for submission of project applications which should expedite the application review process. Mr. Underwood suggested the Commission authorize the Grants Department to form a committee of stakeholders to review applications to determine project recommendations for Commission approval.

### Property Project

Jarrold Cunningham, General Services Manager, provided an update on the consolidation of all Baldwin County Commission property records into one application for use by all County departments. The application includes a link to the Revenue Commission, photos of each property, and a map of all of the properties.

## **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 meeting and convene in an executive session to discuss with their attorney the legal ramifications of and legal options for pending litigation, controversies not yet being litigated but imminently likely to be litigated or imminently likely to be litigated if the governmental body pursues a proposed course of action.

Mr. Hicks said he is an attorney licensed to practice law in the State of Alabama and this exception is applicable to the planned discussion. Mr. Hicks noted the executive session will last approximately 20-30 minutes and the Commission will not need to reconvene after the executive session.

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 9:29 a.m. for approximately 20-30 minutes to discuss with their attorney the legal ramifications of and legal options for pending litigation, controversies not yet being litigated but imminently likely to be litigated or imminently likely to be litigated if the governmental body pursues a proposed course of action.

The motion passed by the following vote:

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

Chairman McKenzie said the February 18, 2025, work session meeting will not reconvene.

The February 18, 2025, Baldwin County Commission Work Session meeting adjourned at 9:29 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 Harvey Earls with Bethel Baptist Church, Robertsedale, and the Pledge of Allegiance led by Commissioner Ball, the Commission transacted the following business to-wit:

## **A ADOPTION OF MINUTES**

Motion by Commissioner Charles F. Gruber, seconded by Commissioner James E. Ball, to adopt the minutes of the February 4, 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**

[25-0459](#)

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 Ratify Interim Payments as Allowed by Policy 8.1**

[25-0458](#)

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 noted Item CE12 has been removed from the Agenda.

Motion by Commissioner Charles F. Gruber, seconded by Commissioner James E. Ball, to approve the Consent Agenda with the exception of Item CE12 which has been removed from the 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** Appropriation of Funds to Baldwin County Historic Development Commission for Capital Improvement Project at Swift-Coles Home in Bon Secour [25-0472](#)

Adopt Resolution #2025-079 which authorizes the appropriation of \$25,000 from the Historic Parks Fund to the Baldwin County Historic Development Commission (BCHDC) in order for the BCHDC to complete a capital improvement project to construct an on-site event pavilion at the historic Swift-Coles Home in Bon Secour.

**CA2** Resolution #2025-078 - Loan to Historic Blakeley Authority [25-0471](#)

Adopt Resolution #2025-078 which authorizes a loan to the Historic Blakeley Authority for the improvement of property that has been listed in the National Register of Historic Places.

**CA3** Employment Contracts for Baldwin County Legislative Delegation Part-time Clerks [25-0351](#)

As requested by the Baldwin County Legislative Delegation, approve the Employment Contracts between the Baldwin County Commission, the Baldwin County Legislative Delegation and the following individuals subject to the terms set forth in the Employment Contracts:

Monica English, Part-time Clerk  
Violetta Smith, Part-time Clerk

The Contracts will commence on February 28, 2025, and expire on February 28, 2027.

**CA4** Letter of Support - The Dream Center of Baldwin County [25-0460](#)

Approve and authorize the Chairman to execute a Letter of Support for The Dream Center of Baldwin County's work in supporting the county's at-risk youth and the impact they make in the lives of youth and their families.

**CA5** Resolution #2025-080 - Approval of the Use of Fire Tax Proceeds by White House Fork Volunteer Fire Department [25-0461](#)

Take the following actions:

1) Adopt Resolution #2025-080 of the Baldwin County Commission which provides the Baldwin County Commission's required approval for the White House Fork Volunteer Fire Department to utilize its proceeds of taxes derived by Act No. 90-449 as security for repayment of a loan not to exceed \$597,577.00 (and the repayment of said loan's applicable interest) for the purchase of one (1) Rosenbauer Pumper, complete with Freightliner Chassis (Stock #19060) at a cost of \$597,577.00; and

2) Authorize the Baldwin County Commission Chairman to execute any other necessary documentation including any assurances, certificates and financing documents or approvals to affect such approval and purchase of the above-described equipment. This approval does not in any way constitute any financial involvement or obligation of the Baldwin County Commission.

**CA6** Town of Elberta - Annexation Notification

[25-0454](#)

Acknowledge and make part of the record the Town of Elberta Ordinance No. 2024-07, No. 2024-08, and No. 2024-09, annexing property into the corporate limits of the Town of Elberta, Alabama.

**CA7** Voting Administration - Agreement with St. Paul's Episcopal Church  
(Voting Precinct No. 8) - Use of Facility and Provision of Professional  
Cleaning Services

[25-0456](#)

Related to Baldwin County Voting Location St. Paul's Episcopal Church (Precinct No. 8) take the following actions:

1) Approve the Agreement between the Baldwin County Commission and St. Paul's Episcopal Church for professional cleaning services after elections commencing May 2, 2025, and expiring May 2, 2028; and

2) Authorize County Personnel to accomplish external grounds cleaning for Baldwin County Voting Precinct No. 8 after elections; and

3) Authorize the expenditure of \$235.00 per location for professional cleaning services.

**CC** **ARCHIVES AND HISTORY**

**CC1** OnCell Systems, Inc. - Renewal of Agreement for Professional Services  
for Baldwin County Historic Tours App

[25-0481](#)

Approve the renewal of the Agreement for Professional Services between the Baldwin County Commission (Baldwin County Archives and History Department) and OnCell Systems, Inc. for OnCell Yearly Subscription - Local & Specialty Plan which allows the use of STQRY website service to create tours and apps at a cost of \$1,188 annually.

This third and final renewal of the Agreement shall commence on February 18, 2025, and terminate upon the expiration of twelve (12) months, on February 18, 2026.

**CE BUDGET/PURCHASING**

- CE1** Agreement of Easements with Regions Bank on the Construction of the New District Attorney Building Located in Bay Minette, Alabama, for the Baldwin County Commission [25-0486](#)

Take the following actions:

- 1) Approve the Agreement of Easements between the Baldwin County Commission and Regions Bank on the construction of the new District Attorney Building located in Bay Minette, Alabama, and authorize the Chairman to execute the Agreement; and
- 2) Authorize Finance and Accounting Department to issue a check to Regions Bank in the amount of \$10.00 for the Easement.

- CE2** Competitive Bid #WG24-17 - Provision of Tree Removal and Disposal Services for the Baldwin County Commission [25-0452](#)

Extend Competitive Bid #WG24-17 for the Provision of Tree Removal and Disposal Services with RDA Service Company, Inc., for an additional twelve (12) months at the same prices and terms stated in the bid specifications as awarded on March 19, 2024. The bid extension will expire on March 19, 2026.

- CE3** Competitive Bid #WG25-04A - Provision of Janitorial Services for Baldwin County Revenue Commission - Reappraisal Building Located in Robertsdale, Alabama [25-0453](#)

Award Bid #WG25-04A to the lowest bidder Vancouver Janitorial Services, LLC, for the Provision of Janitorial Services for the Baldwin County Revenue Commission - Reappraisal Building located in Robertsdale per the Award Listing.

- CE4** Competitive Bid #WG25-07 - Provision of Guardrail Installation and Repair on County Right-of-Ways for the Baldwin County Commission [25-0479](#)

Award Bid #WG25-07 for the Provision of Guardrail Installation and Repair on County Right-of-Ways to the apparent lowest bidder C & H Construction Services, LLC, as per the Award Listing and authorize the Chairman to execute the Contract. (Contract effective immediately upon the same date as its full execution for twelve (12) months.)

- CE5** Competitive Bid #WG25-09 - Provision of Police Vehicle Equipment (Brake Pads / Rotors) for the Baldwin County Commission [25-0469](#)

Award Bid #WG25-09 to TPH Holdings, LLC, d/b/a The Parts House for the Provision of Police Vehicle Equipment (Brake Pads/Rotors) per the Award Listing.

**CE6** Competitive Bid #WG25-11 - Provision of Motorgrader Blades for the Baldwin County Commission

[25-0483](#)

Award Bid #WG25-11 for the Provision of Motorgrader Blades to the apparent lowest bidder Thompson Tractor Co., Inc., as per the Award Listing.

**CE7** Contract Relating to Request for Qualifications (RFQ) for Engineering / Environmental Services for Fish River Watershed Sediment and Stormwater Project - Summerdale Stormwater Pond for the Baldwin County Commission

[25-0497](#)

Approve and authorize the Chairman to execute the Contract with Thompson Engineering, Inc., for the Engineering / Environmental Services for the Fish River Watershed Sediment and Stormwater Project - Summerdale Stormwater Pond in the amount not to exceed \$150,000.00.

This project is funded by a grant from The Gulf Coast Ecosystem Restoration Council (RESTORE Council).

**CE8** Construction of New Mental Health Holding Cells at Baldwin County Corrections Center and Juvenile Detention Center Located in Bay Minette, Alabama, for the Baldwin County Commission

[25-0478](#)

Approve Allowance Authorization No. 1 with Tindle Construction, LLC, in the bid amount of \$171,383.54 to upgrade and modify security equipment, with no change to the original contract amount, for the Construction of New Mental Health Holding Cells at the Baldwin County Corrections Center located in Bay Minette, Alabama, and authorize the Chairman to execute the Allowance Authorization Form.

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

**CE9** Group 5 of ERPR-9072 - Permanent Repair for Various Sites Due to Severe Weather Event Beginning on September 16, 2020, FHWA Disaster #AL20-2 for the Baldwin County Commission

[25-0482](#)

Approve Change Order #1 for Group 5 of the ERPR-9072 in the amount of \$19,465.73 for Project No. HW22169 with Arrington Curb & Excavation, Inc., and authorize the Chairman to execute the Change Order.

**CE10** Pre-qualification of Contractors for Renovations of Central Annex Probate and Revenue Offices Located in Robertsedale, Alabama, for the Baldwin

[25-0484](#)



County Commission

Take the following actions:

1) Approve the final design of the building renovations and authorize the Purchasing Director and John Randall Wilson, Architect, to bid the project; and

2) Approve the following four (4) pre-qualification applications for the renovations of Central Annex Probate and Revenue Offices located in Robertsedale, Alabama:

MW Rogers Construction Co., LLC

Rogers & Willard, Inc.

Tindle Construction, LLC

Triptek Construction, LLC

3) Reject the application of the following one (1) applicant as non-qualified:

Witherington Construction Corp.

**CE11** Release and Settlement Agreement Relating to Construction of New Female Housing Addition to Baldwin County Corrections Center and Renovations of Adjacent Buildings Located in Bay Minette, Alabama

[25-0382](#)

Approve and authorize the Chairman to execute the Release and Settlement Agreement between Baldwin County Commission and PH & J Architects, Inc., relating to Change Order #2 on the construction of the new Female Housing Addition to the Baldwin County Corrections Center located in Bay Minette, Alabama.

**CE12** Request for Proposals (RFP) for Micro-transit Software for Public Transportation for the Baldwin County Commission

[25-0455](#)

Removed from the Agenda.

**CE13** Request for Qualifications (RFQ) for Engineering / Environmental Services for Dirt Road Paving Project - Bruhn Road from County Road 87 to Breman Road for the Baldwin County Commission

[25-0473](#)

Authorize staff to begin negotiations with Thompson Engineering, Inc., so that a final recommendation for award can be made to the Baldwin County Commission for the Engineering / Environmental Services for the Dirt Road Paving Project - Bruhn Road from County Road 87 to Breman Road.

**CE14** Resolution #2025-081 - Amending Fiscal Year 2025 Budget

[25-0485](#)

Adopt Resolution #2025-081 amending Fiscal Year 2025 Budget (Resolution #2024-159

and Resolution #2024-158, adopted on September 17, 2024) in order to reallocate funding.

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

### **CH1** Citibot - Price Quotation with Carahsoft Technology Corp. for Communication Technology

[25-0474](#)

Take the following actions:

1) Approve and authorize the Chairman to execute the Price Quotation with Carahsoft Technology Corp.; and

2) Approve and authorize the Purchasing Director to issue a Purchase Order to Carahsoft Technology Corp. in the amount not to exceed \$13,667.00 for the Citibot subscription which is being purchased via the OMNIA Partners Public Sector national purchasing cooperative.

The Price Quotation shall be effective immediately upon the same date as its full execution.

## **CJ ELECTED OFFICIALS**

### **CJ1** Sheriff's Office - Contract for Law Enforcement Services for City of Orange Beach

[25-0311](#)

Approve the Contract for Law Enforcement Services between the Baldwin County Commission, the City of Orange Beach, and the Baldwin County Sheriff's Office, for the provision of law enforcement protection to the City of Orange Beach, Alabama.

The term of this agreement commenced January 1, 2025, and expires December 31, 2025.

Any party may terminate this agreement without cause or further liability to the other except as to the indemnification provided herein, upon thirty (30) days written notice to the parties to this agreement.

## **CN GRANTS**

### **CN1** Resolution #2025-056 - Amendment #1 to Subrecipient Agreement with Town of Summerdale for ARPA Funded Water Tower Project

[25-0320](#)

Take the following actions:

1) Adopt Resolution #2025-056 of the Baldwin County Commission approving Amendment #1 to the Subrecipient Agreement with the Town of Summerdale for the ARPA-funded Water Tower Project; and

2) Approve and authorize the Chairman to execute Amendment #1 to the Subrecipient Agreement with the Town of Summerdale.

The period of performance for this Agreement shall begin on the date of execution of the Agreement by both parties and shall end upon the completion of the project or on February 28, 2026.

**CN2**    Resolution #2025-077 - Amendment #2 to Subrecipient Agreement with City of Loxley for ARPA Funded Water Capacity Improvement Project

[25-0464](#)

Take the following actions:

1) Adopt Resolution #2025-077 of the Baldwin County Commission approving Amendment #2 to the Subrecipient Agreement with the City of Loxley for the ARPA-Funded Water Capacity Improvement Project; and

2) Approve and authorize the Chairman to execute Amendment #2 to the Subrecipient Agreement with the City of Loxley.

The period of performance for this Agreement shall begin on the date of execution of the Agreement by both parties and shall end upon the completion of the project or on April 30, 2025.

**CN3**    Second Amendment to Contract for Professional Services with MB3 Inc. d/b/a Civix for Planning Phase of General Grant and Management, Project Management, and Capacity Building for CDBG-DR Subaward for Baldwin County Commission

[25-0462](#)

Approve the Second Amendment to the Contract for Professional Services with MB3 Inc. d/b/a Civix in the amount of \$50,000.00 for the Planning Phase of the General Grant and Management, Project Management, and Capacity Building for the Community Development Block Grant - Disaster Recovery (CDBG-DR) Subaward.

The term of such contract extension is effective on March 1, 2025, through May 31, 2025.

## **CO    HIGHWAY**

**CO1**    License Agreement #25005 - Sandy Lane and Danne Road Rights-of-Way

[25-0475](#)

Take the following actions:

1) Approve License Agreement #25005 permitting Baldwin County Sewer Service, LLC, to install 510 feet of 8-inch sewer force main on the north side of Sandy Lane and 144 feet of 8-inch sewer force main on the west side of Danne Road, an unmaintained

right-of-way, contingent upon the Licensee obtaining an easement across Danne Road.

The term of this Agreement shall commence on the date of full execution. License for Installation shall terminate at 11:59 p.m. on August 31, 2025. License for Maintenance shall be indefinite according to the terms of the Agreement; and

2) Authorize the Assistant County Engineer to execute Utility Permit #25069-S.

**CO2**    Resolution #2025-073 and Utility Agreement for County Road 64 Capacity Improvement Project

[25-0430](#)

Adopt Resolution #2025-073 and approve the Utility Agreement between the Baldwin County Commission and the Alabama Department of Transportation for utility relocation for widening, resurfacing and intersection improvements on County Road 64 from State Road 181 to Montelucia Way using 80% Federal funds and 20% County matching funds.

This Agreement shall be effective upon full execution and shall be in effect until the utility relocation project and reimbursements are completed.

**CO3**    Transfer of Various Vehicles and Equipment

[25-0435](#)

Take the following actions:

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

2024 John Deere 5130M Tractor- S/N # 1PY5130MLRB000359  
2024 Ford F150 Truck- VIN# 1FTFW1L85RKF04769  
2023 Ford F150 Truck- VIN# 1FTFW1E53PKF71919  
2021 Ford F150 Truck- VIN# 1FTFW1E58MFD10502  
2021 Ford F150 Truck- VIN# 1FTEW1C5XMFB02748  
2020 Caterpillar Excavator- S/N# CAT00315KWKX00495  
2022 Trail King Trailer TK50LP- VIN# 1TKC03533NR059900  
2019 Ford F150 Truck- VIN# 1FTEW1E58KKC42430  
2024 Ford F150 Truck- VIN# 1FTFW1L87RKF04742  
2023 Ford F150 Truck- VIN# 1FTFW1E59PKG01831  
2023 Ford F150 Truck- VIN# 1FTFW1E83PKF72532  
2025 Kenworth T880 Dump Truck- 1NKZXPTXXSJ160564

2) Approve the Highway Department transferring the following vehicles to Library Services at a fair market value of \$16,400.00:

2015 Ford Explorer- VIN# 1FM5K8B80FGB52003- \$7,600.00  
2018 Ford F150 Truck- VIN# 1FTEX1C54JFB60105- \$8,800.00

3) Approve the Parks Department transferring the following equipment to Highway Area 300 Maintenance Barn at a fair market value of \$1,200.00:

2014 Kubota ZD326- S/N# 36044

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

## **CR PERSONNEL**

### **CR1 BRATS - Employment of One (1) Full Time Bus Driver Position**

**25-0496**

Approve the employment of Jerome Cartier to fill the open full-time Bus Driver position (#3064), grade of 305 (\$16.20 per hour / \$33,696.00 annually) to be effective no sooner than February 24, 2025.

### **CR2 CIS Department - Personnel Changes**

**25-0487**

Take the following actions:

- 1) Approve the promotion of Dylan Brunson from the Communications Technician III position (#5147) grade 313 (\$25.61 per hour / \$53,268.80 annually) to fill the open Systems Support Specialist position (#5747) at a grade 316 (\$28.20 per hour / \$58,656.00 annually); and
- 2) Approve the employment of Quinton Garner to fill the open Communications Technician III position (#837) at a grade 313 (\$23.56 per hour / \$49,004.80 annually); and
- 3) Approve the employment of Jason Baggett to fill the open Communications Technician III position (#5147) at a grade 313 (\$23.56 per hour / \$49,004.80 annually).

These actions shall be effective no sooner than February 24, 2025.

### **CR3 Highway Department (Bay Minette) - Personnel Changes**

**25-0488**

Take the following actions:

- 1) Approve the promotion of Joshua Anderson from the Operator Technician I position (#5561) grade 308 (\$18.62 per hour / \$38,729.60 annually) to fill the Operator Technician II position (#270) at a grade 309 (\$20.11 per hour / \$41,828.90 annually); and
- 2) Approve the promotion of Bailey Knott from the Operator Technician I position (#5677) grade 308 (\$19.08 per hour / \$39,686.40 annually) to fill the Operator Technician II position (#333) at a grade 309 (\$20.61 per hour / \$42,868.80 annually); and

- 3) Approve the employment of Jonathan Weaver to fill the open Operator Technician Trainee position (#5487) at a grade 306 (\$17.01 per hour / \$35,380.80 annually); and
- 4) Approve the employment of Aaron Cox to fill the open Operator Technician I position (#5677) at a grade 308 (\$18.25 per hour / \$37,960.00 annually); and
- 5) Approve the employment of Donald Johnson to fill the open Operator Technician I position (#5561) at a grade 308 (\$18.25 per hour / \$37,960.00 annually).

These actions shall be effective no sooner than February 24, 2025.

**CR4** Highway Department (Foley) - Personnel Changes

**25-0489**

Take the following actions:

- 1) Approve the promotion of Douglas Acker from the Operator Technician IV position (#888) grade 312 (\$30.31 per hour / \$63,044.80 annually) to fill the open Assistant Area Supervisor position (#286), at a grade S313 (\$68,044.80 annually); and
- 2) Approve an adjustment in salary for Jeremy Ringer, Area Supervisor, from S317 (\$65,000.00 annually) to S317 (\$70,000.00 annually); and
- 3) Approve the promotion of James Marshall from the Operator Technician I position (#643) grade 308 (\$18.25 per hour / \$37,960.00 annually) to fill the open Operator Technician II position (#894), at a grade 309 (\$19.71 per hour / \$40,996.80 annually); and
- 4) Approve the promotion of Joseph Avery from the Operator Technician I position (#638) grade 308 (\$19.07 per hour / \$39,665.60 annually) to fill the open Operator Technician II position (#357), at a grade 309 (\$20.60 per hour / \$42,848.00 annually).

These actions shall be effective no sooner than February 24, 2025.

**CR5** Highway Department (Maintenance Engineering) - Position Change

**25-0490**

Take the following actions:

- 1) Approve the promotion of Burt Johnson from the Operator Technician II position (#447) grade 309 (\$26.37 per hour / \$54,849.60 annually), in the Silverhill Highway Department (53112), to fill the open Herbicide/Safety Trainer position (#5757) at a grade 312 (\$28.48 per hour / \$59,238.40 annually), in the Highway Maintenance Department (53130), to be effective no sooner than February 24, 2025; and
- 2) Reclass/retitle the part-time Bridge Inspector position (#88), grade 312 (\$22.18 -

\$36.36 per hour), in the Highway Construction Department (53120), to a part-time Engineering Technician II (Operations Option), at a grade 311 (\$21.54 - \$35.29 per hour), in the Highway Maintenance Department (53130); and

3) Approve the updated organizational chart for the Highway Maintenance Department.

**CR6** Highway Department (Silverhill) - Personnel Changes

**25-0491**

Take the following actions:

1) Approve the employment of James King to fill the open Operator Technician III position (#898) at a grade 310 (\$20.31 per hour / \$42,244.80 annually); and

2) Approve the promotion of Luis Diosdado from the Operator Technician II position (#288) grade 309 (\$19.84 per hour / \$41,267.20 annually) to fill the open Operator Technician III position (#345), at a grade 310 (\$21.43 per hour / \$44,574.40 annually); and

3) Approve the promotion of Logan Davis from the Operator Technician I position (#684) grade 308 (\$19.17 per hour / \$39,873.60 annually) to fill the open Operator Technician II position (#122), at a grade 309 (\$20.70 per hour / \$43,056.00 annually); and

4) Approve the promotion of Trenton Salac from the Operator Technician I position (#5490) grade 308 (\$19.16 per hour / \$39,852.80 annually) to fill the open Operator Technician II position (#897), at a grade 309 (\$20.69 per hour / \$43,035.20 annually); and

5) Approve the lateral transfer of William Denton from the Operator Technician II position (#264) grade 309 (\$20.69 per hour / \$43,035.20 annually), in the Bay Minette Highway Department (53111) to fill the open Operator Technician II position (#288), with no change in salary, in the Silverhill Highway Department (53112); and

6) Approve the promotion of Bryan Conway from the Operator Technician I position (#1057) grade 308 (\$18.70 per hour / \$38,896.00 annually) to fill the open Operator Technician II position (#447), at a grade 309 (\$20.20 per hour / \$42,016.00 annually); and

7) Approve the promotion of Matt Byrd from the Operator Technician Trainee position (#5488) grade 306 (\$17.01 per hour / \$35,380.80 annually) to fill the open Operator Technician I position (#684), at a grade 308 (\$18.37 per hour / \$38,209.60 annually); and

8) Approve the promotion of Noah Kelly from the Operator Technician Trainee position (#5491) grade 306 (\$17.44 per hour / \$36,275.20 annually) to fill the open Operator Technician I position (#5490), at a grade 308 (\$18.84 per hour / \$39,187.20 annually); and

9) Approve the promotion of Jose Hernandez from the Operator Technician Trainee position (#927) grade 306 (\$17.43 per hour / \$36,254.40 annually) to fill the open Operator Technician I position (#1057), at a grade 308 (\$19.30 per hour / \$40,144.40 annually); and

10) Approve the employment of Litalim Ikner to fill the open Operator Technician Trainee position (#5488) at a grade 306 (\$17.01 per hour / \$35,380.80 annually); and

11) Approve the employment of Gerrod Broxson to fill the open Operator Technician Trainee position (#5491) at a grade 306 (\$17.01 per hour / \$35,380.80 annually); and

12) Approve the employment of Nathan Loch to fill the open Operator Technician Trainee position (#927) at a grade 306 (\$17.01 per hour / \$35,380.80 annually).

These actions shall be effective no sooner than February 24, 2025.

**CR7**    Parks Department - Employment of Four (4) Landscape Technician I Positions

[25-0492](#)

Take the following actions:

1) Approve the employment of Alicia Baker to fill the open Landscape Technician I position (#5762) at a grade 306 (\$17.01 per hour / \$35,380.80 annually); and

2) Approve the employment of Antonia Atchison to fill the open Landscape Technician I position (#4041) at a grade 306 (\$17.01 per hour / \$35,380.80 annually); and

3) Approve the employment of Christian Black to fill the open Landscape Technician I position (#5763) at a grade 306 (\$17.01 per hour / \$35,380.80 annually); and

4) Approve the employment of Owen Smith to fill the open Landscape Technician I position (#5761) at a grade 306 (\$17.01 per hour / \$35,380.80 annually).

These actions shall be effective no sooner than February 24, 2025.

**CR8**    Probate Office - Appointment of Chief Clerk of Probate

[25-0494](#)

Acknowledge the appointment of Sarah Henderson to fill the open Chief Clerk of Probate position (#603) and approve a salary, at grade S323, of \$110,000.00 annually, to be effective no sooner than February 18, 2025.

**CR9**    Probate Office - Employment of One (1) Recording Officer I Position

[25-0495](#)

Approve the employment of LaDonna Montalto to fill the open Recording Officer I position



(#635) grade 306 (\$17.01 per hour / \$35,380.80 annually) to be effective no sooner than February 24, 2025.

**CR10 Planning and Zoning Department - Position Change**

**25-0498**

Take the following actions:

- 1) Reclassify the Planning and Zoning Project Coordinator (#5380) from grade S314 (\$51,958.40 - \$85,134.40 annually) to grade S317 (\$62,192.00 - \$101,857.60 annually); and
- 2) Approve the updated position description for the Planning and Zoning Project Coordinator; and
- 3) Approve the updated organizational chart for the Planning and Zoning Department.

**D PRESENTATIONS**

**DA GENERAL**

**DA1 Retiree Recognition Presentation**

**25-0493**

Deidra Hanak, Personnel Director, recognized employees who retired in 2024 for their years of service, noting the employees represent over 315 years of public service:

The following department supervisors were in attendance to present service plaques for the following employees for their service:

Ann Simpson, BRATS Director  
Revenue Commissioner Teddy Faust, Jr.  
Lynn Parmer, Public Records Administrator  
Renee Hawsey, License Revenue Administrator  
Mark Acreman, Assistant County Engineer

Retirees:

Linda Wilson, BRATS  
LaDonna Young, Revenue Commission  
Regina Giddens, Probate Office  
Amy Williams, Probate Office  
David Boutwell, Highway Department  
Anthony Lee, Sr., Highway Department

Ms. Hanak presented a video recognizing the retirees unable to attend the ceremony.

The Commissioners thanked the retirees for their service to Baldwin County.

## **E PUBLIC HEARINGS**

### **EF BUILDING INSPECTION**

#### **EF1 Updates to Baldwin County Flood Hazard Management Plan**

**[25-0457](#)**

Eddie Harper, Building Official, noted updates to the Baldwin County Flood Hazard Management Plan require a public hearing. If no changes are needed, the plan will be brought back to the Commission for adoption following a two-week waiting period.

Chairman McKenzie opened the public hearing at 10:15 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 10:15 a.m.

### **ES PLANNING AND ZONING**

#### **ES1 Case No. Z24-50 - Kimbrough Property Rezoning**

**[25-0470](#)**

Celena Boykin, Senior Planner, provided background information on the subject property.

Chairman McKenzie opened the public hearing for Case No. Z24-50 at 10:18 a.m. and asked if there is anyone present who wishes to speak.

The following individuals were present in opposition of the rezoning request and expressed their concerns:

Ms. Sheena McClusky, on behalf of the adjacent property owners  
Ms. Sonia Styron McClusky

Primary concerns were density, stormwater runoff, lack of infrastructure, impact to wildlife, school overcrowding, and increased traffic.

The following individual was present in favor of the rezoning request:

Mr. Jeremy Taylor with MTTR Engineers, Inc., representing the developer

Mr. Taylor discussed the effect of the wetlands study on the overall number of acres to be developed, drainage being addressed per the subdivision regulation requirements, and access to the proposed development.

There being no further requests to address the Commission, Chairman McKenzie closed the public hearing at 10:25 a.m.

Motion by Commissioner James E. Ball, seconded by Commissioner Charles F. Gruber,

to adopt Resolution #2025-070, which approves Case No. Z24-50, Kimbrough Property Rezoning, as it pertains to the rezoning of 114.3 acres, more or less, as located in Planning (Zoning) District 21, from RR, Rural District, and RA, Rural Agricultural, to RSF-2, Residential Single Family.

Commissioner Ball noted Case No. Z24-50 is regarding rezoning; the subdivision process is a separate process.

Discussion took place regarding zoning designations of the surrounding properties and the number of access points needed if approved.

The motion failed by the following vote:

**Aye:** 2 - James E. Ball, and Charles F. Gruber  
**Nay:** 2 - Matthew P. McKenzie, and Billie Jo Underwood  
**Absent:** 0  
**Abstain:** 0

**ES2** Case No. Z24-53 - Gatlin Property Rezoning

[25-0466](#)

Cory Rhodes, Planner, provided background information on the subject property.

Chairman McKenzie opened the public hearing for Case No. Z24-53 at 10:31 a.m. and asked if there is anyone present who wishes to speak.

Chris Lieb with Lieb Engineering Co., representing the developer, said he is present to answer any questions.

There being no further requests to address the Commission, Chairman McKenzie closed the public hearing at 10:32 a.m.

Motion by Commissioner Charles F. Gruber, seconded by Commissioner Billie Jo Underwood, to adopt Resolution #2025-071, which approves Case No. Z24-53, Gatlin Property, as it pertains to the rezoning of 40 acres, more or less, as located in Planning (Zoning) District 30, from RA, Rural Agricultural District, to RSF-2, Residential Single Family District.

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.

## **FS PLANNING AND ZONING**

### **FS1 Case No. Z24-47 - Randall Property Rezoning**

**25-0468**

Jay Dickson, Planning Director, noted the applicant has agreed to withdraw the rezoning application for Case No. Z24-47 - Randall Property Rezoning. The request to withdraw was received within the seven-day period so it cannot be done administratively by staff, the County Commission has to accept the withdrawal of the application.

Motion by Commissioner James E. Ball, seconded by Commissioner Billie Jo Underwood, to accept the applicant's request to withdraw Case No. Z24-47, Randall Property Rezoning.

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**

None.

## **H PUBLIC COMMENTS**

Chairman McKenzie asked if there is anyone present who wishes to speak on Case No. Z24-47 which has been withdrawn.

Mr. Ryan Crocuett thanked the Commission for their consideration of the rezoning case, and noted his concerns were regarding the increased traffic.

Mr. John Chason discussed an unrelated request to develop a lot which included moving an existing roadway which he feels would create a hardship for the residents of the Josephine community.

Mr. Douglas Smith discussed his research regarding the impact to property values and property crimes due to the number of multi-unit housing.

Mr. Garry Little thanked the Commissioners for their consideration of Case No. Z24-47 - Randall Property Rezoning.

Ms. Sissy Hawkins discussed her involvement in the Planning District 37 election, impacts to infrastructure, and urged the Commission to expand gradually.

**I PRESS QUESTIONS**

None.


**J COMMISSIONER COMMENTS**

The Commissioners provided their closing comments.

**K ADJOURNMENT**

Motion by Commissioner Billie Jo Underwood to adjourn the February 18, 2025, Baldwin County Commission Regular meeting at 10:51 a.m.

The February 18, 2025, Baldwin County Commission Regular meeting adjourned at 10:51 a.m.

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