



Guide to the Baldwin County Administration Records

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305 E. 2nd Street – Bay Minette, Alabama 36507

A project of the Baldwin County Department of Archives and History

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COLLECTION SUMMARY

Location: **A4B6** (Box 2), **A4D6** (Boxes 1,3-11)

Title: Baldwin County Administration Records

Dates: 1979-2005

Quantity: 11 Boxes

Identification:

Abstract: The following departments fall under the jurisdiction of the County Commission: B.R.A.T.S., Building Inspections, Emergency Management, CIS, Council on Aging, Finance and Accounting, Highways, Juvenile Detention, Personnel and Planning and Zoning.

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Preferred Citation

The Baldwin County Administration Records

Acquisition Information

Documents came from various offices of the County Commission, including the Commissioners and Chairman. The archivists went and collected the items from the offices in which they were housed.

Processing Information

The content of this collection was received for processing in six 1 cubic foot banker boxes, and a large cardboard box. Most of the items in the boxes were spiraled handbooks and were left as was received. The content did not seem to be in any particular order, so the processor organized the material into boxes according to subject matter. Some of the items were just clipped together so the clips were removed and the items were placed in acid- free folders. Folders were labeled according to subject matter.

Index Terms

Researchers seeking materials on related subjects and issues should search the catalog by using these terms:

Solid waste
Wastewater
Management
Sewer
Treatment
Study
Budget
Financial
Report
Infrastructure Revitalization
Engineering
Extension
Replacement
Qualifications
Agenda
Manual
Correspondence
Amendment
Proclamation
Government
Planning
Zoning

Regulations
Subdivisions

Biography (Agency History)

On May 29, 1931, the Legislature of Alabama abolished the form of county government formally known as the Board of Revenue of Baldwin County and established a “Commission form of government.” At this time Baldwin County’s government became known as the “Baldwin County Commission.” The county government is headquartered at the county seat in the City of Bay Minette, where the Administration Building is located. The Commission is composed of four Commissioners, elected by a vote of the entire county, to represent four geographical districts. Each Commissioner is required to be a resident of the district they wish to represent. Further, the county commission employs a county clerk / treasurer who serve as its chief administrative officer in order to affect the policies adopted by the county commission.

Baldwin County, Alabama, is located on the shores of the Gulf of Mexico and Mobile Bay, bordered on the West by Mobile County, Alabama, on the Northwest by Washington County, Alabama, and Clarke County, Alabama, on the North by Monroe County, Alabama, on the Northeast by Escambia County, Alabama, and on the East by Escambia County, Florida.

Scope and Contents

The collection consists mainly of materials received by the Administration building from the departments it maintains. Many proposed projects for Transportation, Waste Management, and Infrastructure Revitalization. It also contains Financial Reports and Budgets, miscellaneous documents, Personnel Policies and Procedures Manual, Environmental issues, and Planning and Zoning materials.

Arrangement

The collection consists of 11 boxes:

- Box #1: Baldwin County Waste
- Box #2: Fiscal Year Budgets for Baldwin County
- Box #3: Financial/Budget Status Reports 2001-2003
- Box #4: Financial Reports
- Box #5: Baldwin County Infrastructure Revitalization
- Box #6: Transportation Projects
- Box #7: Fiscal Year Budgets
- Box # 8: Baldwin County Environment Issues
- Box # 9: Miscellaneous
- Box #10: County
- Box #11: Baldwin County Planning and Zoning

Restrictions

Restrictions on Access

There are no restrictions on access to these papers.

Restrictions on Use

Researchers are responsible for addressing copyright issues on materials not in the public domain.

Inventory

Box # 1: Baldwin County Waste

Accession Number: CR-18-0002-4

Inventory Listing:

1. Proposal for the Collection and Disposal of solid waste from unincorporated areas of Baldwin County.
2. Environmental Management
3. Waste Management of North America
4. Indirect Costs of Solid Waste Management Services, Draft Report- May 11, 1990
5. Indirect Costs of Solid Waste Management Services, Report- May 19, 1990
6. Correspondence from Governmental Consulting Services; Proposal for Solid Waste Collection Planning Study-1991
7. Solid Waste Collection System Planning Study, Briefing-1991
8. Solid Waste Collection System Planning Study, Draft- Aug. 1992
9. Solid Waste Collection System Planning Study, Draft- Sept. 1992
10. Solid Waste Collection System Planning Study- Oct. 1992
11. Solid Waste Collection System Planning Study Pro Forma Projections and User Fees, Draft Report- Jan. 1993
12. Solid Waste Collection System Planning Study, Draft, Project Executive Summary- Feb. 18, 1993
13. Joseph Vonasek Report, Feasibility Study- July 1993
14. Residential Waste Collection Service, Request for Proposal, Draft 3- Sept 7, 1993
15. Solid Waste Collection System Planning Study- 1993
16. Solid Waste Collection System Planning Study Pro Forma Projection & User Fees, Presentation- Feb. 10, 1993
17. Solid Waste Collection System Planning Study Pro Forma Projection & User Fees, Presentation- Feb. 10, 1993
18. BCM Engineers, NPDES Permit Application for Discharge from Municipal Separate Storm Sewer System- May 1993
19. Water System Planning Report by SARPC, Draft- June 1994
20. Wastewater Treatment Planning Report by SARPC, Draft- June 1994
21. Wastewater Treatment Planning Report- June 1994
22. Standard Specifications for Sanitary Sewer and Pumping

- Station Construction- June 2001
23. Macbride Landfill Study- July 9, 2001

Box # 2: Fiscal Year Budgets for Baldwin County

- 1999 Fiscal Year Budget
2001 Fiscal Year Budget
2001 Fiscal Year Budget
2002 Fiscal Year Budget
2003 Fiscal Year Budget

Box #3: Financial/Budget Status Reports 2001-2003

1. Financial Status Report- October 2001
2. Financial Status Report- December 2001
3. Financial Status Report- January 2002
4. Financial Status Report- January 2002
5. Financial Status Report- February 2002
6. Financial Status Report- February 2002
7. Financial Status Report- April 2002
8. Financial Status Report- May 2002
9. Financial Status Report- July 2002
10. Financial Status Report- August 2002
11. Financial Status Report- August 2002
12. Budget Status Report- February 2003
13. Budget Status Report- March 2003
14. Budget Status Report- April 2003
15. Budget Status Report- June 2003
16. Budget Status Report- July 2003
17. Budget Status Report- August 2003
18. Budget Status Report- Preclose September 2003
19. Budget Status Report- October 2003
20. Budget Status Report- November 2003
21. Budget Status Report- December 2003

Box # 4: Financial Reports

1. Cost Measures Program- June 2001
2. Financial Advisor Report- October 25, 1994
3. Tax Incentive Reform Act of 1992, Chapter 9B
4. A Needs Assessment Survey with Recommendations and Estimates of Costs for Future Architectural Capital Investment- May 31, 1994
5. Performance Appraisal Process for Mr. James W. Zumwalt in the position of County Administrator
6. Financial Statements, All Counties (Prepared from Unaudited Data)- 2001- 2002 Fiscal Year
7. Baldwin County Financial Report- April 24, 2001
8. Baldwin County Financial Report- April 24, 2001
9. Summary Financial Analysis, Major Revenue & Expenditure Sources- April 2001
10. Summary Financial Analysis, Major Revenue & Expenditure Sources- April 2001
11. Financial Data- October 2001
12. A Financing Proposal for Baldwin County by The Frazer Lanier Company
13. Gardnyr Michael Capital, Inc.- Investment Banking
14. Departmental Plans & Goals, Directors Meeting- March 20, 2003
15. Purchasing Memo, October 2002 Fuelman Report
16. Fuelman Weekly Report, November 18 thru 24, 2002
17. Weekly Gas and Diesel Readings 12/2/02 and Fuelman Weekly Report, November 11 thru 18, 2002

Box # 5: Baldwin County Infrastructure Revitalization

1. Technical Proposal for the Baldwin County Infrastructure Revitalization Program by Volkert & Associates, Inc. – 1994
2. Professional Engineering Services for the Baldwin County Infrastructure Revitalization Program, Proposal by PBS&J – 1994
3. Professional Engineering Services for the Baldwin County Infrastructure Revitalization Program- Presented by PBS&J

4. Baldwin County Infrastructure Revitalization Program, Proposal for Professional Services by Engineering Service Associates, Inc. – 1994
5. Baldwin County Infrastructure Revitalization Program, Proposal by BCM Engineers Inc.- 1994
6. Oral Presentation to the Baldwin County Commission & Selection Committee for the Baldwin County Infrastructure Revitalization Program- Volkert & Associates, Inc.- 1994
7. Geotechnical Engineering- Testing, Inc., Proposal for Geotechnical Testing and Reporting Services for the Baldwin County Infrastructure Revitalization Program- 1994-1995
8. Geotechnical Engineering- Testing, Inc., Consulting Engineers
9. Baldwin County Infrastructure Revitalization Program Replies To the firms who presented and other correspondences.

Box #6: Transportation Projects

1. Proposal for the Plash Island Bridge Replacement- Frank A. Dagley & Associates, Inc.
2. Proposal for the Plash Island Bridge Replacement- Clark, Greer, Latham & Associates, Inc.
3. Corridor Study for County Rd 27 Extension, Prepared by Volkert & Associates, Inc., Project No. 206000.50- Aug. 2002
4. Corridor Study for County Rd 27 Extension, Prepared by Volkert & Associates, nc., Project No. 206000.50- Aug. 2002
5. Corridor Study for County Rd 27 Extension, Prepared by Volkert & Associates, Inc., Project No. 206000.50- Aug. 2002
6. Corridor Study for County Rd 27 Extension, Prepared by Volkert & Associates, Inc., Project No. 206000.50- Aug. 2002
7. Corridor Study for County Rd 27 Extension, Prepared by Volkert & Associates, Inc., Project No. 206000.50- Aug. 2002
8. Engineering Proposal to the Baldwin County Commission for the Extension of Cowpen Creek Road Baldwin County Project No. 5300587
9. Statement of Qualifications to Perform Engineering Services for the Baldwin County Commission, Volkert & Associates, Inc.
10. Engineering Proposal to the Baldwin County Commission for the Extension of County Road 13 Project No. 5300588, by Engineering Development Services, L.L.C.

11. Presentation to the Baldwin County Commission, Extension of County Road 13, Hutchinson, Moore & Rauch, LLC- April 2002
12. Baldwin County Road Projects, Thompson Engineering- April 2002
13. Engineering Proposal to the Baldwin County Commission for the Extension of County Road 27 Project No. ST-002-888-003, by Engineering Development Services, L.L.C.
14. Statement of Qualifications and Project Approach for Extension of County Rd 13 Project No. 5300588, Prepared by Hutchinson, Moore & Rauch, LLC
15. Presentation to the Baldwin County Commission Regarding General Obligation Bonds Series 1994 Road and Bridge Projects, by Compass Bank, First Alabama Investments, Inc., SouthTrust Securities, Inc.- Oct. 1994
16. Transportation Proposal- Major Road Projects- Jan. 2002
17. Public Transit Needs Assessment, South Alabama Regional Planning Commission- Feb. 2002
18. Qualification Statement Plash Island Bridge Replacement, Engineering Service Associates, Inc. - Nov. 1994
19. Proposal for Plash Island Bridge Replacement, Volkert & Associates, Inc.- Nov. 1994
20. Plash Island Bridge Replacement, McCrory & Williams Inc.
21. Statement of Qualifications, Engineering Design and Construction Observation for Plash Island Bridge Replacement, Carlan Consulting Group, Inc.- Nov. 1994
22. Qualifications Statement Professional Engineering Design and Construction Observation Services for the Plash Island Bridge Replacement, Thompson Engineering- Nov. 1994
23. Engineering Services Proposal, Warrant Road Projects, Thompson Engineering- April 2002
24. Public Works Department Workshop Agenda- Dec. 1993

Box # 7: Fiscal Year Budgets

1. 1997/1998 Budget Book
2. 2002 Working Budget
3. 1994 Budget

Box # 8: Baldwin County Environment Issues

1. Lessons of Hurricane Andrew- 1993
2. Baldwin County Environmental and Community Development- 1996
3. Baldwin County Environmental Handbook and Directory- 1994
4. Baldwin County Parks and Public Access Limited Review- 2001
5. Baldwin County Parks and Public Access Limited Review- 2001
6. Baldwin County Wetland Advance Identification Technical Summary Document- 1999
7. Flood Hazard Management Plan- 2000
8. Leadership in Watershed Management, The County Role- 1999
9. Mosquito Handbook, A Guide to Identification & Management
10. Local Animal Control Management
11. Alabama Department of Environmental Management- 2005
12. How to Start a Mosquito Control Program in Your Town, Alabama

Box #9: Miscellaneous

1. Investment Banking Services, SouthTrust
2. Correspondences with AmSouth Bank- Oct. 25, 1994 and 1993
Municipal New Issues Alabama
3. November 2002- Correspondences of Wills & Simon, and Commission Recommendation
4. September 19, 2002- Correspondences written by Allen Perdue.
5. Summary, Questions & Responses to Mr. Adair
6. Resume for County Engineer Position- March 10, 2005
7. Fort Morgan Battle Flyer for April 16-17, 2005
8. Correspondences to/from David E. Bishop and Department of the Army Draft
9. Correspondences to David Bishop, includes letters and resumes from Alcalde & Fay, government and public affairs consultants, and Government Relations Inc.
10. County Agreement with Contractor Shawn Holland- February 5, 2002
11. December 2002- Commission Recommendation and Correspondences for the month of Dec.

12. Release of Restrictive Covenant for Larry and Janet Spears, Arthur and Anna Krumm, Oliver and Faye Hall, Henry and Mary White.
13. State Department Correspondences with County Chairmen for October 2002
14. Correspondences and Commission Recommendations for March and April 2005
15. County Agreements for June 2004, includes Amendment to Agreement
16. Act No. 89-630, Concerns solid waste management
17. Existing Organization: Planning- Presentation
18. Correspondence to Mr. J. Scott Barnett (Baldwin County Legal Dept.) from Mr. John Earle Chason (Chason & Chason Attorneys at Law)
19. Correspondences between David Brewer and Bob Koncar, list of current projects David was working on- July 18, 2001
20. Correspondences from American Planning Association and the City of Mountain Brook- July and Aug. 2001
21. Alabama House Districts- June 1991
22. Mobile County Public Works Overview- 1993
23. Presentation to Baldwin County Commissioners from Anthony Carter Consulting Co., Inc.
24. Limited Disparity Study for the City of Mobile, prepared by Anthony Carter Consulting Company Incorporated- Oct. 1991
25. Manual for Disadvantage Business Enterprise Program- FY '90 through FY '92, Thomasville Municipal Airport, prepared for Thomasville Municipal Airport by Anthony Carter Consulting Co. Inc.
26. Research- County Vehicles
27. Monthly Report for October 2002, Building Inspection Department
28. Proclamation, Proclaiming May 5, 2005, As a "National Day of Prayer" in Baldwin County, Alabama.

Box # 10: County

1. Baldwin County Commission Personnel Policies and Procedures Manual 1998
2. Recruitment Guidelines for Selecting a Local Government Administrator
3. Alabama Substance Abuse Data Book 2000
4. Baldwin County Commission Personnel Policies and Procedures Manual 1996

5. Baldwin County, Alabama, Baldwin County Economic Development Alliance
6. Baldwin County Comprehensive Emergency Management Plan
7. Briefing Material Jail Overcrowding Meeting- Dec. 2001
8. Study to Identify Potential Sites for the Proposed Spanish Fort High School- April 2002, Thompson Engineering
9. Baldwin County Long Range Development and Management Plan- April 1993
10. Conceptual Historic Preservation Plan
11. Comparative Data on Alabama Counties
12. Developmental Plans and Goals, Director's Meeting- March 20, 2003
13. Nondestructive Testing Investigation, 1915 Concrete Water Tower Bay Minette, AL, Olson Engineering, Inc.- June 19, 2001
14. Baldwin County Commission Personnel Policies and Procedures Manual 1986
15. Baldwin County Commission Personnel Policies and Procedures Manual 1979
16. Association of County Commission of Alabama Health Insurance Fund Adoption
17. Position Descriptions of County Jobs

Box # 11: Baldwin County Planning and Zoning

1. Baldwin County Subdivision Regulations- April 6, 1999
2. County Planning and Zoning in Alabama
3. Foundations for the Future... The Baldwin County Master Plan- Part 1 Framework of the Master Plan- February 1, 2000
4. Baldwin County Planning and Zoning Department Annual Report for Fiscal Year 1999
5. Baldwin County, Alabama Subdivision Regulations- April 6, 1999
6. Baldwin County Subdivision Regulations- April 6, 1999
7. Baldwin County, Alabama Zoning Regulations- October 17, 2000
8. Baldwin County Subdivision Regulations- July 1993
9. Zoning Ordinance for Unincorporated District 28, Plantation Hills, Draft- April 1993
10. Zoning Ordinance for Unincorporated District 24, Ono Island, Draft- February 1993

11. Zoning Ordinance for Unincorporated District 25, Fort Morgan- August 1993
12. Proposed General Zoning Ordinance, Draft- April 28, 1992
13. Zoning Ordinance for Unincorporated District 25, Fort Morgan- August 1993
14. Zoning Ordinance for Unincorporated District 16 of Montrose- February 24, 1993
15. Zoning Ordinance for Unincorporated District 26, Point Clear- September 21, 1993