



Baldwin County Commission
Work Session and Regular
Meeting Minutes

Tuesday, November 5, 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 November 5, 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 9:04 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.

CS1 - Ashley Campbell, Natural Resource Planner, and Ms. Patty McCurdy, State Lands Director with the Alabama Department of Conservation and Natural Resources (ADCNR) discussed the transfer of a parcel of land adjacent to Morgantown Park public access from ADCNR to Baldwin County. Ms. McCurdy noted ADCNR feels the parcel of land is better transferred to the County.

CS2 - Ms. Campbell discussed the Municipal Separate Storm Sewer Systems (MS4) Program and provided a video presentation regarding the MS4 program and the County Commission's role in the program.

GA1 - It was decided Addendum Item GA1 would be moved to the Consent Agenda.

The applicants, Mr. Leon and Ms. Angela Pedersen, were present and noted Shotgun BBG Restaurant and Grill is a family restaurant and discussed its importance to the community.

COMMISSIONER REQUESTS

Commissioner Underwood discussed a suggestion from former Congressman Bradley Byrne, President of the Mobile County Chamber, for Baldwin County, the municipalities in the county, and Chamber organizations to work together to create a comprehensive County-wide corridor plan that meshes county, state, and municipality needs and allows continuity for the traveling public.

Further discussion took place regarding the need for a unified corridor plan and support from state legislators and the U.S. Congress for funding of the project.

The Commissioners agreed that Frank Lundy, County Engineer, should pursue the development of a comprehensive corridor plan in partnership with all levels of government.

SENIOR STAFF REPORTS

GENERAL

1 Highlights of Olde Time Days Celebration [25-0115](#)

Felisha Anderson, Director of Archives and History, discussed the event held on October 5, 2024, at Bicentennial Park in Stockton, Alabama, thanked various organizations that participated, and presented video highlights of the event.

The Commissioners thanked the Archives and Parks Departments staff for their hard work in preparing for the event.

Proposed Amendments to the Official Baldwin County Zoning Map and Zoning Ordinance

Jay Dickson, Planning Director, discussed the need for changes to the Baldwin County Zoning Ordinance regarding inconsistencies in language, local provisions, requirements for Planned Residential Developments, and redundancy in the review and processing of rezoning requests. Mr. Dickson requested the Commission authorize the Planning and Zoning Department to work on proposed amendments to the Zoning Ordinance.

Commissioner Ball recommended the Commission add the authorization for the Planning and Zoning Department to begin working on the proposed changes to the Consent Agenda.

COUNTY ATTORNEY'S REPORT

None.

ADJOURNMENT OF PRE-MEETING WORK SESSION

Motion by Commissioner James E. Ball to adjourn the November 5, 2024, Baldwin County Commission Work Session Meeting at 9:44 a.m.

The November 5, 2024, Baldwin County Commission Work Session Meeting adjourned at 9:44 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 Mr. Bob Tucker, and the Pledge of Allegiance led by Commissioner Gruber, 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 October 15, 2024, 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

[25-0117](#)

Motion by Commissioner James E. Ball, seconded by Commissioner Charles F. Gruber, 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 [25-0116](#)

No action taken.

C CONSENT

Chairman McKenzie noted Item GA1 and the authorization for the Planning and Zoning staff to draft proposed amendments to the Official Baldwin County Zoning Map and Zoning Ordinance have been added to the Consent Agenda.

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

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 Designations and Appointments of Commissioners to Various Boards [25-0014](#)

Take the following actions:

1) Appoint Chairman Matthew P. McKenzie (District 2 Commissioner) to the following Boards, for the term of office as Chairman of the Baldwin County Commission (November 5, 2024, to November 3, 2025):

- Baldwin County Department of Archives and History Advisory Board
- Baldwin County Pretrial Release and Community Corrections Board

p.m. The parade will start on Widell Street, proceeding northeast on U.S. Highway 98, north on 6th Street, west on West Barclay, then south on Santa Piedro Street, back to the point of beginning. The parade is 1 ¼ miles long and will take approximately 1 hour and 15 minutes to complete.

The Baldwin County Sheriff's Office will provide security for the event.

CA6 City of Robertsdale - Annexation Notification

[25-0181](#)

Acknowledge and make part of the record the City of Robertsdale Ordinance No. 020-2024 annexing property into the corporate limits of the City of Robertsdale, Alabama.

CA7 Town of Silverhill - Annexation Notification

[25-0122](#)

Acknowledge and make part of the record the Town of Silverhill Ordinances No. 461-04-19-2021, No. 462-07-19-2021, No. 468-06-05-2023, No. 470-12-04-2023, and No. 472-06-03-2024 annexing property into the corporate limits of the Town of Silverhill, Alabama.

CB **ANIMAL CONTROL**

CB1 Baldwin County Commission Policy #13.1 - Spay / Neuter Discount Program

[25-0125](#)

Take the following actions:

1) Adopt Baldwin County Commission Policy #13.1 - Spay / Neuter Discount Program; and

2) Approve and authorize Chairman to execute the Spay / Neuter Agreement between the Baldwin County Commission and Central Baldwin Veterinary Hospital. This agreement commences November 5, 2024, and continues for a period of two (2) years expiring November 5, 2026, with an automatic renewal for one (1) year expiring November 5, 2027, unless terminated by either party by giving a sixty (60) day written notice of such termination; and

3) Approve and authorize Chairman to execute the Spay / Neuter Agreement between the Baldwin County Commission and Bay Minette Animal Clinic. This agreement commences November 5, 2024, and continues for a period of two (2) years expiring November 5, 2026, with an automatic renewal for one (1) year expiring November 5, 2027, unless terminated by either party by giving a sixty (60) day written notice of such termination; and

4) Approve and authorize Chairman to execute the Spay / Neuter Agreement between the Baldwin County Commission and Safe Harbor Animal Coalition. This agreement

commences November 5, 2024, and continues for a period of two (2) years expiring November 5, 2026, with an automatic renewal for one (1) year expiring November 5, 2027, unless terminated by either party by giving a sixty (60) day written notice of such termination.

CC ARCHIVES AND HISTORY

CC1 Proposal for Installation of Memorial Benches at Bicentennial Veterans Memorial Park [25-0118](#)

Approve the installation of memorial benches at Bicentennial Veterans Memorial Park.

CD BALDWIN REGIONAL AREA TRANSIT SYSTEM (BRATS)

CD1 Donation of Transportation Services for Mobile Bay National Estuary Program Stream Restoration Workshop [25-0156](#)

Approve the request from the Mobile Bay National Estuary Program to utilize Baldwin Regional Area Transit System (BRATS) for transportation to tour Pine Run Stream Restoration Project on December 3, 2024, from 2:00 p.m. to 4:00 p.m. at a donated cost of \$223.30.

CE BUDGET/PURCHASING

CE1 Competitive Bid #WG24-48 - Provision of Regular Unleaded Gasoline and No. 2 Diesel Fuel for the Baldwin County Commission [25-0149](#)

Award Bid #WG24-48 to the lowest bidder, Petroleum Traders Corporation, for the Provision of Regular Unleaded Gasoline and No. 2 Diesel Fuel as per the Award Listing. Effective November 17, 2024, through November 17, 2026.

CE2 Competitive Bid #WG24-49 - Annual Rental of Portable Toilets for the Baldwin County Commission [25-0107](#)

Award Bid #WG24-49 to the lowest bidder, BCC Portable Solutions, LLC, for the Annual Rental of Portable Toilets as per the Award Listing.

CE3 Group 5 of ERPR-9072 - Permanent Repair for Various Sites Due to Severe Weather Event Beginning September 16, 2020, FHWA Disaster #AL20-2 for the Baldwin County Commission [25-0133](#)

Approve Change Orders #1 for Group 5 of the ERPR-9072 in the amount of \$21,452.98 for Project No. HW22167 and \$3,785.32 for Project No. HW22168 in the total amount of \$25,238.30 with Arrington Curb & Excavation, Inc., and authorize the Chairman to execute the Change Orders.

CE4 Project No. HW21103000 - The Launch at County Road 6 for the Baldwin County Commission [25-0151](#)

Approve Change Order #2 in the amount of \$141,705.92 with McElhenney Construction Company, LLC, for Project No. HW21103000 - The Launch at County Road 6 and authorize the Chairman to execute the Change Order.

CE5 Project No. HW23092 - Drainage Improvements on County Road 68, 1900' East of County Road 65 for the Baldwin County Commission [25-0119](#)

Award the bid for Project No. HW23092 - Drainage Improvements on County Road 68, 1900' East of County Road 65 to the lowest bidder, C. Thornton, Inc., in the Bid Amount \$310,606.80; Construction Time: 45 working days; and authorize the Chairman to execute the Contract.

CE6 Purchase and Installation of New Flooring in Baldwin County Sheriff's Office Located in Robertsedale, Alabama [25-0155](#)

Approve Change Order #1 in the amount of \$3,207.00 with Delta Flooring, Inc., for Purchase and Installation of New Flooring in the Baldwin County Sheriff's Office located in Robertsedale and authorize the Chairman to execute the Change Order.

CE7 Rental of One (1) Copy Machine for Baldwin County Legislative Delegation Located in Bay Minette, Alabama [25-0112](#)

Approve and authorize the Chairman to execute the rental agreement with Sharp Electronics Corporation for the rental of one (1) new copy machine off the State of Alabama bid for thirty-six (36) months effective the date of execution as follows:

Location: Baldwin County Legislative Delegation - Bay Minette, AL
Model: BP50C26
Price: \$111.49/month
Excess Charge/copy: \$0.0079 BW & \$0.0450 Color

CE8 Rental of One (1) Copy Machine for Highway Traffic Operations Department Located in Silverhill, Alabama [25-0111](#)

Approve and authorize the Chairman to execute the rental agreement with Sharp Electronics Corporation for the rental of one (1) new copy machine off the State of Alabama bid for thirty-six (36) months effective the date of execution as follows:

Location: Highway Traffic Operations - Silverhill, AL
Model: BP-70C31
Price: \$131.08/month
Excess Charge/copy: \$0.0079 BW; \$0.450 Color

CE9 Request for Proposals (RFP) for Micro-transit Software for Public Transportation for the Baldwin County Commission

[25-0127](#)

Take the following actions:

- 1) Approve the Request for Proposals (RFP) for Micro-transit Software for Public Transportation and authorize the Purchasing Director to advertise the 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.

CE10 Resolution #2025-029 - Allocation of ARPA and Revenue Replacement Interest

[25-0152](#)

Adopt Resolution #2025-029, allocating ARPA and Revenue Replacement interest in the amounts of \$2,502,970.00 and \$723,010.00, respectively, with said allocations being distributed as follows:

\$ 925,980.00 Capital Projects Fund
\$1,000,000.00 Self Insurance Fund
\$1,300,000.00 Revenue Replacement Fund Projects

CF BUILDING INSPECTION

CF1 Baldwin County Coastal Area Program - Request for Local Program Delegation from the Alabama Department of Environmental Management (ADEM)

[25-0113](#)

Approve and authorize the Chairman to sign a letter addressed to ADEM requesting the continuation of the local program delegation of the Baldwin County Coastal Area Program in accordance with ADEM Administrative Code 335-8-1-.12.

CJ ELECTED OFFICIALS

CJ1 Revenue Commission - Renewal Amendment to IncomeWorks Software License Agreement

[25-0073](#)

Approve and authorize the Chairman to execute the Renewal Amendment to IncomeWorks Software License Agreement between the Baldwin County Commission and Assessment Advisors, LLC in the amount of \$5,000.00, to provide the Baldwin County Revenue Commission with an income based local-market-specific commercial real estate evaluation model designed specifically to bring consistency and equity to the assessment of commercial, industrial, lodging, multi-family, office, and retail properties.

This Agreement shall be for a term of one (1) year, to commence January 1, 2025, and

terminate December 31, 2025, per Renewal Amendment.

CJ2 Sheriff's Office - Contract for Law Enforcement Services for Town of Magnolia Springs [25-0130](#)

Approve the Contract for Law Enforcement Services between the Baldwin County Commission, Town of Magnolia Springs, and the Baldwin County Sheriff's Office for the provision of law enforcement protection for the Town of Magnolia Springs, Alabama.

The Contract commenced October 1, 2024, and will terminate on September 30, 2025.

CJ3 Sheriff's Office - Submission of Equitable Sharing Agreement and Certification Report to Department of Justice and Treasury for Fiscal Year Ending September 30, 2024 [25-0148](#)

Take the following actions:

1) Approve the Baldwin County Sheriff's Office (BCSO) to submit the Equitable Sharing Agreement and Certification Report for Fiscal Year 2023-2024, to the U.S. Department of Justice, detailing the funds received and spent by BCSO from federal forfeiture cash received from cases that the BCSO participated in during the Fiscal Year 2023-2024; and

2) Authorize Kimberly Kelly, Director of Finance for the BCSO, to upload the agreement to the Department of Justice through its eShare portal.

CK **EMERGENCY MANAGEMENT AGENCY (EMA)**

CK1 Disposition of Polaris UTV Purchased with FY11 Homeland Security Grant Funds [25-0138](#)

Take the following actions:

1) Approve the transfer of one unserviceable 2014 Polaris Ranger XP Crew 900 UTV purchased with Homeland Security Funds to the Stockton Volunteer Fire Department; and

2) Authorize the Chairman to sign the Transfer of Ownership Form for the unserviceable 2014 Polaris Ranger XP Crew 900 UTV over to Stockton Volunteer Fire Department.

CK2 Fiscal Year 2025 Emergency Management Performance Grant Application [25-0120](#)

Take the following actions:

1) Approve the submittal of the Emergency Management Performance Grant (EMPG)

Application to the Alabama Emergency Management Agency (AEMA) for \$842,060.00 for Fiscal Year 2025; and

2) Authorize the Chairman to sign the application and any documents related to this application; and

3) Authorize EMA Planning & Grants Division Manager to submit the Application electronically through the AEMA grants portal, on behalf of the Baldwin County Commission.

The period of performance for this grant is October 1, 2024 - September 30, 2025.

CM FINANCE AND ACCOUNTING

CM1 Resolution #2025-028 - Authorization for Chairman and Clerk/Treasurer to Sign Bank Documents for Fiscal Year 2025 [25-0135](#)

Adopt Resolution #2025-028, authorizing Chairman Matthew P. McKenzie and Interim Clerk/Treasurer Roger H. Rendleman to sign all necessary bank documents such as the bank signature cards, bank resolutions, bank night depository agreements, and any other necessary supporting documents that must be updated.

CN GRANTS

CN1 First Amendment to Contract for Professional Services with MB3 Inc. d/b/a Civix for Planning Phase of General Grant and Management, Project Management, and Capacity Building for CDBG-DR Subaward for Baldwin County Commission [25-0160](#)

Approve the First Amendment to the Contract for Professional Services with MB3 Inc. d/b/a Civix in the amount of \$211,345.00 for the Planning Phase of the General Grant and Management, Project Management, and Capacity Building for the Community Development Block Grant - Disaster Recovery (CDBG-DR) Subaward.

The term of such contract is effective on the date of full execution and shall terminate on February 29, 2025.

CO HIGHWAY

CO1 Case No. S-18050 - Saint Augustine, Phase Five - Release Maintenance Bond [25-0017](#)

Authorize staff to release the Surety Document (Maintenance Bond) from Endurance Assurance Corporation on behalf of Rob Middleton Construction, LLC, for Saint Augustine, Phase Five, in the amount of \$98,393.71, which guarantees 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 Case No. S-21055 - Paxton Farms, Phase 1 - Road Acceptance

[25-0129](#)

Take the following actions regarding Subdivision Case No. S-21055 - Paxton Farms, 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
Chabo Circle	1,116 ft	20 ft
Hens Avenue	1,121 ft	20 ft
Serama Drive	110 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 Pennsylvania Insurance Company on behalf of RAM-Paxton Farms Subdivision Partners, LLC, in the amount of \$388,088.24 to guarantee the workmanship and materials of the roadways and drainage improvements within the public rights-of-way as shown on the approved Final and "As-Built" construction plans.

CO3 Case No. SPP22-000003 - Cottonwood Estates - Road Acceptance

[25-0131](#)

Take the following actions regarding Subdivision Case No. SPP22-000003 - Cottonwood Estates, in Maintenance Area 200:

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
Tigris Drive	1,539 ft	20 ft
Rhine Road	300 ft	20 ft
Volga Drive	1,108 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 Merchants National Bonding, Inc. on behalf of Grant Nichols Construction, Inc., in the amount of \$429,136.10 to guarantee the workmanship and materials of the roadways and drainage improvements within the public rights-of-way as shown on the approved Final and "As-Built" construction plans.

CO4 City of Gulf Shores - Quitclaim Deed for Waterway West Boulevard and Portion of West 1st Street

[25-0159](#)

Authorize the Chairman to execute a Quitclaim Deed conveying any and all right and title to that portion of right-of-way owned by Baldwin County on Waterway West Boulevard

aka 28th Avenue aka Bon Secour Road and a portion of West 1st Street to the City of Gulf Shores.

CO5 Fiscal Year 2025 Alabama Transportation Rehabilitation and Improvement Program II (ATRIP-II) - State Route 59 and County Road 32 Intersection Safety Improvements [25-0171](#)

Take the following actions:

- 1) Adopt Resolution #2025-026 which approves the Highway Department to prepare and submit an application for the Fiscal Year 2025 Alabama Transportation Rehabilitation and Improvement Program II (ATRIP-II) requesting federal funding for the addition of a turn lane and traffic signal upgrades at State Route 59 and County Road 32; and
- 2) Authorize the Chairman to execute a Letter of Intent to the Alabama Department of Transportation (ALDOT) advising of Baldwin County's intent to apply for federal funds for construction of the project; and
- 3) Authorize the Chairman to sign any related documents.

CO6 Intergovernmental Service Agreement with Historic Blakeley Authority for Roadway Paving [25-0158](#)

Approve an Intergovernmental Service Agreement between the Baldwin County Commission and Historic Blakeley Authority for the Highway Department to assist with roadway paving in Historic Blakeley State Park with cost of materials not to exceed \$300,000.00.

This agreement shall be effective upon full execution by both parties and terminate after twelve (12) months unless terminated by either party upon delivery of a thirty (30) day notice of termination.

CO7 Underground Pipeline Easement with Alabama Department of Conservation and Natural Resources for Surfside Shores Drainage Improvements [25-0114](#)

Take the following actions:

- 1) Approve the Chairman to execute an Underground Pipeline Easement with the Alabama Department of Conservation and Natural Resources giving Baldwin County rights to construct and maintain a drainage improvement project along State Highway 180 in Fort Morgan for Surfside Shores; and
- 2) Approve the Chairman to execute any project related documents.

- CO8** Letter of Support to ALDOT - City of Robertsdale Application for Fiscal Year 2025 Alabama Transportation Rehabilitation & Improvement Program Grant Funds for State Route 59 and Palmer Street Intersection Improvements [25-0179](#)

Authorize the Chairman to execute a letter of support to Alabama Department of Transportation for City of Robertsdale's application for Fiscal Year 2025 Alabama Transportation Rehabilitation & Improvement Program (ATRIP-II) grant funds for improvements at the intersection of State Route 59 and Palmer Street.

CP JUVENILE DETENTION

- CP1** Memorandum of Agreement with Baldwin County Board of Education Concerning the Allocation of Education Trust Fund Monies [25-0104](#)

Approve the Memorandum of Agreement between the Baldwin County Commission and the Baldwin County Board of Education for the allocation of the Education Trust Fund monies to be used to provide educational services to the Baldwin County Regional Juvenile Detention Center.

The term of this agreement will be October 1, 2024, through September 30, 2025.

CQ PARKS

- CQ1** Live Oak and Bicentennial Park Master Plan [25-0134](#)

Authorize the County Engineer to negotiate fee and execute standard on-call contract for professional services with Jade Consulting, LLC, in accordance with Policy # 9.10, to update the Live Oak and Bicentennial Park Master Plan.

CR PERSONNEL

- CR1** Animal Shelter - Employment of One (1) Animal Control Technician Position [25-0161](#)

Approve the employment of Nevaeh Jones to fill the open Animal Control Technician position (#5437) at a grade 304 (\$15.43 per hour / \$32,094.40 annually) to be effective no sooner than November 12, 2024.

- CR2** Archives Department - Employment of One (1) Archives Specialist Position [25-0162](#)

Approve the employment of William Hicks to fill the open Archives Specialist position (#5457), grade 307 (\$17.84 per hour / \$37,107.20 annually) to be effective no sooner than November 12, 2024.

- CR3** BRATS - Employment of One (1) Full Time Bus Driver Position [25-0163](#)

Approve the employment of Mike McCrory to fill the open full-time Bus Driver position (#4000), grade of 305 (\$16.20 per hour / \$33,696.00 annually) to be effective no sooner than November 12, 2024.

CR4 Building Inspections - Personnel Changes

[25-0164](#)

Take the following actions:

1) Approve the promotion of Corey Flowers from the Permit Technician I position (#5705) grade 309 (\$21.45 per hour / \$44,616.00 annually) to fill the vacant CRS Coordinator position (#5745) at a grade 312 (\$23.86 per hour / \$49,628.80 annually) to be effective no sooner than November 18, 2024; and

2) Approve the employment of Daletha Hart to fill the open part-time CRS Coordinator (#5746) at a grade 309 (\$24.77 per hour / \$37,353.16 annually) to be effective no sooner than November 12, 2024.

CR5 CIS Department - Personnel Changes

[25-0165](#)

Take the follow actions:

1) Approve the transfer of John Harville from the Systems Administrator position (#983) grade S317 (\$71,953.69 annually) to fill the open Database and Application Analyst position (#5161) grade S316 (\$71,953.69 annually), due to experience, to be effective no sooner than November 18, 2024; and

2) Approve the employment of Gray Lane to fill the open Software Developer II position (#5533) grade S315 (\$60,000.00 annually), to be effective no sooner than November 12, 2024.

CR6 Coroner's Office - Promotion of Employee

[25-0172](#)

Approve the promotion of Ashley Tackla from the Death Investigator I position (#5671) grade 310 (\$20.31 per hour / \$42,244.80 annually) to fill the open Morgue/Lab Technician position (#5675) at a grade 314 (\$25.00 per hour / \$52,000.00 annually), to be effective no sooner than November 18, 2024.

CR7 Highway Department (Administration) - Promotion

[25-0166](#)

Approve the promotion of Kirk Williamson from the Engineering Technician II position (PID #5732) at a grade 311 (\$21.54 per hour / \$44,803.20 annually) in the Highway Subdivision Development Department (53150) to fill the open Fleet Specialist position (#5754), grade 312 (\$23.26 per hour / \$48,380.80 annually) to be effective no sooner than November 18, 2024.

CR8 Highway Department (Maintenance) - Promotion

[25-0167](#)

Approve the promotion of Tucker Stuart from Construction Engineer position (#5410) grade S319 (\$103,608.00 annually) in the Highway Construction Engineering department (53120) to fill the open Operations Manager position (#1052) grade S322 (\$127,000.00 annually), in the Highway Maintenance Engineering Department (53130), to be effective no sooner than November 18, 2024.

CR9 Highway Department (Traffic Operations) - Employment of One (1) Traffic Control Technician III (Stripe) Position

[25-0168](#)

Approve the employment of Kevin Callaway to fill the open Traffic Control Technician III (Stripe) position (#2093) at a grade 310 (\$20.31 per hour / \$42,244.80 annually), to be effective no sooner than November 12, 2024.

CR10 Library Services - Personnel Changes

[25-0169](#)

Take the following actions:

- 1) Approve the employment of Wendy Congiardo to fill the open Part-Time Library Services Coordinator position (#5775) grade 312 (\$30.00 per hour / \$38,000.00 annually), with said salary due to experience and education; and
- 2) Approve the employment of Kimberly Baggett to fill the open Part-Time Library Courier position (#5776) grade 302 (\$16.00 per hour / \$24,128.00 annually).

These actions shall be effective no sooner than November 12, 2024.

CR11 Revenue Commission (Reappraisal) - Personnel Changes

[25-0170](#)

Take the following actions:

- 1) Approve the employment of James Faulkner to fill the open Commercial Appraiser position (#4004) grade S317 (\$80,000 annually); and
- 2) Approve the employment of Jacob Hamilton to fill the open Real Property Appraisal Trainee position (#5334) grade 310 (\$20.31 per hour / \$42,244.80 annually); and
- 3) Approve the employment of Daniel Freeman to fill the open Real Property Appraisal Trainee position (#5773) grade 310 (\$20.31 per hour / \$42,244.80 annually).

These actions shall be effective no sooner than November 12, 2024.

CS PLANNING AND ZONING

CS1 Alabama Department of Conservation and Natural Resources - Transfer of Ownership of Parcel of Land Adjacent to Baldwin County's Morgantown Park Public Access [25-0154](#)

Accept the transfer of ownership from the Alabama Department of Conservation and Natural Resources of a fourteen (14) acre parcel of land adjacent to Baldwin County's Morgantown Park Public Access, identified as Parcel #05-68-09-30-0-002-057.001, and authorize staff to prepare the necessary documents for the transfer of ownership.

CS2 2025 Municipal Separate Storm Sewer Systems (MS4) Phase II Permit - Training and Appointment of Responsible Official [25-0153](#)

Appoint Matthew P. McKenzie, Baldwin County Commission Chairman, as the Municipal Separate Storm Sewer Systems (MS4) Phase II Permit Responsible Official to execute all documents required by the Alabama Department of Environmental Management (ADEM) for the County's MS4 Permit ALR #40042.

GA GENERAL

GA1 Case No. LV-24015 - Alcohol License Application for Shotgun BBQ Restaurant and Grill, LLC d/b/a Shotgun BBQ Restaurant and Grill [25-0002](#)

Related to Case No. LV-24015, alcohol license application for Shotgun BBQ Restaurant and Grill, LLC d/b/a Shotgun Restaurant and Grill, take the following actions:

1) Waive Baldwin County Commission Policy #2.6 regarding alcohol license applications requiring a public notice sign being placed on the subject property for seven days prior to Commission approval.

2) Approve the issuance of 020 - Restaurant Retail Liquor license by the Alabama Alcoholic Beverage Control (ABC) Board to Shotgun BBQ Restaurant and Grill, LLC d/b/a Shotgun BBQ Restaurant and Grill, located at 7788 Cliffs Landing Road, Bay Minette, Alabama 36507, with the approval being contingent upon the applicant providing all documentation and information required from the applicant to the County Administration Department as outlined in Policy #2.6.

Authorization for the Planning and Zoning Staff to Draft Proposed Amendments to the Official Baldwin County Zoning Map and Zoning Ordinance

Authorize the Planning and Zoning staff to draft proposed amendments to the Official Baldwin County Zoning Map and Zoning Ordinance.

D PRESENTATIONS

Chairman McKenzie discussed the upcoming Veterans Day holiday and thanked all veterans for their service. Chairman McKenzie provided a video presentation

honoring those who serve in the armed forces.

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.

Chairman McKenzie requested staff to look into an additional polling location in the Marlow area.

K ADJOURNMENT

Motion by Commissioner Billie Jo Underwood to adjourn the November 5, 2024, Baldwin County Commission Regular Meeting at 10:24 a.m.

The November 5, 2024, Baldwin County Commission Regular Meeting adjourned at 10:24 a.m.

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