



Baldwin County Commission
Work Session and Regular
Meeting Minutes

Tuesday, December 3, 2024

Baldwin County Administration Building, County Commission Meeting Chambers
322 Courthouse Square, Bay Minette, Alabama 36507

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

PRE-MEETING WORK SESSION (9:00 AM)

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

Absent: 0

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

The Baldwin County Commission met for a work session (pre-Commission meeting) on December 3, 2024, 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.

CN2 - Addendum Attachment - Exhibit A to Resolution 2025-051. County Attorney has reviewed and approved item.

CN4 - County Attorney has reviewed and approved item.

CO3 - Replacement Attachment due to contract revisions by County Attorney.

CR10 - Pulled at the request of the Personnel Director, will be brought back to the December 17, 2024, meeting.

COMMISSIONER REQUESTS

None.

SENIOR STAFF REPORTS

Mr. Rendleman noted Novelis has submitted a new application for tax abatement and representatives from Novelis are here to provide a project update.

Novelis Project Overview

[25-0313](#)

Mr. Tori Holt, Plant Manager, Ms. Callie Cox, Communications and Government Affairs, Ms. Annie Baxter with CBRE, and Mr. Matthieu Rothenberger, Project Administration Director, were present from Novelis.

Mr. Rothenberger presented a video overview of the Novelis aluminum recycling and rolling mill, which is expected to be operational in the second half of 2026.

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

Mr. Hicks recommended the Commission adjourn the meeting and convene in an executive session to discuss preliminary negotiations involving matters of trade or commerce in which the governmental body is in competition with private individuals or entities or other governmental bodies in Alabama or in other states or foreign nations or to discuss matters or information of the character defined or described in the Alabama Trade Secrets Act.

Mr. Hicks made an oral declaration that he has personal knowledge that the discussion would involve matters or information of the character defined or described in the Alabama Trade Secrets Act that would have a detrimental effect on the competitive position of the County to the negotiations or upon the location, retention, expansion or upgrading of a public employer or business entity in the area served by the Baldwin County Commission if disclosed outside of an executive session. Mr. Hicks noted the work session will not need to reconvene after the executive session.

Motion by Commissioner Charles F. Gruber, seconded by Commissioner James E. Ball, in accordance with Code of Alabama Section 36-25A-7, to adjourn into an executive session at 9:21 a.m. to discuss preliminary negotiations involving matters of trade or commerce in which the governmental body is in competition with private individuals or entities or other governmental bodies in Alabama or in other states or foreign nations or to discuss matters or information of the character defined or described in the Alabama Trade Secrets Act.

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 announced the work session will not reconvene.

The December 3, 2024, Baldwin County Commission Work Session meeting adjourned at 9:21 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 Steve Pettis with Bay Assembly, Bay Minette, 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 November 19, 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

[25-0260](#)

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 Under Policy 8.1 [25-0259](#)

No action taken.

C CONSENT

Motion by Commissioner James E. Ball, seconded by Commissioner Billie Jo Underwood, to approve the Consent Agenda with the exception of Item CR10 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 Annual Review and Approval of County Take Home Vehicle List - December 2024 [25-0202](#)

Approve the County Take Home Vehicle List - December 2024.

The total number of Baldwin County Commission departmental staff driving County owned vehicles home is 234.

CA2 Fort Morgan 6th Annual Mardi Gras Parade [25-0227](#)

Approve the requested route for the 6th Annual Fort Morgan Mardi Gras Parade to be held on Sunday, March 2, 2025, beginning at 1:00 p.m.

CA3 Perdido Bay Water, Sewer and Fire Protection District - Board Reappointment

[25-0039](#)

Related to the Perdido Bay Water, Sewer and Fire Protection District, reappoint Mr. Darrell Crase as a member of the Board of Directors for a four (4) year term, said term commencing January 1, 2025, and expiring December 31, 2029.

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

CD1 FY 2025 Section 5307 / 5339 Application for Urban Public Transportation Grant Funds as a Subrecipient to ALDOT

[25-0249](#)

Take the following actions:

- 1) Authorize the Baldwin Regional Area Transit System to file the FY2025 5307 / 5339 Application with Alabama Department of Transportation (ALDOT) to purchase transit vehicles at a reduced local match ratio of 10%; and
- 2) Authorize the Chairman to sign the 5307 / 5339 Application Letter; and
- 3) Approve the purchase of four (4) 30-passenger buses and ten (10) 12-passenger buses at a total cost to the Baldwin County Commission of \$212,863.00. The total federal and state funding is \$1,915,765.00.

CD2 FY 2026 Section 5311 Rural Public Transportation Grant Application

[25-0267](#)

Take the following actions:

- 1) Adopt Resolution #2025-049 authorizing the Baldwin County Commission to commit up to \$1,458,435.00 as local non-federal match for operations, administration, and capital (preventative maintenance) expenditures under Section 5311 Non-urbanized Public Transportation Program during Fiscal Year 2026 with approximately \$303,000.00 generated from fares, contract services, and advertising; and
- 2) Adopt Resolution #2025-047 authorizing the filing of the FY2026 Section 5311 Grant Application with the Federal Department of Transportation and the Alabama Department of Transportation (ALDOT) under the Federal Transit Act; and
- 3) Authorize the Chairman to sign the application documents.

CE **BUDGET/PURCHASING**

CE1 Competitive Bid #WG25-03 - Purchase of Thirty-two (32) or More 2025 Chevrolet Tahoe 2WD 4DR Police Vehicles or Equivalent for the Baldwin County Sheriff's Office

[25-0255](#)

Award Bid #WG25-03 - Purchase of Thirty-two (32) 2025 Chevrolet Tahoe 2WD 4DR Police Vehicles to the lowest responsible bidder, who met all the specifications, Hardy Chevrolet Buick GMC, Inc., for the Baldwin County Sheriff's Office as follows:

Make/Model: 2025 Chevrolet Tahoe Police Vehicles
Amount Bid/Each: \$51,068.00 x 32 = \$1,634,176.00
Delivery Time: 60 to 90 Day(s)/ARO

CE2 Contract Relating to the Request for Qualifications (RFQ) for Engineering / Environmental Services for Scenic 98 Bridge Replacement in Point Clear, Alabama, for the Baldwin County Commission [25-0253](#)

Take the following actions:

1) Approve the Contract with Volkert, Inc., for the Engineering / Environmental Services for Scenic 98 Bridge Replacement in Point Clear, Alabama, in the amount of \$395,297.00; and

2) Authorize the Chairman to execute the Contract.

CE3 Project No. HW22024 - Traffic Light Installation at Intersection of County Road 65 and County Road 12 South for the Baldwin County Commission [25-0251](#)

Award the bid for Project No. HW22024 - Traffic Light Installation at the Intersection of County Road 65 and County Road 12 South to the lowest bidder, James Bros. Excavating, Inc., in the Bid Amount \$1,231,007.00; Construction Time: 90 working days; and authorize the Chairman to execute the Contract.

CE4 Resolution #2025-044 - Amendment to FY 2025 Budget and Competitive Bid #WG25-02 - Purchase of Three (3) or More 2025 Chevrolet Tahoe 4WD 4DR LS Commercial (PPV) or Equivalent for the Baldwin County Sheriff's Office [25-0254](#)

Take the following actions:

1) Adopt Resolution #2025-044 amending Fiscal Year 2025 Budget (Resolution #2024-158 and Resolution #2024-159, adopted on September 17, 2024) to reallocate \$12,500.00 budgeted Capital Outlay - Motor Vehicles from Sheriff's Office (10052100.55500) to Corrections (10052200.55500); and

2) Award Bid #WG25-02 - Purchase of Three (3) 2025 Chevrolet Tahoe 4WD 4DR LS Commercial (PPV) to the lowest responsible bidder, who met all the specifications, Hardy Chevrolet Buick GMC, Inc., for the Baldwin County Sheriff's Office as follows:

Make/Model: 2025 Chevrolet Tahoe LS

Amount Bid/Each: \$58,829.00 x 3 = \$176,487.00

Delivery Time: 60 to 90 Day(s)/ARO

CE5 Resolution #2025-046 - Amendment to FY 2025 Budget - Reallocate Various Funds [25-0256](#)

Adopt Resolution #2025-046 amending the Fiscal Year 2025 Budget (Resolution #2024-159 and Resolution #2024-158, adopted on September 17, 2024) in order to reallocate various funds.

CE6 Resolution #2025-048 - Amendment to FY 2024 Budget - Establish Capital Asset Donated Land [25-0263](#)

Adopt Resolution #2025-048 amending Fiscal Year 2024 Budget (Resolution #2023-186 and Resolution #2023-187, adopted on September 28, 2023) in order to establish the capital asset of donated land from the City of Foley in 2021.

CE7 Resolution #2025-053 - Amendment to FY 2024 Budget - Allocation of Unassigned Reserve Fund Balance [25-0282](#)

Adopt Resolution #2025-053 amending Fiscal Year 2024 Budget (Resolution #2023-186 and Resolution #2023-187, adopted on September 28, 2023) in order to allocate Unassigned Reserves.

CJ ELECTED OFFICIALS

CJ1 Sheriff's Office - Extension of Master Service Agreement with Lexipol, LLC for Annual Subscription Fee [25-0252](#)

Approve and authorize Chairman to execute the Invoice between the Baldwin County Commission (Baldwin County Sheriff's Office) and Lexipol, LLC for an Annual Subscription Fee for Annual Law Enforcement Policy Manual & Daily Training Bulletins (with Supplemental Publication Service, Procedures, Grant Finder and Accreditation Workbench) for twelve (12) months at a cost of \$42,149.99. This is an annual extension of the Master Service Agreement previously approved on January 3, 2023.

This Agreement shall commence on January 1, 2025, and end on December 31, 2025.

CJ2 Sheriff's Office - Transfer of One Vehicle to Baldwin County Commission to be Sold on GovDeals.com [25-0242](#)

Take the following actions:

- 1) Authorize the transfer of the following vehicle from the Baldwin County Sheriff's Office to the Baldwin County Commission as a surplus asset and authorize the Chairman to execute the Fixed Asset Change Form:

Chevrolet Tahoe - VIN #1GNLC2E03ER216914

2) Authorize the sale of the listed vehicle per Baldwin County Policy #8.8 on GovDeals.com and authorize the revenue to be deposited in the Baldwin County Commission's General Fund.

CM FINANCE AND ACCOUNTING

CM1 Publication of Baldwin County's Draft Unaudited Financial Status [25-0243](#)

Take the following actions:

1) Approve the one-time publication of the statements of the County's draft unaudited financial status for the twelve (12) month period ending on September 30, 2024, in all Gulf Coast Newspapers as required by the Code of Alabama 1975, Section 11-3-21; and

2) Authorize the Chairman to sign and certify that the statements reflect the true pre-close financial condition and operating statement of the Baldwin County Commission, for the period beginning October 1, 2023, and ending September 30, 2024.

CN GRANTS

CN1 American Society for the Prevention of Cruelty to Animals - Disaster Response and Capacity Building Grant Acceptance [25-0278](#)

Take the following actions:

1) Accept the American Society for the Prevention of Cruelty to Animals (ASPCA) Disaster Response and Capacity Building grant in the amount of \$25,000.00 for the purchase of a trailer and supplies to set up a temporary animal shelter for preparedness for future natural disasters; and

2) Authorize the Chairman to sign any documents related to the grant award.

CN2 *Rescinding Previous Commission Action and Adoption of Resolution #2025-051 - Allocation of Interest Earned from ARPA Funds for Scenic Highway 98 Bridge Replacement Project [25-0269](#)

Take the following actions:

1) Rescind action taken by the Baldwin County Commission during its June 18, 2024, Regular Meeting (Agenda Item CN2) which adopted Resolution #2024-123 allocating \$400,000.00 in ARPA Revenue Replacement funds; and

2) Approve the allocation of interest earned from American Rescue Plan Act (ARPA)

funds in the amount of \$395,297.00 for the engineering design professional services of the Scenic Highway 98 Bridge Replacement Project in Point Clear; and

3) Adopt Resolution #2025-051 of the Baldwin County Commission allocating up to \$395,297.00 of interest earned from ARPA funds for the engineering design professional services of the Scenic Highway 98 Bridge Replacement project.

CN3 Resolution #2025-050 - Allocation of ARPA Funds for Public Works Projects

[25-0279](#)

Take the following actions:

1) Approve the reimbursement from LaBella Associates, D.P.C., in the amount of \$56,441.39 for the overpayments of American Rescue Plan Act (ARPA) funds for professional design services for the Bay Minette Probate and Foley Courthouse HVAC projects; and

2) Approve the reallocation of these ARPA funds to the Queuing Structure project at the Baldwin County Courthouse in the amount of \$3,250.00, and to the CR-65 drainage improvement water infrastructure project in the amount of \$53,191.39; and

3) Adopt Resolution #2025-050 of the Baldwin County Commission allocating such ARPA funds for the listed Public Works projects.

CN4 Resolution #2025-052 - Allocation of Interest Earned from ARPA Funds for Baldwin County Courthouse Sally Port Project

[25-0275](#)

Take the following actions:

1) Approve the allocation of interest earned from American Rescue Plan Act (ARPA) funds in the amount of \$697,359.61 for the construction costs of the Sally Port Project that exceeded the County's \$10,000,000 Revenue Replacement allocation; and

2) Adopt Resolution #2025-052 of the Baldwin County Commission allocating up to \$697,359.61 of interest earned from ARPA funds for a portion of the construction costs of the Sally Port Project.

CO HIGHWAY

CO1 Addition of Baldwin County Highway Department Employee to County Take Home Vehicle List

[25-0157](#)

Approve the addition of the following employee to the County Take Home Vehicle List with an effective date of December 3, 2024:

John Lundy, Traffic Operations Manager, 2023 Ford F-150 XL Super Crew Cab 4x4, 58

miles round trip.

CO2 Construction Engineering and Inspection Services for River Road Bridge Relocation [25-0284](#)

Approve on-call consultant, Michael Baker International, Inc., to perform Construction Engineering and Inspection (CE&I) Services for the River Road Bridge Relocation Project with CE&I fees not to exceed \$283,555.91.

CO3 *Rental of One (1) Hydraulic Under Bridge Inspection Platform for Baldwin County Highway Department [25-0258](#)

Approve and authorize the Chairman to execute the Equipment Rental Agreement with Anderson Crane and Bridge Technologies for the rental of one (1) hydraulic under bridge inspection platform for two (2) weeks effective the date of execution as follows:

Location: Area 100 Maintenance Barn - Bay Minette, Alabama
Model: HP35 Trailer Mounted Hydra Platform
Serial: 1H9US3331HS196476
Price: \$14,730.00

CO4 Transfer of Funds for Park Improvements at Lillian Park to Design and Construct Lighting and Landscaping [25-0019](#)

Authorize the transfer of \$27,838.00 in 144 Park Fund from the Keeney Drive Park River Bank Stabilization Project (HW24089) to the Lillian Park Lighting and Landscaping Project (HW24115) for design and construction.

CO5 Execution of IRS Form 8283 for Donated Right-of-Way on Project No. HW0206411/HW11064000 - Sherman Road (Tract 3A) [25-0286](#)

Take the following actions:

1) Accept 0.039 acres on Sherman Road (Tract 3A) as a right-of-way donated to Baldwin County by Cameron M. Peed on September 30, 2024 (Instrument No. 2149499 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 Execution of IRS Form 8283 for Donated Right-of-Way on Project No. HW0206411/HW11064000 - Sherman Road (Tract 5) [25-0287](#)

Take the following actions:

1) Accept 0.023 acres on Sherman Road (Tract 5) as a right-of-way donated to Baldwin County by Pamela Hess Barlow on October 8, 2024 (Instrument No. 2151126 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.

CO7 Execution of IRS Form 8283 for Donated Right-of-Way on Project No. HW0206411/HW11064000 - Sherman Road (Tract 6)

[25-0288](#)

Take the following actions:

1) Accept 0.023 acres on Sherman Road (Tract 6) as a right-of-way donated to Baldwin County by Alfred Annis Sherman and Valerie Nelson Sherman on October 8, 2024 (Instrument No. 2151127 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.

CO8 Execution of IRS Form 8283 for Donated Right-of-Way on Project No. HW08378 - Woerner Road (Tract 1)

[25-0285](#)

Take the following actions:

1) Accept 0.351 acres on Woerner Road (Tract 1) as a right-of-way donated to Baldwin County by John D. Wilkerson and Linda A. Wilkerson on October 25, 2024 (Instrument No. 2153791 of Baldwin County Judge of Probate); and

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

CR PERSONNEL

CR1 Budget and Purchasing Department - Position Change

[25-0276](#)

Take the following actions:

1) Retitle Sherry Smith from Buyer II (#5623) to Purchasing Support Specialist, with no change in pay grade or salary; and

2) Approve the position description for the Purchasing Support Specialist; and

3) Approve the updated organizational chart for the Budgeting and Purchasing Department.

CR2 Commission Administration Department - Employment of One (1)

[25-0270](#)

Administrative Support Specialist IV Position

Approve the employment of Roxanne Buch to fill the open Administrative Support Specialist IV position (#5464) grade 311 (\$21.54 per hour / \$44,803.20 annually) to be effective no sooner than December 9, 2024.

CR3 Coroner's Office - Employment of One (1) Death Investigator I Position

[25-0271](#)

Approve the employment of Claire Arnold to fill the open Death Investigator I position (#5675) grade 310 (\$25.00 per hour / \$52,000.00 annually), with said salary due to experience, to be effective no sooner than December 9, 2024.

CR4 Custodial Department - Employment of One (1) Custodian Position

[25-0272](#)

Approve the employment of Daniel Fleming to fill the open Custodian position (PID #4084) at a grade 303 (\$14.71 per hour / \$30,596.80 annually) to be effective no sooner December 9, 2024.

CR5 Finance and Accounting Department - Employment of One (1) Director of Finance Position

[25-0289](#)

Approve the employment of Tara Hazelbaker to fill the open Director of Finance position (PID #5777) at a grade S322 (\$140,000.00 annually), with said salary due to experience, to be effective no sooner than December 9, 2024.

CR6 Grants Department - Promotion of Employee

[25-0273](#)

Approve the promotion of Shelby Middleton from the Audit Compliance Officer (#5523) grade S313 (\$61,076.21 annually), in the Sales and Use Tax/License Inspection Department (51750), to fill the open Senior Grants Accountant (#5758) at a grade S317 (\$65,962.31 annually), in the Grants Department (51150), to be effective no sooner than December 16, 2024.

CR7 Planning and Zoning Department - Personnel Changes

[25-0274](#)

Take the following actions:

1) Approve the promotion of Justin Cregger from the Planning Technician I (#5710) grade 310 (\$20.31 per hour / \$42,244.80 annually) to fill the open Code Enforcement Officer (#5590) at a grade S312 (\$46,134.40 annually) to be effective no sooner than December 16, 2024; and

2) Approve the employment of Charles White to fill the Planning Technician I position (#5710) at a grade 310 (\$20.31 per hour / \$42,244.80 annually) to be effective no sooner than December 9, 2024; and

3) Approve the employment of Donald Driskell to fill the Engineering Technician I position (#5765) at a grade 310 (\$25.50 per hour / \$53,040.00 annually), with said salary due to experience, to be effective no sooner than December 9, 2024.

CR8 Sales and Use Tax / License Inspection Department - Salary Increase

[25-0277](#)

Approve an increase pay for Mallory Knowles from 307 (\$18.11 per hour / \$37,668.80 annually) to 307 (\$18.50 per hour / \$38,780.00 annually), due to an increase in duties and responsibilities, to be effective no sooner than December 16, 2024.

CR9 AirMedCare Network Services

[25-0280](#)

Authorize the Chairman to execute any and all AirMedCare contractual agreements for the annual renewal of Air Medical helicopter coverage for employees and the addition of Lifeguard (d/b/a Medstar) Ground Transportation, with said coverage to be effective January 1, 2025, for a one-year rate guarantee at \$115 per slot.

CR10 Stop Loss Insurance Renewal - Symetra Life Insurance Company

[25-0281](#)

Removed from the Agenda.

D PRESENTATIONS

None.

E PUBLIC HEARINGS

None.

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 December 3, 2024, Baldwin County Commission Regular meeting at 10:11 a.m.

The December 3, 2024, Baldwin County Commission Regular meeting adjourned at 10:11 a.m.

A handwritten signature in black ink that reads "Matthew P. McKenna". The signature is written in a cursive style with a long horizontal flourish extending to the right.