



Baldwin County Commission
Work Session and Regular
Meeting Minutes

Tuesday, December 16, 2025

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

[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 December 16, 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 9:01 a.m. Following the Invocation by Commissioner Underwood, the Pledge of Allegiance was led by Commissioner 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.

CO9 - Commissioner Gruber asked staff to reach out to schools to see if they would like to participate by restriping with patriotic striping.

CR1 - Commissioner Gruber noted the Commission has an upcoming appointment to the Baldwin County Personnel Appeals Board and asked staff to check with Mr.

Thurston Bullock to determine if he is willing to be reappointed. Discussion took place regarding frequency for meetings and the length of member terms on the board.

PUBLIC COMMENTS

Ms. Melissa Hadley, representing Seaglade, said she is present to answer questions regarding Item ES6 - Case No. PRD25-06, Seaglade at St. Andrews Bay Planned Residential Development Site Plan Approval.

Chairman Ball explained Item ES6 would be addressed during the Public Hearings portion of the Regular meeting.

COMMISSIONER REQUESTS

Commissioner Underwood discussed the presentation given by Roger Rendleman, County Administrator, at the recent ACCA Legislative Conference regarding the use of procurement cards, and suggested the Commissioners follow up with Mr. Rendleman for more information.

Mr. Rendleman discussed the use of procurement cards versus open purchase orders and said he feels using procurement cards is a better way to do business.

Commissioner McKenzie requested the Commission to consider an additional holiday for county employees on Friday, January 2, 2026. Discussion took place regarding additional holidays being considered during the annual budget deliberations, county offices that need to remain open, the cost of overtime, and the importance of county facilities remaining open to provide services to the public and alleviate frustration for citizens, specifically during year-end deadlines.

Commissioner McKenzie requested staff to determine how many citizens are served in Baldwin County on the day after New Year's Day.

SENIOR STAFF REPORTS

FE1 - Mr. Rendleman discussed the request from AltaPointe Health Systems for funding of one year of its Assisted Outpatient Treatment/Crisis Response Team program, reevaluating whether or not the program is achieving its objectives during budget time, and the amount of opioid funds that could be used for the program.

Ms. Krista Thronson, Coordinator of Intensive Services with AltaPointe, noted their reporting tracks comorbidity with mental health and substance use.

Mr. Rendleman noted at this time the action requested is the commitment to funding. A agreement which ensures the funds are tracked will be brought before the Commission later for approval.

Further discussion took place regarding the amount of opioid settlement funds that could be used for the program.

It was decided that Item FE1 would be moved to the Consent Agenda.

Commissioner Underwood noted funding for the Stepping Up Program is now available for all 67 Alabama counties and recommended Ms. Thronson identify any counties not currently participating in the Program.

Mr. Rendleman thanked the Commissioners, departments and elected officials for their diligent work to stay within budget which increases margin allowing the Commission to strengthen reserves and refrain from borrowing money.

Presentation of Fiscal Year 2026 Budget Book by Beth Hodges, Budget Director

Ms. Hodges provided an overview of the Fiscal Year 2026 Budget including the new narrative format of the budget book which includes departmental highlights and metrics, showing the goals of the Commission. Ms. Hodges thanked the Commissioners, Mr. Rendleman, Lynzie Clark, Senior Budget Accountant, elected officials, Department Heads, and staff for providing information for their departments during the budget process.

Ms. Clark provided an overview of the FY 2026 Annual Budget Book which includes integrated features and website links for ease of finding information.

Commissioner Underwood thanked Ms. Hodges and Ms. Clark for their work on the budget and communicating information well throughout the budget process.

COUNTY ATTORNEY'S REPORT

Brad Hicks, County Attorney, noted there is one item for the Commissioners to discuss in an executive session and an item may be added to the agenda following the executive session.

ADJOURNMENT OF PRE-MEETING WORK SESSION

Brad Hicks, County Attorney, recommended the Commission adjourn the work session and convene in an executive session to discuss the consideration the governmental body is willing to offer or accept when considering the purchase, sale, exchange, lease, or market value of real property and 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 the planned discussion is applicable to this exception. The Commission will not need to reconvene the work session.

Motion by Commissioner Underwood, seconded by Commissioner Gruber, in accordance with Code of Alabama Section 36-25A-7, to adjourn into an executive session at 9:37 a.m. to:

1) 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; and

2) 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 Ball said the Commission will adjourn into an executive session and the work session will not reconvene. The Regular meeting will convene at 10:00 a.m.

The December 16, 2025, Baldwin County Commission Work Session adjourned at 9:37 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 Jason Garcia with Celebration Church, Fairhope, and the Pledge of Allegiance led by Commissioner Gruber, the Commission transacted the following business to-wit:

A ADOPTION OF MINUTES

Chairman Ball noted for the record a correction to the December 2, 2025, meeting minutes related to the number of Baldwin County Sheriff's Office vehicles in the Take Home Vehicle List (Agenda Item CA1) from 103 to 203, for a total of 244.

Motion by Commissioner Charles F. Gruber, seconded by Commissioner Matthew P. McKenzie, to adopt the minutes of the December 2, 2025, Baldwin County Commission Regular Meeting including the correction to Item CA1.

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

[26-0276](#)

Motion by Commissioner Charles F. Gruber, 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

[26-0274](#)

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

The motion passed by the following vote:

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

C CONSENT

Chairman Ball noted Item FE1 has been moved from Other Staff Recommendations to the Consent Agenda.

Motion by Commissioner Billie Jo Underwood, seconded by Commissioner Matthew P. McKenzie, to approve the Consent Agenda including Item FE1.

The motion passed by the following vote:

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

CA ADMINISTRATION

CA1 Case No. LV-25010 - Alcohol License Application for BGHD Beach Express LLC d/b/a Billys Gourmet Hot Dogs

Approve the issuance of 020 - Restaurant Retail Liquor license by the Alabama Alcoholic Beverage Control (ABC) Board for BGHD Beach Express LLC d/b/a Billys Gourmet Hot Dogs located at 6915M Foley Beach Express, Gulf Shores, Alabama 36542.

CE BUDGET/PURCHASING

CE1 Competitive Bid #WG26-06 - Purchase and Installation of One (1) New 300 kW Natural Gas Generator for Baldwin County Emergency Management Agency Located in Robertsedale, Alabama, for the Baldwin County Commission [26-0297](#)

Award Bid #WG26-06 for the purchase and installation of one (1) new 300 kW natural gas generator for the Baldwin County Emergency Management Agency located in Robertsedale, Alabama, to the lowest bidder, Weaver Electric, Inc., per the Award Listing and authorize the Chairman to execute the contract.

CE2 Competitive Bid #WG26-07 - Purchase and Installation of One (1) New 150 kW Natural Gas Generator for Baldwin County Fairhope Satellite Courthouse Located in Fairhope, Alabama, for the Baldwin County Commission [26-0303](#)

Award Bid #WG26-07 for the purchase and installation of one (1) new 150 kW Natural Gas Generator for the Baldwin County Fairhope Satellite Courthouse located in Fairhope, Alabama, to the lowest bidder, Weaver Electric, Inc., per the Award Listing and authorize the Chairman to execute the contract.

CE3 Competitive Bid #WG26-08 - Purchase and Installation of One (1) New 96 kW Natural Gas Generator with 400 AMP Automatic Transfer Switch for Baldwin County Foley Satellite Courthouse Located in Foley, Alabama, for the Baldwin County Commission [26-0304](#)

Award Bid #WG26-08 for the Purchase and Installation of One (1) New 96 kW Natural Gas Generator with 400 AMP Automatic Transfer Switch for the Baldwin County Foley Satellite Courthouse located in Foley, Alabama, to the lowest bidder, Moody's Electric,

Inc., per the Award Listing and authorize the Chairman to execute the contract.

CE4 Competitive Bid #WG26-09 - Purchase of Twenty-seven (27) or More 2026 Chevrolet Tahoe 2WD 4DR Police Pursuit Vehicles or Equivalent for Baldwin County Sheriff's Office [26-0272](#)

Take the following actions:

1) Reject all bids received for Bid #WG26-09 - purchase of twenty-seven (27) 2026 Chevrolet Tahoe 2WD 4DR Police Pursuit Vehicles or equivalent for the Baldwin County Sheriff's Office; and

2) Approve the Purchasing Director to purchase twenty-seven (27) 2026 Chevrolet Tahoe 2WD 4DR Police Pursuit Vehicles off the State of Alabama Contract.

CE5 Construction of New Outdoor Atrium at Baldwin County Courthouse Located in Bay Minette, Alabama, for the Baldwin County Commission [26-0287](#)

Approve and authorize the Chairman to execute Allowance Authorization No. 8 with Tindle Construction, LLC, in the amount of \$4,153.46, to apply wall coating to existing knee walls in front of Courthouse in lieu of clear sealant, with no change to the original contract amount, for the Construction of New Outdoor Atrium at the Baldwin County Courthouse located in Bay Minette, Alabama.

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

CE6 Hardware Maintenance and Software License, Maintenance and Support Services Agreement with Election Systems & Software, LLC, on Existing Voting Equipment for Baldwin County Probate Office [26-0292](#)

Approve and authorize the Chairman to execute the Hardware Maintenance and Software License, Maintenance and Support Services Agreement with Election Systems & Software, LLC, in the amount of \$2,660.00, on existing voting equipment for the Baldwin County Probate Office.

Agreement shall be effective upon full execution for a period of two (2) years.

CE7 Phase III of Book Preservation, Archival Imaging, Standard Indexing, and Contemporary Imaging of Historical Baldwin County Records for Baldwin County Archives and History Department [26-0279](#)

Approve and authorize the Chairman to execute the Proposal in the amount of \$199,837.50 with Kofile Technologies, Inc., for the book preservation, archival imaging, standard indexing, and contemporary imaging of historical Baldwin County records for

the Baldwin County Archives and History Department.

CE8 Purchase of One (1) New 2026 Ford Explorer for Baldwin County Judge of Probate Office [26-0288](#)

Authorize the Purchasing Director to issue a Purchase Order to Stivers Ford in the amount of \$38,347.00 for the purchase of one (1) new 2026 Ford Explorer off the State of Alabama Contract.

CE9 Request for Qualifications for 2026 Digital Orthophoto Acquisition for the Baldwin County Commission [26-0302](#)

Authorize the Purchasing Director to advertise the Request for Qualifications (RFQ) for the acquisition of countywide orthophotos and optional building footprint data.

CE10 Request for Qualifications for Engineering / Environmental Services for Dirt Road Paving Project - Fairground Road from Adams Drive to Baldwin Beach Express for the Baldwin County Commission [26-0299](#)

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 - Fairground Road from Adams Drive to Baldwin Beach Express.

CE11 Sewer Line for Construction of New Female Housing Addition to Baldwin County Corrections Center Located in Bay Minette, Alabama [26-0266](#)

Authorize the payment of the invoice in the amount of \$45,129.37 to North Baldwin Utilities for resurfacing and paint striping the road over the sewer line that was installed in front of the Baldwin County Corrections Center for the new Female Housing Addition, as required by the Alabama Department of Transportation (ALDOT).

CE12 Request for Proposals for Pilot Project: Automated Property Sketch Verification & Imagery Analysis Solution for the Baldwin County Commission [26-0316](#)

Take the following actions:

1) Approve the Request for Proposals (RFP) for Pilot Project: Automated Property Sketch Verification & Imagery Analysis Solution, and authorize the Purchasing Director to advertise RFP; 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 RFP is advertised.

CE13 Resolution #2026-033 - Amendment to FY 2026 Budget - Allocation of Unassigned Balances

[26-0291](#)

Adopt Resolution #2026-033, amending Fiscal Year 2026 Budget (Resolution #2026-170 and Resolution #2026-171, adopted on September 16, 2025) in order to allocate Unassigned Balances.

CH COMMUNICATIONS/INFORMATION SYSTEMS (CIS)

CH1 Renewal of Uniti Fiber, LLC Service Order Agreements for Internet and Telecommunication Services for Baldwin County Commission

[26-0270](#)

Take the following actions:

1) Approve and authorize the Chairman to execute the renewals of the Service Order Agreements between the Baldwin County Commission and Uniti Fiber, LLC for circuit at Baldwin County Emergency Management Agency (EMA) for Internet and Telecommunication Services, at a cost of \$48,780.00 per year; and

2) Approve and authorize the Chairman to execute the renewal of the Service Order Agreement between the Baldwin County Commission and Uniti Fiber, LLC for a 100mb Internet connection between the Baldwin County Commission P-25 Radio System and the University of Alabama P-25 Radio System to allow interzone connectivity, at a cost of \$7,020.00 per year.

The Service Order Agreements are effective for thirty-six (36) months and commence immediately upon the same date as full execution.

CK EMERGENCY MANAGEMENT AGENCY (EMA)

CK1 Memorandum of Agreement with Baldwin County Fire Chiefs' Association for Use of Baldwin County EMA Mailing Address

[26-0289](#)

Approve the Memorandum of Agreement between the Baldwin County Commission (Emergency Management Agency), and the Baldwin County Fire Chiefs' Association (BCFCA), to allow the BCFCA to utilize the physical mailing address of the Baldwin County Emergency Operations Center to receive correspondence.

The MOA will be effective December 16, 2025, and will terminate December 16, 2028.

CK2 Resolution #2026-034 - Authorizing Participation in Alabama Inter-local Mutual Aid Omnibus Agreement

As related to the Alabama Inter-local Mutual Aid Agreement, take the following actions:

1) Adopt Resolution #2026-034, authorizing participation in the Alabama Inter-local Mutual Aid Agreement and designating the Baldwin County EMA Director (or designee) as the

County's representative and administrator for implementation and coordination of mutual aid under the Agreement; and

2) Approve and authorize the Chairman to execute the Alabama Inter-local Mutual Aid Omnibus Agreement allowing Baldwin County to participate with other counties and municipalities in providing and receiving reciprocal aid and assistance pursuant to Act 2025-206.

CM FINANCE AND ACCOUNTING

CM1 Revision of Baldwin County Commission Policy 8.2 - Cash Handling Policy [26-0269](#)

Adopt revised Baldwin County Commission Policy 8.2 - Funds Handling Policy.

CM2 Revision of Baldwin County Commission Policy 8.15 - Petty Cash Policy [26-0271](#)

Adopt revised Baldwin County Commission Policy 8.15 - Petty Cash Policy.

CM3 Resolution #2026-035 - Revision of Baldwin County Commission Policy 8.22 - Financial Management Policy [26-0278](#)

Take the following actions:

1) Adopt revised Policy 8.22 - Financial Management Policy; and

2) Adopt Resolution #2026-035 which establishes the reserve fund balances in accordance with Policy 8.22 - Financial Management Policy.

CO HIGHWAY

CO1 Execution of IRS Form 8283 for Donated Right-of-Way on Project No. 0203616 / HW16036000 - Kings Landing Road (Tract 1) [26-0312](#)

Take the following actions:

1) Accept 2.931 acres on Kings Landing Road (Tract 1) as a right-of-way donated to Baldwin County by Spring Fed LLC on March 13, 2025 (Instrument No. 2178288 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.

CO2 Execution of IRS Form 8283 for Donated Right-of-Way on Project No. 0203616 / HW16036000 - Kings Landing Road (Tract 1A) [26-0314](#)

Take the following actions:

- 1) Accept 1.019 acres on Kings Landing Road (Tract 1A) as a right-of-way donated to Baldwin County by Brian Gelpi on March 14, 2025 (Instrument No. 2176236 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.

CO3 Execution of IRS Form 8283 for Donated Right-of-Way on Project No. 0206411 / HW11064000 - Sherman Road (Tract 8)

[26-0308](#)

Take the following actions:

- 1) Accept 0.058 acres on Sherman Road (Tract 8) as a right-of-way donated to Baldwin County by James Daniel Kennedy on July 11, 2025 (Instrument No. 2198211 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.

CO4 Execution of IRS Form 8283 for Donated Right-of-Way on Project No. HW25111 - Green Acres Road (Tract 1)

[26-0309](#)

Take the following actions:

- 1) Accept 0.457 acres on Green Acres Road (Tract 1) as a right-of-way donated to Baldwin County by Mitchell Evan Gonzales on October 1, 2025 (Instrument No. 2213871 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.

CO5 Execution of IRS Form 8283 for Donated Right-of-Way on Project No. HW25111 - Green Acres Road (Tract 6)

[26-0311](#)

Take the following actions:

- 1) Accept 0.211 acres on Green Acres Road (Tract 6) as a right-of-way donated to Baldwin County by Kristen Marella Folsom on September 26, 2025 (Instrument No. 2213870 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.

CO6 Rebuild Alabama - Baldwin County FY 2025 County Transportation Plan - County Rebuild Alabama Certificate of Compliance [26-0283](#)

Take the following actions:

- 1) Approve the County Engineer to submit the FY 2025 County Rebuild Alabama Certificate of Compliance verifying 97.9% of County Rebuild Alabama Funds for FY 2025 County Rebuild Alabama projects were expended utilizing a contract; and
- 2) Make the FY 2025 County Rebuild Alabama Certificate of Compliance part of the record.

CO7 Right-of-Way Acquisition for Intersection Safety Improvements [26-0301](#)

Authorize the Highway Department to acquire right-of-way for future intersection safety improvements at the intersection of State Route 287 and Louis Cooper Road.

CO8 Standard On Call Contract with Arcadis U.S., Inc., for Engineering and Related Services [26-0300](#)

Based on Baldwin County Commission Policy #9.10, approve a standard On Call Contract with Arcadis U.S., Inc., for engineering and related services that are estimated less than or equal to \$100,000.00 and budgeted in the current fiscal year budget.

The Contract shall be effective upon full execution and terminate upon five (5) months or thirty (30) days written notice by either party.

CO9 Stapleton School - Request to Restripe Portions of Ryland Street and Baldwin Avenue with Patriotic Striping [26-0024](#)

Approve Baldwin County Highway Department (Traffic Operations) to restripe portions of Ryland Street and Baldwin Avenue leading to and from Stapleton School with patriotic striping for an estimated cost of \$1,200.00 for labor.

Stapleton School will be invoiced the actual cost of labor upon completion of the project and provide all materials for the project. The County will donate equipment costs.

CP JUVENILE DETENTION

CP1 Addition of Baldwin County Juvenile Detention Center Employee to County Take Home Vehicle List [26-0273](#)

Approve the addition of the following employee to the County Take Home Vehicle List with an effective date of December 17, 2025:

Shelia Durggins, Assistant JDC Director - 2026 Ford Explorer

CR PERSONNEL

CR1 Baldwin County Personnel Appeals Board - Reappointments [26-0307](#)

As it relates to the Baldwin County Personnel Appeals Board, take the following actions:

- 1) Recognize the reappointment of Ms. Donna Richardson, by vote of the members of the Baldwin County Personnel Appeals Board, for a three (3) year term commencing January 1, 2026, and expiring at close of business on December 31, 2028; and
- 2) Recognize the election of Renee Hawsey, Probate Office, to serve as one of the two members elected by vote of county classified employees, for a three (3) year term commencing January 1, 2026, and ending at close of business on December 31, 2028.

CR2 Animal Shelter - Employment of One (1) Office Assistant I Position [26-0305](#)

Approve the employment of Jaclyn Milstid to fill the open Office Assistant I position (#5353) at a grade 302 (\$14.86 per hour / \$30,908.80 annually) to be effective no sooner than December 22, 2025.

CR3 Facilities Management Department - Employment of One (1) Director of Facilities and Maintenance Position [26-0306](#)

Approve the employment of Jessica Stonesifer to fill the open Director of Facilities and Maintenance position (#5010) at a grade S320 (\$120,000.00 annually), with said salary due to experience, to be effective no sooner than December 22, 2025.

CR4 Highway Department (Maintenance) - Employment of One (1) Operations Support Specialist II Position [26-0310](#)

Approve the employment of Hilaree Sundie to fill the open Operations Support Specialist II position (#5381) grade 307 (\$19.65 per hour / \$40,872.00 annually), with said salary due to experience, to be effective no sooner than December 22, 2025.

CR5 Highway Department (Pre-Construction) - Promotion of Employee [26-0313](#)

Approve the promotion of Lauren Thompson from the Right-of-Way Technician I position (#3046) grade 310 (26.58 per hour / \$55,286.40 annually) to fill the Right-of-Way Technician II position (#5429) at a grade 311 (\$28.71 per hour / \$59,716.80 annually) to be effective no sooner than December 29, 2025.

CS PLANNING AND ZONING

CS1 Baldwin County Architectural Preservation Review Board - Reappointments [26-0275](#)

As it relates to the Baldwin County Architectural Preservation Review Board, take the following actions:

- 1) Reappoint Mr. Mac Walcott for a five (5) year term commencing January 1, 2026, and expiring January 1, 2031; and
- 2) Reappoint Mr. Ken Niemeyer for a five (5) year term commencing January 1, 2026, and expiring January 1, 2031.

FE BUDGET/PURCHASING

FE1 Funding Request from AltaPointe Health for Assisted Outpatient Treatment/Crisis Response Team [26-0318](#)

Take the following actions:

- 1) Approve the funding request from AltaPointe Health for Assisted Outpatient Treatment/Crisis Response Team for one (1) year up to \$384,687.00 to be supplemented by Opioid Funds for cases with documented correlation to opioid addiction; and
- 2) Adopt Resolution #2026-036, amending Fiscal Year 2026 Budget (Resolution #2026-170 and Resolution #2026-171, adopted on September 16, 2025) to authorize the use of Contingency Reserves.

D PRESENTATIONS

DA GENERAL

DA1 Mobile Bay Area Veterans Commission [26-0264](#)

Col. Steve Carey and members of the Mobile Bay Area Veterans Commission, honored the following Baldwin County 2025 Parade of Flags 4th grade essay contest winners and their teachers:

First Place - Riley Reeves, Snook Christian Academy
Teacher: Ms. Hannah Bartl

Second Place - Sadie Pilot, Bayside Academy
Teacher: Ms. Alyssa Tuel

Third Place - Olivia Black, J. Larry Newton Elementary School
Teacher: Ms. Marla Warner

After Ms. Pilot and Ms. Black read their essays, Mr. Carey discussed the essay contest held at the USS Alabama Battleship, thanked the Commissioners for their support, and introduced members of the Mobile Bay Area Veterans Commission.

The Commissioners thanked the students for their participation in the essay contest which honors veterans.

E PUBLIC HEARINGS

ES PLANNING AND ZONING

ES1 Case No. Z25-58 - Bertolla Property Rezoning

[26-0285](#)

Jay Dickson, Planning Director, noted the applicant has requested Item ES1 - Case No. Z25-58, Bertolla Property Rezoning, be tabled.

Mr. Cory Bronenkamp with Jade Consulting, authorized agent for the applicant, requested the Commission to table Case No. Z25-58.

Motion by Commissioner Billie Jo Underwood, seconded by Commissioner Matthew P. McKenzie, to approve the applicant's request to table Case No. Z25-58, Bertolla Property Rezoning.

After the motion and second, and before the vote, discussion took place regarding the process and timeline for the case to come back before the Commission.

Mr. Dickson clarified that the public hearing would be re-noticed.

Mr. Bronenkamp requested Case No. Z25-58 be tabled to the second meeting in March.

Commissioner Underwood restated her motion as follows:

Motion by Commissioner Billie Jo Underwood, seconded by Commissioner Matthew P. McKenzie, to approve the applicant's request to table Case No. Z25-58, Bertolla Property Rezoning, to the March 17, 2026, Regular meeting.

Mr. Bronenkamp asked if he would have the ability to move up the timeframe, to which Chairman Ball replied no. Mr. Bronenkamp requested Case No. Z25-58 be tabled to the second meeting in February.

Commissioner Underwood restated her motion as follows:

Motion by Commissioner Billie Jo Underwood, seconded by Commissioner Matthew P. McKenzie, to approve the applicant's request to table Case No. Z25-58, Bertolla Property Rezoning, to the February 19, 2026, Regular meeting.

Commissioner Underwood clarified the public hearing will be re-noticed and noted it is a requirement of state law to send notification of rezonings to adjacent property owners via certified mail. Commissioner Underwood asked staff to follow up to make sure notices are signed for.

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 Ball noted Item ES1 has been removed from the scheduled public hearings for December 16, 2025.

ES2 Case No. Z25-56 - Stanley Property Rezoning

[26-0284](#)

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

Chairman Ball opened the public hearing at 10:26 a.m. and asked if there is anyone present who wishes to speak.

Mr. Larry Stanley, applicant, noted the rezoning request is to allow him to build a home and park equipment used for tree work.

Discussion took place regarding Base Community Zoning (BCZ) and Rural Residential (RR) zoning designations, the surrounding property zoning designations, the area transitioning to residential use, and the need for updated maps.

There being no further requests to address the Commission, Chairman Ball closed the public hearing at 10:33 a.m.

Motion by Commissioner Billie Jo Underwood, seconded by Commissioner Matthew P. McKenzie, to adopt Resolution #2026-027, which approves Case No. Z25-56, Stanley Property Rezoning, as it pertains to the rezoning of 2 acres, more or less, as located in Planning (Zoning) District 39, from BCZ, Base Community Zoning District, to RR, Rural 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

ES3 Case No. Z25-57 - Hahn Property Rezoning

[26-0281](#)

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

Chairman Ball opened the public hearing at 10:37 a.m. and asked if there is anyone present who wishes to speak.

Mr. Randy Svitak expressed his opposition to the rezoning request due to what he feels is inconsistency with the area, and it being more industrial than commercial.

There being no further requests to address the Commission, Chairman Ball closed the public hearing at 10:39 a.m.

Motion by Commissioner Charles F. Gruber, seconded by Commissioner Billie Jo Underwood, to adopt Resolution #2026-028, which approves Case No. Z25-57, Hahn Property Rezoning, as it pertains to the rezoning of 3.3 acres, more or less, as located in Planning (Zoning) District 14, from BCZ, Base Community Zoning District, to B-2, Neighborhood Business 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

ES4 Case No. Z25-59 - Lett Property Rezoning

[26-0282](#)

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

Chairman Ball opened the public hearing at 10:42 a.m. and asked if there is anyone present who wishes to speak.

Mr. Jim Avery with Jack's Restaurants said he is here to answer any questions.

Mr. Ross Binkley, project engineer, said he is here to answer any questions.

There being no further requests to address the Commission, Chairman Ball closed the public hearing at 10:44 a.m.

Motion by Commissioner Charles F. Gruber, seconded by Commissioner Billie Jo Underwood, to adopt Resolution #2026-030, which approves Case No. Z25-59, Lett Property Rezoning, as it pertains to the rezoning of 2.01 acres, more or less, as located in Planning (Zoning) District 33, from B-2, Neighborhood Business District, to B-3, General Business 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

ES5 Case No. PID25-01 - Pallet One Planned Industrial Development Site Plan Approval

[26-0286](#)

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

Chairman Ball opened the public hearing at 10:48 a.m. and asked if there is anyone present who wishes to speak.

Mr. Bruce Smith with C&G Engineers, authorized agent for the applicant, noted the additional buildings are to cover and protect materials, and existing parking will be relocated to the rear of the property.

There being no further requests to address the Commission, Chairman Ball closed the public hearing at 10:49 a.m.

Motion by Commissioner Billie Jo Underwood, seconded by Commissioner Charles F. Gruber, to adopt Resolution #2026-031, which approves Case No. PID25-01, Pallet One, as it pertains to the Planned Industrial Development Site Plan approval.

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

ES6 Case No. PRD25-06 - Seaglade at St. Andrews Bay Planned Residential Development Site Plan Approval

[26-0280](#)

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

Chairman Ball asked for clarification of the number of home sites currently approved.

Jay Dickson, Planning Director, explained the property is currently platted for 87 multi-family lots and can be replatted without a Planned Residential Development (PRD) zoning designation. Mr. Dickson noted the applicant's request for a PRD adds more stringent requirements and allows the County the opportunity to require engineering plans to evaluate and address stormwater and traffic issues.

Chairman Ball opened the public hearing at 10:59 a.m. and asked if there is anyone present who wishes to speak.

The following individuals were present in opposition of the rezoning request:

Mr. Michael T. Ludvigsen, Jr.
Mr. Gillard Strong
Mr. Jamie Strategier
Ms. Christine Duffley
Mr. Ron Komlenic

Primary concerns were stormwater runoff, increased traffic, pedestrian safety, shared beach access, the lack of guardrails, and height restrictions of construction to eliminate an additional half-story.

Ms. Melissa Hadley, applicant, discussed the proposed development, the reduction in overall number of lots and density, clustering of lots to allow for a private road rather than individual driveways connecting to Fort Morgan Road, the common area being set aside for habitat conservation, and the establishment of an ongoing maintenance fund which will be replenished through homeowner association (HOA) dues.

Mr. Tim McCrory, project developer, discussed the homeowner association requirements and noted houses cannot exceed two stories even though allowed by the PRD.

There being no further requests to address the Commission, Chairman Ball closed the public hearing at 11:27 a.m.

Ms. Hadley noted the HOA restricts parking on any side streets with additional parking allowed beneath each structure.

Commissioner Underwood discussed the proposed improvements to the PRD, strengthened subdivision regulations regarding PRDs, and encouraged citizens to be engaged in the subdivision process. Commissioner Underwood asked if there are any issues discussed today that won't be addressed during the subdivision process, to which Mr. Dickson replied a PRD allows the ability to adapt the plan based on local provisions, which in this case are habitat conservation, building height, and stormwater drainage.

Motion by Commissioner Charles F. Gruber, seconded by Commissioner Billie Jo Underwood, to adopt Resolution #2026-032, which approves Case No. PRD25-06, Seaglade at St. Andrews Bay, as it pertains to the Planned Residential Development (PRD) Site Plan Approval.

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

Purchase Agreement for Real Property Located at 100 E. 5th Street in Bay Minette

Roger Rendleman, County Administrator, noted as discussed during executive session, there is an opportunity for the Commission to purchase a property and requested the Commission approve the following actions:

- 1) Accept the assignment of a purchase agreement from Jason M. Padgett to the Baldwin County Commission for real property located at 100 E. 5th Street, Bay Minette, Alabama 36507; and
- 2) Approve the Residential Purchase Agreement between the Baldwin County Commission and Robert Watson as Managing Member of Yarbrough & Associates, LLC , for the property located at 100 E. 5th Street, Bay Minette, Alabama 36507.

Motion by Commissioner Billie Jo Underwood, seconded by Commissioner Charles F. Gruber, to take the following actions:

- 1) Accept the assignment of a purchase agreement from Jason M. Padgett to the Baldwin County Commission for real property located at 100 E. 5th Street, Bay Minette, Alabama 36507; and
- 2) Approve the Residential Purchase Agreement between the Baldwin County Commission and Robert Watson as Managing Member of Yarbrough & Associates, LLC , for the property located at 100 E. 5th Street, Bay Minette, Alabama 36507.

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 PRESS QUESTIONS

None.

I COMMISSIONER COMMENTS

The Commissioners provided their closing comments.

J ADJOURNMENT

Chairman Ball said the December 16, 2025, Regular meeting is adjourned at 11:43 a.m.

The December 16, 2025, Baldwin County Commission Regular meeting adjourned at 11:43 a.m.

A handwritten signature in blue ink, appearing to be "J. Ball", is centered on the page. The signature is stylized and written in a cursive-like font.