



Baldwin County Commission  
Work Session and Regular  
Meeting Minutes

Tuesday, September 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 September 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 9:00 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.

**GA1** - Mr. Rendleman explained Addendum Item GA1 - Resolution #2025-178 - Second Amendment to Tax Abatement Agreement between Baldwin County Commission and Novelis Corporation is associated with Item CA2 - Resolution #2025-177 - Amendment to Project Agreement for Project Skyfall.

**GA2** - Mr. Rendleman noted Addendum Item GA2 is a late agenda item for promotion of an employee.

It was decided Addendum Items GA1 and GA2 would be moved to the Consent Agenda.

## **COMMISSIONER REQUESTS**

None.

## **SENIOR STAFF REPORTS**

### Staff Report by Beth Hodges, Budget Director

Ms. Hodges thanked the Commissioners, Mr. Rendleman, and Mr. Lundy for their leadership and guidance, Lynzie Clark, Senior Budget Accountant, and all Department Heads and staff for their work during the budget process. Ms. Hodges gave an overview of the FY 2026 Budget, discussed the FY 2026 Budget Book narrative, and provided a preview of the budget book with departmental highlights.

The Commissioners thanked Ms. Hodges and Ms. Clark for their work in making the budget process more efficient by removing non-essentials which allowed the Commissioners to focus on making informed decisions for the good of the County and its employees. The Commissioners thanked Mr. Rendleman and Commissioner Ball, as Finance Chairman, for their leadership 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.

## **ADJOURNMENT OF PRE-MEETING WORK SESSION**

Mr. Hicks 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. The Commission will not need to reconvene.

Motion by Commissioner Gruber, seconded by Commissioner Ball, in accordance with Code of Alabama Section 36-25A-7, to adjourn into an executive session at 9:23 a.m. to discuss the consideration the governmental body is willing to offer or accept when considering the purchase, sale, exchange, lease, or market value of real property.

The motion passed by the following vote:

**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 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 September 16, 2025, Baldwin County Commission Work Session adjourned at 9:23 a.m.

## **REGULAR MEETING (10:00 AM)**

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

**Absent:** 0

Also present were Roger Rendleman, County Administrator, 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. and requested a moment of silence be observed in memory of Charlie Kirk.

Following the Invocation by Pastor Ann Rowan with Family Ministries Center, Fairhope, and the Pledge of Allegiance led by Chairman McKenzie, the Commission transacted the following business to-wit:

Chairman McKenzie introduced Mr. Randy Farris, Mayor-elect of Summerdale, who addressed the Commission and said he is looking forward to serving as Mayor of Summerdale and working together for the Baldwin County community.

### **A ADOPTION OF MINUTES**

Motion by Commissioner Charles F. Gruber, seconded by Commissioner Billie Jo Underwood, to adopt the minutes of the September 2, 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

[25-1163](#)

Motion by Commissioner James E. Ball, seconded by Commissioner Billie Jo Underwood, to approve payment of the bills and distribution of taxes which are listed in the Baldwin County Accounts Payable Payments.

The motion passed by the following vote:

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

**BA2** Ratification of Interim Payments as Allowed by Policy 8.1

[25-1162](#)

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

The motion passed by the following vote:

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

## **C CONSENT**

Chairman McKenzie noted Addendum Items GA1 and GA2 have been added to the Consent Agenda.

Motion by Commissioner James E. Ball, seconded by Commissioner Billie Jo Underwood, to approve the Consent Agenda including Addendum Items GA1 and GA2.

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** Annexation Notification

[25-1145](#)

Acknowledge and make part of the record the City of Robertsdale Ordinance No.

003-2025 annexing property into its corporate limits.

**CA2** Resolution #2025-177 - Amendment to Project Agreement for Project Skyfall

[25-1166](#)

Pursuant to the authority provided by Amendment No. 750 and/or Amendment No. 772 to the Constitution of Alabama 1901, and for the purpose of promoting the economic and industrial development of Baldwin County, take the following actions related to the Novelis Corporation constructing, equipping and operating a fully integrated, greenfield advanced flat rolled aluminum products plant on an approximately 2,000 +/- acre parcel of land located near Highway 287 and I-65 in Baldwin County:

1) Adopt Resolution #2025-177 of the Baldwin County Commission, which authorizes the execution and delivery of a First Amendment to Project Agreement (dated July 28, 2022) by and among Novelis Corporation, the Baldwin County Commission, the City of Bay Minette, The Utilities Board of the City of Bay Minette d/b/a North Baldwin Utilities, and Baldwin County Economic Development Alliance, Inc.; and

2) Determine that the grant of funds in connection with the transaction described above continue to advance the economic development of the County, to increase employment in the County, and to promote and develop for the public good and welfare trade, commerce, industry, and employment opportunities in the County; and to promote the convenience, order, prosperity, and welfare of its citizens. The increased property values, increased tax revenues, additional economic activity, creation of new jobs, and the other benefits described herein will directly benefit the County and serve a valid and sufficient public purpose. Further, determine that the grant of funds in connection with the transaction described above will serve a valid and sufficient public purpose, notwithstanding any incidental benefit accruing to the Company or any other private entity or entities.

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

**CD1** Lease Renewal Agreement with Prodissee Pantry for BRATS Spanish Fort Hub

[25-1171](#)

Take the following actions:

1) Approve the Lease Renewal Agreement between Baldwin County Commission and Prodissee Pantry for six (6) parking spaces for 3-5 transit vehicles and a small, secure workspace located at 9315 Spanish Fort Boulevard, Spanish Fort, Alabama, to be utilized as a Baldwin Regional Area Transit System Transit Hub; and

2) Authorize the Chairman to execute the Lease Renewal Agreement.

The term of the lease shall commence upon execution and shall terminate upon the expiration of three (3) years. The monthly lease amount shall be \$650.00 inclusive of

utilities and maintenance.

**CE BUDGET/PURCHASING**

- CE1** Addendum to Cooperative Acceptance Agreement for the Rental of Uniforms with Cintas Corporation for the Baldwin County Commission [25-1159](#)

Approve and authorize the Chairman to execute the Addendum to the Cooperative Acceptance Agreement approved on May 7, 2024, with Cintas Corporation for the rental of uniforms and rugs off the Omnia Partners Public Sector National Purchasing Cooperative effective September 16, 2025, for the remaining term of the original agreement.

- CE2** Amendment to Lease Agreement with Williams Scotsman, Inc. for Modular Unit for Additional Office Space for the Baldwin County Coroner's Office [25-1167](#)

Approve and authorize the Chairman to execute an Amendment to the Lease Agreement with Williams Scotsman, Inc., for one (1) modular unit at the Baldwin County Coroner's Office for an additional twelve (12) months at the same prices, terms and conditions as stated in the original lease agreement approved on November 7, 2023. The lease agreement renewal will expire October 6, 2026.

- CE3** Competitive Bid #WG23-59 – Provision of Fire Protection Services (Extinguishers) for the Baldwin County Commission [25-1155](#)

Extend Bid #WG23-59 for the Provision of Fire Protection Services (Extinguishers) with Southern Fire Sprinkler, Inc., for an additional twelve (12) months at the same prices and terms stated in the original bid award on October 3, 2023. The extension will expire on October 3, 2026.

- CE4** Competitive Bid #WG25-41 – Provision of Baldwin County Cigarette Stamps for the Baldwin County Commission [25-1147](#)

Award Bid #WG25-41 - Provision of Baldwin County Cigarette Stamps to the lowest bidder, Ashton Potter (USA) Ltd., as follows:

Bid #2 - Three (3) year period  
Amount Bid: \$1,042.50 per case  
Minimum Order Quantity: 25 cases  
Quantity at which a price discount will be applied: N/A cases. Price per case N/A.

- CE5** Competitive Bid #WG25-42 – Provision of Painting and Drywall Services for the Baldwin County Commission [25-1148](#)

Award Bid #WG25-42 for the Provision of Painting and Drywall Services to the lowest bidder, Stewart Precision Coatings, LLC, per the Award Listing and authorize the

Chairman to execute the Contract. The Contract shall be effective immediately upon the same date as its full execution for a period of twelve (12) months.

**CE6** Competitive Bid #WG25-43 – Provision of Vehicle Detergent for the Baldwin County Commission [25-1149](#)

Award Bid #WG25-43 for the Provision of Vehicle Detergent to the lowest bidder, Acuity Specialty Products, Inc. dba Zep Sales and Service, per the Award Listing.

**CE7** Group 5 of the 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 [25-1191](#)

Approve Change Order #1 for Group 5 of the ERPR-9072 in the amount of \$16,801.62 for Project No. HW22165 with Arrington Curb & Excavation, Inc., and authorize the Chairman to execute the Change Order.

**CE8** Renovations of Central Annex Probate and Revenue Offices Located in Robertsdale, Alabama, for the Baldwin County Commission [25-1173](#)

Approve and authorize the Chairman to execute Allowance Authorization No. 2 with M. W. Rogers Construction Company, LLC, in the amount of \$5,189.00, with no change to the original contract amount, for the Renovations of Central Annex Probate and Revenue Offices located in Robertsdale, Alabama.

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

**CE9** Resolution #2025-175 – Amending FY 2025 Budget [25-1158](#)

Adopt Resolution #2025-175 amending the Fiscal Year 2025 Budget (Resolution #2024-159 and Resolution #2024-158, adopted on September 17, 2024) in order to reallocate funding.

**CE10** Resolution #2025-171 – Adoption of the Baldwin County FY 2026 Budget [25-1099](#)

Adopt Resolution #2025-171 of the Baldwin County Commission, which approves the Baldwin County Fiscal Year 2026 Budget and authorizes the attached Employee pay and Classification Scale, Critical Requirement Items List, and Highway Project List for Fiscal Year 2026 that correlates with Resolution #2025-171.

**CE11** Resolution #2025-170 – Appropriation Agreements Aligned to the Baldwin County FY 2026 Budget [25-1097](#)

Take the following actions:

1) Recognize the advertisement for the appropriations listed in Resolution #2025-170 that is required to have a one-time advertisement, as specified in Amendment No. 772, which was completed on September 3, 2025, and September 5, 2025.

2) Adopt Resolution #2025-170 of the Baldwin County Commission, which, pursuant to Amendment No. 772 to the Constitution of Alabama 1901 and related to the promotion of local economic and industrial development, provides for respective determinations by the Baldwin County Commission that a variety of expenditures of public funds, as relates to a myriad of appropriations authorized by the Baldwin County Fiscal Year 2026 Budget, will respectively, serve valid and sufficient public purposes; and

3) Execute the Agreements with the following entities to appropriate County funds for activities benefiting a myriad of public purposes as set forth within each Agreement:

Adams and Reese, LLP (not to exceed \$72,000.00)

Alabama Extension Service/Alabama Cooperative Extension System (\$57,624.00)

Baldwin County Economic Development Alliance, Inc. (\$540,000.00)

Baldwin County Soil and Water Conservation District (\$75,500.00)

Bay Minette Rotary Club (\$500.00)

Kimberly H. Adams, P.C. (\$60,000.00)

Mobile Bay National Estuary Program (\$75,000.00)

North Baldwin Animal Shelter, Inc. (\$25,000.00)

Quilts of Valor (\$1,000.00)

USS Alabama Battleship Commission (\$10,000.00)

Van Scoyoc Associates, Inc. (not to exceed \$114,000.00)

The term, respectively, of each Agreement shall commence October 1, 2025, and expire September 30, 2026, and may be terminated per the parameters as set forth therein, respectively.

**CE12** Resolution #2025-169 – Appropriation of Commission Discretionary Funds for USS Alabama Battleship Commission

[25-1095](#)

Adopt Resolution #2025-169 of the Baldwin County Commission, which appropriates \$10,000.00 from the “Commission Discretionary Fund”, in the Baldwin County Fiscal Year 2026 Budget, to the USS Alabama Battleship Commission.

**CF BUILDING INSPECTION**

**CF1** Community Rating System (CRS) Program Certification

[25-1170](#)

Authorize the Chairman to execute Community Rating System (CRS) Form CC-230 “CRS Community Certifications” for submission to the Insurance Services Office (ISO)/CRS staff during the scheduled September 30, 2025, CRS cycle visit.

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

- CH1** Computer Software Support Agreement and Addendum with Delta Computer Systems, Inc. for Sales and Use Tax / License Inspection Department [25-1150](#)

Approve and authorize the Chairman to execute the Computer Software Support Agreement and Addendum between the Baldwin County Commission and Delta Computer Systems, Inc., for computer software, with a new monthly rate in the amount of \$1398.33, effective October 1, 2025, and expiring on September 30, 2026.

- CH2** Interoperability Communications System Agreement with ADCNR for Use of Baldwin County Interoperable Communication System [25-1161](#)

Approve and authorize the Chairman to execute the Agreement between the Baldwin County Commission and the Alabama Department of Conservation and Natural Resources for the use of the Baldwin County 700/800 MHz Interoperable Communication System.

- CH3** Tower Equities, LLC – Fort Morgan Radio Tower Rental Agreement [25-1156](#)

Approve and authorize the Chairman to execute the Radio Tower Rental Agreement between the Baldwin County Commission and Tower Equities, LLC. This Agreement will provide space to house P-25 infrastructure, thereby increasing the coverage area for First Responders.

## **CI COUNCIL ON AGING**

- CI1** FY 2025-2026 Title III Older Americans Act Contract with South Alabama Regional Planning Commission [25-1086](#)

Take the following actions:

1) Approve the Fiscal Year 2025-2026 Contract for Services under Title III Older Americans Act (Contract #302-AAA-2026) between the Baldwin County Commission (Council on Aging) and South Alabama Regional Planning Commission (SARPC), for funds in the amount of \$145,052.00 for operating expenses related to providing services for older individuals throughout Baldwin County; and

2) Authorize the Chairman to execute the Contract for Services and any related documents.

This Contract will be effective October 1, 2025, and terminates September 30, 2026.

## **CJ ELECTED OFFICIALS**

**CJ1** Sheriff's Office – Memorandums of Understanding for School Resource Officer Program at Baldwin County Public Schools

[25-1141](#)

Approve the Memorandums of Understanding (MOU) between the Baldwin County Commission, Baldwin County Sheriff's Office, and the following municipalities/police departments in Baldwin County, Alabama, outlining the purpose, goals, objectives and procedures for the administration of the School Resource Officer (SRO) Program within each respective municipality:

City of Bay Minette  
City of Daphne  
Town of Elberta  
City of Fairhope  
City of Foley  
City of Loxley  
City of Robertsedale  
Town of Silverhill  
City of Spanish Fort  
Town of Summerdale

Each MOU shall be effective August 11, 2025, and shall remain in effect for a period of one (1) year from the effective date, unless any party elects to terminate the MOU by giving a 180-day written notice of such termination by other parties.

**CM FINANCE AND ACCOUNTING**

**CM1** Merchant Processing Application and Agreement with Hancock Whitney Bank for Council on Aging

[25-1142](#)

Take the following actions:

- 1) Approve the Merchant Processing Application and Agreement with Hancock Whitney Bank for Council on Aging, effective immediately upon signed agreement by Roger Rendleman, Clerk Treasurer; and
- 2) Approve the Hancock Whitney Bank equipment purchase of one (1) FD150 terminal at a cost of \$415.00.

**CN GRANTS**

**CN1** Community Development Block Grant – Disaster Recovery (CDBG-DR) County Priority Infrastructure Program (CPIP): CR-65 Extension from CR-28 to CR-32 Activity Profile Form Submission for Grant DR-21-001

[25-1120](#)

Take the following actions:

- 1) Approve the submittal of the Community Development Block Grant - Disaster Recovery (CDBG-DR) County Priority Infrastructure Program (CPIP) Activity Profile Form for the County Road 65 Extension Project from County Road 28 to County Road 32, by staff to the Alabama Department of Economic and Community Affairs (ADECA) CDBG-DR grant portal; and
- 2) Authorize the Chairman to sign any documents related to this Activity Profile Form.

**CN2**    Resolution #2025-174 – Reallocation of ARPA Funds for Public Works Projects

[25-1151](#)

Take the following actions:

- 1) Approve the reallocation of American Rescue Plan Act (ARPA) funds in the amount of \$6,634.10 from Project No. HW21177000 - Boros Road Bowl Project to support the design costs for the Board of Education HVAC project; and
- 2) Approve the reallocation of ARPA funds in the amount of \$5,981.25 from Project No. HW21177000 - Boros Road Bowl Project to support the design costs for the Fairhope Satellite Courthouse HVAC Project; and
- 3) Approve the reallocation of ARPA funds in the amount of \$4,145.31 from Project No. HW21177000 - Boros Road Bowl Project to cover the costs of Change Order #1 for Project No. HW23067 - CR-11 Drainage Improvements Project; and
- 4) Approve the reallocation of ARPA funds in the amount of \$63,010.84 from Project No. HW23087 - Main Street Drainage Improvements Project to cover the costs of Change Order #1 for Project No. HW23067 - CR-11 Drainage Improvements Project; and
- 5) Adopt Resolution #2025-174 of the Baldwin County Commission allocating such ARPA funds for the aforementioned Public Works projects.

**CO    HIGHWAY**

**CO1**    Case No. SFP24-000021 – Autumn Lakes, Phase 1 - Road Acceptance

[25-1172](#)

Take the following actions regarding Subdivision Case No. SFP24-000021 - Autumn Lakes, Phase 1, in Maintenance Area 300:

- 1) Accept the following subdivision roads for maintenance and authorize said roads to be added to the County Maintenance Road List:

Road Name	Length	Asphalt Width
Autumn Lakes Circle	1,843 ft	20 ft
Hallow Trail	1,104 ft	20 ft

2) Approve and authorize the Chairman to execute the Subdivision Roadway and Drainage Improvement Acceptance Agreement and accept the Surety Document from Fidelity and Deposit Company of Maryland, on behalf of Ammons & Blackmon Construction, LLC, in the amount of \$814,393.52 to guarantee the workmanship and materials of the roadways and drainage improvements within the public rights-of-way as shown on the approved Final Plat and "As-Built" construction plans.

**CO2** Widening and Intersection Improvements on County Road 64 from State Road 181 to Montelucia Way – Reimbursable Utility Agreement [25-1146](#)

Approve a Reimbursable Utility Agreement between the Baldwin County Commission and Belforest Water System for the relocation of utilities to complete the widening and intersection improvements on County Road 64 from State Road 181 to Montelucia Way. The total estimated cost of this relocation is \$2,823,080.00 with the Eastern Shore MPO funding 80% (\$2,258,464.00) and Baldwin County funding the remaining 20% (\$564,616.00).

**CR PERSONNEL**

**CR1** Custodial Department - Employment of One (1) Custodian Position [25-1174](#)

Approve the employment of Terri Graves to fill the open Custodian position (#978) at a grade 303 (\$14.71 per hour / \$30,596.80 annually) to be effective no sooner than September 22, 2025.

**CR2** Highway Department (Silverhill) - Personnel Changes [25-1175](#)

Take the following actions:

- 1) Approve the employment of Gary Peterson to fill the open Operator Technician I position (#675) at a grade 308 (\$19.16 per hour / \$39,852.80 annually); and
- 2) Approve the promotion of William Denton from the Operator Technician II position (#288) grade 309 (\$21.21 per hour / \$44,116.80 annually) to fill the open Operator Technician III position (#317), at a grade 310 (\$22.91 per hour / \$47,652.80 annually); and
- 3) Approve the promotion of Matt Byrd from the Operator Technician II position (#897) grade 309 (\$19.84 per hour / \$41,267.20 annually) to fill the open Operator Technician III position (#379), at a grade 310 (\$21.43 per hour / \$44,574.40 annually); and
- 4) Approve the promotion of Nathan Loch from the Operator Technician Trainee position (#927) grade 306 (\$17.01 per hour / \$35,380.80 annually) to fill the open Operator Technician I position (#5628), at a grade 308 (\$18.37 per hour / \$38,209.60 annually); and

5) Approve the employment of Virginia Callaway to fill the open Operations Support Specialist I position (#5388) at a grade 305 (\$16.20 per hour / \$33,696.00 annually).

These actions shall be effective no sooner than September 22, 2025.

**CR3** Juvenile Detention Center - Employment of Two (2) Detention Worker I Positions

[25-1176](#)

Take the following actions:

1) Approve the employment of Eryca Paschal to fill the open Detention Worker I position (#5163) at a grade 308 (\$19.00 per hour / \$39,520.00 annually); and

2) Approve the employment of Victor McDonald to fill the open Detention Worker I position (#5734) at a grade 308 (\$19.50 per hour / \$40,560.00 annually), with said salary due to experience.

These actions shall be effective no sooner than September 22, 2025.

**CR4** Parks Department - Employment of One (1) Landscape Technician I Position

[25-1177](#)

Approve the employment of Russell Dyson to fill the vacant Landscape Technician I position (#5761) grade 306 (\$17.01 per hour / \$35,380.80 annually) to be effective no sooner than September 22, 2025.

**CR5** Probate Office - Employment of One (1) License Revenue Officer I Position

[25-1178](#)

Approve the employment of Barbara Morris to fill the open License Revenue Officer I position (#156) grade 306 (\$17.01 per hour / \$35,380.80 annually) to be effective no sooner than September 22, 2025.

**CR6** Revenue Commission (Re-Appraisal) - Promotion of Employees

[25-1179](#)

Take the following actions:

1) Approve the promotion of Christopher Bell from the Real Property Analyst II position (#5569) grade 315 (\$30.84 per hour / \$64,147.20 annually) to fill the open Real Property Appraiser Supervisor position (#5302) at a grade S316 (\$73,770.00 annually); and

2) Approve the promotion of S. Aaron Thomley from the Real Property Analyst I position (#3014) grade 314 (\$27.43 per hour / \$57,054.40 annually) to fill the open Real Property Analyst II position (#5569) at a grade 315 (\$29.62 per hour / \$61,609.60 annually).

These actions shall be effective no sooner than September 22, 2025.

**CR7** Approval of Position Descriptions and Organizational Charts

[25-1180](#)

Approve the following to coincide with the approval of the FY2025-2026 Budget changes:

- 1) Animal Shelter position descriptions for Office Administrator and Office Assistant I; and
- 2) BRATS position descriptions for Scheduling/Customer Service Manager and Training Coordinator; and
- 3) Building Inspections position descriptions for Permit Administrator, Chief Permit Specialist, Operations Support Manager/CRS Coordinator, and Permit Specialist; and
- 4) CIS position description for Web Coordinator; and
- 5) Community Relations position descriptions for General Services Manager, Public Information and Communications Specialist, PT Library Courier, and PT Library Services Coordinator; and
- 6) Council on Aging position descriptions for Council on Aging Director, Assistant Council on Aging Director, Case Manager, Case Worker, Center Manager, Center Manager Supervisor, Homebound Meals Driver, Office Assistant IV, and Program Support Specialist, PT Center Assistant; and
- 7) EMA position descriptions for the Community Engagement Coordinator and Administrative Support Specialist II; and
- 8) Facilities Management position descriptions for Director of Facilities and Maintenance, Administrative Support Specialist III, Building Maintenance Engineer I, Building Maintenance Engineer II, Building Maintenance Engineer III, Building Maintenance Engineer IV, Building Maintenance Supervisor, HVAC Preventative Maintenance Technician, and Plumbing Technician; and
- 9) Finance and Accounting position descriptions for the Director of Finance and Administrative Support Specialist III; and
- 10) Grants position description for Grants Director; and
- 11) Highway Department position descriptions for Administration Support Coordinator, Bridge Inspector, Bridge Manager, Construction Inspector I, Construction Inspector II, Construction Inspector III, Construction Manager, Operations Support Manager (Accounting Option), Paving Supervisor, Utility Inspector II, Utility Inspector III, Utility Manager; and

12) JDC position descriptions for Assistant JDC Director, Detention Supervisor, Detention Coordinator, and Detention Worker; and

13) Parks and Recreation position descriptions for Director of Parks and Recreation, Deputy Director of Parks and Recreation, Parks Crew Leader, Mechanic II, Landscape Technician I, and Landscape Technician II; and

14) Personnel Department position descriptions for the Assistant Personnel Director, Employee Relations and Training Administrator, Recruiting and Retention Coordinator, and Personnel Specialist I; and

15) Planning and Zoning position descriptions for the Associate Planner, PT Associate Planner, Civil Engineer, Code Enforcement Officer, Engineering Technician I, Engineering Technician II, Engineering Technician III, Natural Resource Planner, PT Planner, Planner, Planning Manager - Code Enforcement, Planning Manager - Current Planning, Planning Manager - Natural Resources, Planning Manager - Permit Engineer, Planning Technician I, Planning Technician II, Planning Technician Trainee, Project Coordinator; and

16) Probate position descriptions for Senior Court Administrator and Probate Court Administrator III; and

17) Updated organizational charts for Overall Organizational Chart, Animal Shelter, BRATS, Building Inspections, CIS, Citizen Service Center, Commission Administration, Community Relations, Council on Aging, Custodial, EMA, Facilities Management, Finance and Accounting, Grants, Highway, JDC, Parks and Recreation, Personnel, Planning and Zoning, Revenue Commission, Sales Use and License Tax Department, and Probate.

**CR8** Health and Dental Insurance Rates for 2026

[25-1182](#)

Approve the Health and Dental Insurance rates for 2026 to coincide with the Baldwin County Employee Health and Wellness Incentive Program Policy.

**CR9** Safety Incentive Discount Program for ACCA Self-Insurance Fund

[25-1181](#)

Authorize the Chairman of the Baldwin County Commission to sign the Safety Incentive Discount Program Application.

**CR10** One-time Additional Paid Holiday for County Employees

[25-1185](#)

In accordance to Baldwin County Commission Employee Handbook, Policy IV, F. Holidays, take the following actions:

1) Approve a one-time additional paid holiday for Baldwin County Employees to be

observed on Friday, December 26, 2025; and

2) Adopt Resolution #2025-176, in regard to exercising the authority provided at Section 11-1-8 of the Code of Alabama 1975, and without limitation, to close certain public buildings owned or leased by and under the control of the Baldwin County Commission, only on Friday, December 26, 2025.

## **CS PLANNING AND ZONING**

**CS1** Update to Letter of Intent – U.S. Army Corps of Engineers Continuing Authorities Program - Shoreline Erosion Study for Northern Shoreline of Fort Morgan [25-1160](#)

Authorize the Chairman to execute an updated Letter of Intent to the U.S. Army Corps of Engineers Continuing Authorities Program requesting a shoreline erosion study for the northern shoreline of Fort Morgan in Baldwin County, Alabama.

**CS2** Educational Signage by The Nature Conservancy for Baldwin County Boat Launches [25-1194](#)

Take the following actions:

1) Approve educational signage by The Nature Conservancy for Baldwin County owned boat launches at the Launch at County Road 6, the Launch at Intercoastal Waterway, Lillian Boat Launch, and Josephine Boat Launch; and

2) Authorize County staff to install the signs in the chosen locations.

## **GA GENERAL**

**GA1** Resolution #2025-178 - Second Amendment to Tax Abatement Agreement between Baldwin County Commission and Novelis Corporation [25-1208](#)

Take the following actions:

1) Adopt Resolution #2025-178 which amends Resolution #2022-174 adopted by the Commission on September 20, 2022, granting a tax abatement to Novelis Corporation; and

2) Approve the Second Amendment to Tax Abatement Agreement between the Baldwin County Commission (the "County") and Novelis Corporation (the "Company"), to amend that certain Tax Abatement Agreement dated as of August 5, 2022, between the County and the Company, as previously amended by that certain First Amendment to Tax Abatement Agreement dated as of September 20, 2022, between the County and the Company. The effective date of the amendment is August 2, 2022; and

3) Forward to the Office of the Revenue Commissioner of Baldwin County and the Office of Probate Judge of Baldwin County, Resolution #2025-178 and associated attachments informing the Probate Judge and Revenue Commissioner of the aforementioned grant of such Amended Tax Abatement; and

4) Authorize the Chairman to execute any and all documents deemed necessary to effect such amended tax abatement.

**GA2** Revenue Commission - Promotion of Employee

[25-1216](#)

Approve the promotion of Sarah Earls from the Collections Technician I position (#5672) grade 306 (\$17.28 per hour / \$35,942.40 annually) to fill the open Collections Technician II position (#5578) grade 307 (\$19.99 per hour / \$41,579.20 annually) to be effective no sooner than October 6, 2025.

**D PRESENTATIONS**

**DA GENERAL**

30 Cubed Program - Intergovernmental Roadway Construction Agreement with City of Bay Minette for Certain Roadway Improvements

[25-1189](#)

Frank Lundy, County Engineer, discussed the 30 Cubed Program and provided a presentation regarding the Intergovernmental Roadway Construction Agreement with the City of Bay Minette for roadway improvements to connect Red Hill Road and Clark Avenue to McMeans Avenue/Alabama Highway 59. Mr. Lundy explained the project includes adding turn lanes and a pedestrian crossing, safety improvements related to ingress and egress from Highway 59, and added the changes will improve traffic flow particularly during school hours.

Mayor Bob Wills of the City of Bay Minette discussed the short- and long-term benefits of the project which include alleviating traffic congestion and increasing commercial and residential development in the area. Mayor Wills thanked the Commissioners, Mr. Lundy, and Mr. Rendleman for their partnership.

Motion by Commissioner James E. Ball, seconded by Commissioner Charles F. Gruber, to approve an Intergovernmental Roadway Construction Agreement between the Baldwin County Commission and the City of Bay Minette for roadway improvements connecting Red Hill Road and Clark Avenue to McMeans Avenue/Alabama Highway 59 contingent upon approval of the Agreement by the City of Bay Minette.

The City of Bay Minette will maintain the new roadway segments within their corporate limits once the project is completed.

The motion passed by the following vote:

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

**Nay:** 0

**Absent:** 0

**Abstain:** 0

**DA1** Retiree Recognition Presentation

[25-1184](#)

Deidra Hanak, Personnel Director, and Jana Murphy, Juvenile Detention Center Director, presented a plaque recognizing the following employee's retirement from the Baldwin County Commission:

Ms. Jacquelyn Baker, Detention Worker II, Juvenile Detention Center, 12 years of service

The Commissioners thanked Ms. Baker for her years of service and dedication to Baldwin County.

**DA2** Proclamation – Childhood Cancer Awareness Month – September 2025

[25-1168](#)

Commissioner Ball recognized 11 year old Branson Blevins from Robertsdale, Alabama, who is battling Acute Lymphoblastic Leukemia.

Amanda Thweatt, Emergency Management Agency Operations Division Manager, thanked the Commission for the Proclamation on behalf of the Blevins family, and discussed Branson's cancer diagnosis and treatment.

After Commissioner Ball read the Proclamation, he presented it to Ms. Thweatt, who accepted it on behalf of the Blevins family.

Motion by Commissioner James E. Ball, seconded by Commissioner Billie Jo Underwood, to adopt a Proclamation proclaiming the month of September 2025 as Childhood Cancer Awareness Month in Baldwin County, Alabama.

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

**DA3** Honorabilis – Commending Ms. Nora Pizzotti upon the Occasion of Her Retirement

[25-1190](#)

After Chairman McKenzie read the Honorabilis, he presented it to Ms. Nora Pizzotti in recognition of her 43 years of service to the Barnwell Volunteer Fire

and Rescue Department.

## **E PUBLIC HEARINGS**

### **ES PLANNING AND ZONING**

#### **ES1 Case No. Z25-38 – Roche Property Rezoning**

[25-1164](#)

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

Chairman McKenzie opened the public hearing at 10:36 a.m. and asked if there is anyone present who wishes to speak.

Ms. Rita Ayers, adjacent property Owner, expressed her concerns regarding flooding of her property during heavy rains such as those experienced as a result of Hurricane Sally as well as recent rain events, and the effects of saltwater from Mobile Bay mixing with a freshwater pond on her property due to flooding which she feels has a harmful effect on the environment.

Mr. Seth Moore with Moore Surveying, on behalf of the applicant, noted variances to be discussed with Planning and Zoning staff if the rezoning request is approved, and said he is present to answer any questions.

There being no further requests to address the Commission, Chairman McKenzie closed the public hearing at 10:42 a.m.

Motion by Commissioner James E. Ball, seconded by Commissioner Billie Jo Underwood, to adopt Resolution #2025-164, which approves Case No. Z25-38, Roche Property Rezoning, as it pertains to the rezoning of 0.63 acres, more or less, as located in Planning (Zoning) District 26, from B-2, Neighborhood Business 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

#### **ES2 Case No. Z25-40 – Goodrich Property Rezoning**

[25-1183](#)

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

Chairman McKenzie opened the public hearing at 10:47 a.m. and asked if there is anyone present who wishes to speak.

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

Ms. Mary Martinson  
Mr. Brian Cochran  
Mr. Brian Maddy  
Mr. David Holmes

Primary concerns were potential for flooding from Sibley Creek, accessibility of the subject property through the surrounding wetland, increased traffic on Jimmy Faulkner Drive, and the proposed density of the development.

Mr. Dwayne Smith with Anchor Engineering, discussed the request to rezone the property to RSF-3 for mixed development, drainage regulations for subdivisions, and proposed access points to the development.

Commissioner Gruber noted the Planning and Zoning staff report for the subject property shows that rezoning to RSF-1 or RSF-2 would better support the area.

Mr. Smith noted he is willing to withdraw the rezoning request.

There being no further requests to address the Commission, Chairman McKenzie closed the public hearing at 11:04 a.m.

Commissioner Underwood discussed her concerns regarding access points to the property and asked the applicant if he would like to withdraw the request.

Mr. Smith requested the rezoning request for Case No. Z25-40 be withdrawn.

Motion by Commissioner Billie Jo Underwood, seconded by Commissioner Charles F. Gruber, to approve the applicant's request to withdraw Case No. Z25-40, Goodrich 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

**ES3** Case No. Z25-41 – Armstrong Property Rezoning

[25-1165](#)

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

Chairman McKenzie opened the public hearing at 11:12 a.m. and asked if there is anyone present who wishes to speak.

Ms. Janet Johnson with Civil Worx, on behalf of the applicant, explained the request is to rezone a portion of the property for commercial use.

There being no further requests to address the Commission, Chairman McKenzie closed the public hearing at 11:13 a.m.

Motion by Commissioner James E. Ball, seconded by Commissioner Billie Jo Underwood, to adopt Resolution #2025-166, which approves Case No. Z25-41, Armstrong Property Rezoning, as it pertains to the rezoning of 3.64 acres, more or less, as located in Planning (Zoning) District 8, from RSF-1, Residential Single Family 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

**F OTHER STAFF RECOMMENDATIONS**

None.

**G ADDENDA**

None.

**H PUBLIC COMMENTS**

Mr. David Wiggins addressed the Commission regarding his previous request for the County to remedy the issues with recently installed culverts causing flooding to his property on Highway 181.

Mark Acreman, Assistant County Engineer, noted there is a meeting scheduled for 2:00 p.m. today with the adjacent property owner to discuss design and drainage easements. Mr. Acreman said once the design and easements are approved, the County should be able to re-route the water to mitigate future flooding of Mr. Wiggins' property.

**I PRESS QUESTIONS**

None.

**J COMMISSIONER COMMENTS**

The Commissioners provided their closing comments.

**K ADJOURNMENT**

Motion by Commissioner James E. Ball, seconded by Commissioner Billie Jo Underwood, to adjourn the September 16, 2025, Baldwin County Commission Regular meeting at 11:26 a.m.

The September 16, 2025, Baldwin County Commission Regular meeting adjourned at 11:26 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.