

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR MEETING MINUTES
AUGUST 28, 2018**

PRESENT AND ACTING:

**DANNY RAY WISE, CHAIRMAN
GENE BAILEY, VICE-CHAIRMAN
DARRELL MCDUGALD
DENNIS JONES
JERAL HALL**

**MATT FUQUA, ATTORNEY
CARLA A. HAND, CLERK OF COURT AND COUNTY COMPTROLLER
SARAH WILLIAMS, CLERK ADMINISTRATIVE ASSISTANT**

Chairman Wise called the meeting held in the Regular Meeting room to order at 6:05 P.M.; CT.
Commissioner Jones led the Prayer and Pledge of Allegiance to the Flag.

APPROVAL OF MINUTES AND VOUCHERS

- ❖ A motion to approve the minutes and vouchers as published on the agenda (the August 14, 2018 Special Budget Meeting Minutes and the August 14, 2018 Regular Meeting Minutes; vouchers for warrants: accounts payable warrants – 1808-UTL, 1808-2UT, 1808-HLM, 1808-2RD, 1808-2L, 1808-2E, 1808-2G, 1808-2S, 1808-3UT, 1808-2SS) was made by Commissioner McDougald and seconded by Commissioner Hall. The motion passed unanimously 5-0.

DEBORAH BELCHER – CDBG

Ms. Belcher stated she provided the County with a report last month regarding the recently closed out CDBG (Community Development Block Grant Program) grant, and stated the County would be eligible to apply for another grant. Ms. Belcher stated she confirmed today that DEO (Department of Economic Opportunity) is planning to open the next application cycle in January with applications due around February 20. Ms. Belcher recommended the Board advertise for a consultant and hold a public hearing to choose the category of the grant the County would like to apply to receive. Ms. Belcher stated the consultant chosen would need to conduct door-to-door surveys in order to put together a competitive application. Ms. Belcher stated the majority of the people benefitting from the grant must be in the low to moderate-income range, which the survey documents. Ms. Belcher stated to be competitive, about eighty-four (84) low to moderate income households would be needed in a project area which can be difficult in a rural county. Ms. Belcher stated another item that strengthens the application is to have the engineering plans completed ahead of time and to commit \$50,000 to the project, which has been done in the past with either FEMA funds or County funds. Ms. Belcher stated Ms. Chelsea Snowden has an advertisement ready that could be run to start the process of hiring a consultant. Commissioner Bailey asked when funding decisions would be made. Ms. Belcher stated decisions could be made by April if the applications are due in February, and contracts sent out by May, but these are only guesses. There was further discussion about funding. Commissioner Bailey asked when an advisory task force would need to be appointed. Ms. Belcher stated the County could go ahead and form the advisory task force next month. Ms. Belcher stated at least five (5) members would be needed, preferably from the unincorporated area of the County, and three (3) of the five (5), or the majority if more than five (5) members, would need to be in the low to moderate income range. Ms. Belcher stated to get the most

points on the application the task force meeting should be held before the first public hearing. There was further discussion about appointing a task force. Ms. Belcher recommended the Board authorize advertising a request for proposals for a CDBG grant consultant.

- ❖ Commissioner Bailey made a motion to advertise for consultant services for CDBG applications. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Commissioner Bailey asked when the application for Blountstown and Altha would be decided. Ms. Belcher stated the applications have been received and self-scores have been released to interested parties. Ms. Belcher stated as of now she is optimistic for Altha's application, but she is not as optimistic about Blountstown's application. Ms. Belcher stated Blountstown's application might be better in the next cycle.

ASSETS TO DECLARE OBSOLETE, PERMISSION TO AUCTION

Commissioner McDougald made a motion to declare asset #316 and asset #274 obsolete and to hold for auction. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

MAXIE WALDORFF – IDA BOARD

Mr. Waldorff stated the Board was provided with Resolution 2018-25 in their agenda packets, and the IDA Board has approved the resolution at their meeting last night.

Resolution 2018-25

A RESOLUTION AUTHORIZING THE CALHOUN COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY (IDA) CHAIRMAN TO COORDINATE WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) TO CHANGE THE PROJECT NAME FOR FDOT NUMBER 4235947 FROM:

“Construct T-Hangar Bldg and Paving Taxiways”

TO:

“Construct T-Hangar Bldg, Paving Taxiways, and Taxiway A Extension”

AND REVISE THE PROJECT DESCRIPTION AND JUSTIFICATION ACCORDINGLY.

WHEREAS, Calhoun County owns and operates the Calhoun County Airport which serves the Calhoun County regional area.

NOW, THEREFORE, BE IT RESOLVED BY THE CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS, THAT THE WORK SPECIFIED IN THE REVISED PROJECT NAME AND DESCRIPTIONS IS SANCTIONED AND THE CALHOUN COUNTY IDA CHAIRMAN IS HEREBY AUTHORIZED TO COORDINATE THE JOINT PARTICIPATION AGREEMENT WITH THE FDOT AND PROVIDE THE AGREEMENT TO THE CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS FOR SIGNATURE.

- ❖ Commissioner Bailey made a motion to approve Resolution 2018-25. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

CHRIS FOREHAND, PANHANDLE ENGINEERING, INC. – COUNTY ENGINEER

Mr. Forehand stated the Board has before them the final pay application for the Chipola Road Sidewalk Project. Mr. Forehand stated the project is complete, however there is an issue that needs to be settled. Mr. Forehand stated there is a small portion of the sidewalk at the intersection of South Street and Chipola Road where a portion of the sidewalk was placed outside the right of way. Mr. Forehand stated Justin Ford with Dewberry Engineers, Inc. along with C.W. Roberts Contracting is working with the property owner, Blountstown Rehabilitation Center, to get an easement for the sidewalk. Mr. Forehand stated the final pay request would need to be approved contingent upon obtaining the easement.

- ❖ Commissioner Bailey approved the final pay request contingent upon the Attorney’s approval and the easement being obtained. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

JUSTIN FORD, DEWBERRY ENGINEERS, INC/PREBLE-RISH – COUNTY ENGINEER

Mr. Ford updated the Board on the Neal Boat Landing project. Mr. Ford stated they had hoped the Army Corp of Engineers would be able to reissue the previous permit that expired, but they have advised they must go through the permitting process again because of the changes that have been made. Mr. Ford stated there have been no updates on the submerged land lease.

Mr. Ford stated on County Road 392 an issue has come up regarding the headwalls. Mr. Ford stated they designed the headwalls about two (2) and a half feet too short, and a change order would be needed to extend them vertically. Mr. Ford stated they have worked with the contractor to find a solution, and Mr. Jake Mathis with David H. Melvin Engineering is prepared to present the change order to the Board tonight. Mr. Mathis stated there is funding available for the extension of the headwalls, and a change order for extra time only should be needed. Mr. Mathis stated change order four (4) would be for fourteen (14) additional days, with four (4) of the days being weather days and ten (10) days for additional work on the headwalls.

- ❖ Commissioner Bailey made a motion to approve change order four (4). Commissioner Jones seconded the motion. The motion passed unanimously 5-0.

Mr. Mathis stated they should have one (1) final change order to present at the next meeting to close the project out at the next Board meeting.

BID OPENINGS – LAP CR 274 SIDEWALK PROJECT

Mr. Ford opened and read aloud the bids for the LAP CR 274 Sidewalk project. Mr. Ford stated the budget FDOT originally allocated for the project was \$326,000, but a portion of this would be allocated toward CEI services. Mr. Ford estimated there would be about \$300,000 for construction funds for the project.

LAP CR 274 Sidewalk Project	
North Florida Construction, Inc.	\$397,119.50
C.W. Roberts Contracting, Inc.	\$524,209.00
GAC Contractors, Inc.	\$390,969.83
Gulf Coast Utility Contractors	\$647,494.75

Mr. Ford recommended the Board table the award of the bid until the bids could be reviewed, and discuss with FDOT if there would be additional funds available for the project or if negotiations would be needed for the scope of the project.

- ❖ Commissioner McDougald made a motion to table the award of the bid. Commissioner Jones seconded the motion. The motion passed unanimously 5-0.

CARLA A. HAND, CLERK OF COURT

Clerk Hand stated at the last meeting, proposals were received for CEI services for the LAP CR 274 Sidewalk project in Altha. Clerk Hand stated Ms. Chelsea Snowden asked that the Board bring their completed ranking sheets to the meeting this evening. Clerk Hand stated Ms. Snowden is currently at the SHIP (State Housing Initiative Partnership) conference and has asked for Ms. Sarah Williams from the Clerk's Office to collect the ranking sheets and hold them, and Ms. Snowden would review them upon her return. Clerk Hand stated Ms. Snowden also asked that once she has reviewed the ranking results, she be able to submit to FDOT for concurrence and then begin negotiations with the number one (1) ranked firm prior to the next Board meeting in order to move the project forward.

- ❖ Commissioner McDougald made a motion to allow Ms. Snowden to submit to FDOT for concurrence and begin negotiations with the number one (1) ranked firm. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Clerk Hand stated in the agenda packet there was a SCRAP (Small County Road Assistance Program) agreement with FDOT for the design and construction of the resurfacing of Northeast Live Oak Lane and Frank Williams Lane. Clerk Hand stated the project would include minor drainage improvements, upgraded signage, and pavement markings. Clerk Hand stated construction completion is anticipated by December 31, 2019 and the award amount is \$99,935.

- ❖ Commissioner Hall made a motion to approve the SCRAP agreement with FDOT for Northeast Live Oak Lane and Frank Williams Lane. Chairman Wise seconded the motion. The motion passed unanimously 5-0.

Clerk Hand presented to the Board Resolution 2018-23 for adoption.

RESOLUTION NO. 2018-23

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF CALHOUN COUNTY, FLORIDA, AUTHORIZING THE CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS TO EXECUTE AND ENTER INTO THE "SMALL COUNTY ROAD ASSISTANCE PROGRAM AGREEMENT"

WHEREAS, Calhoun County, Florida, has requested the State of Florida, Department of Transportation, for financial assistance for costs directly related to the resurfacing of NE Live Oak Lane/Frank Williams Lane; and,

WHEREAS, the State of Florida, Department of Transportation, has agreed to participate in the construction of up to the amount of Ninety-Nine Thousand Nine Hundred Thirty-Five Dollars and Zero Cents (\$99,935.00); and,

WHEREAS, the "State of Florida, Department of Transportation, Small County Road Assistance Program" requires that a Resolution be passed by the Board of County Commissioners of Calhoun County, Florida authorizing the Chairman of the Board of County Commissioners of Calhoun County, Florida, to execute and enter into the "State of Florida, Department of Transportation, Small County Road Assistance Program Agreement attached hereto.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Calhoun County, Florida, as follows:

1. The Chairman of the Board of County Commissioners of Calhoun County, Florida, is authorized to enter into and execute the "State of Florida, Department of Transportation, Small County Road Assistance Program Agreement" attached hereto as EXHIBIT "A".

❖ Commissioner Hall made a motion to approve Resolution 2018-23. Chairman Wise seconded the motion. The motion passed unanimously 5-0.

Clerk Hand stated in the agenda packet there was a SCRAP (Small County Road Assistance Program) agreement with FDOT for the widening and resurfacing of County Road 549. Clerk Hand stated the project completion deadline is on or before July 31, 2019 and the award amount is \$768,050.

❖ Commissioner Bailey made a motion to approve the SCRAP agreement with FDOT for County Road 549. Commissioner McDougald seconded the motion. The motion passed unanimously 5-0.

Clerk Hand presented to the Board Resolution 2018-24 for adoption.

RESOLUTION NO. 2018-24

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF CALHOUN COUNTY, FLORIDA, AUTHORIZING THE CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS TO EXECUTE AND ENTER INTO THE "SMALL COUNTY ROAD ASSISTANCE PROGRAM AGREEMENT"

WHEREAS, Calhoun County, Florida, has requested the State of Florida, Department of Transportation, for financial assistance for costs directly related to the resurfacing and widening of County Road 549; and,

WHEREAS, the State of Florida, Department of Transportation, has agreed to participate in the construction of up to the amount of Seven Hundred Sixty-Eight Thousand Fifty Dollars and Zero Cents (\$768,050.00); and,

WHEREAS, the "State of Florida, Department of Transportation, Small County Road Assistance Program" requires that a Resolution be passed by the Board of County Commissioners of Calhoun County, Florida authorizing the Chairman of the Board of County Commissioners of Calhoun County, Florida, to execute and enter into the "State of Florida, Department of Transportation, Small County Road Assistance Program Agreement attached hereto.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Calhoun County, Florida, as follows:

1. The Chairman of the Board of County Commissioners of Calhoun County, Florida, is authorized to enter into and execute the "State of Florida, Department of Transportation, Small County Road Assistance Program Agreement" attached hereto as EXHIBIT "A".

❖ Commissioner Bailey made a motion to approve Resolution 2018-24. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Clerk Hand requested the Board consider accepting and permitting the Chairman to execute the agreement with the Florida League of Cities, Inc. for preparation of the GASB 75 Disclosures, which are actuarial calculations required by Governmental Accounting Standards Board State No. 75, for Calhoun County for \$4,500. Clerk Hand stated this amount is included in the annual budget.

- ❖ Commissioner McDougald made a motion to accept and permit the Chairman to execute the agreement with the Florida League of Cities, Inc. for preparation of the GASB 75 Disclosures. Commissioner Bailey seconded the motion. The motion passed unanimously 5-0.

Clerk Hand stated the Board previously approved the agreement with the Hospital board for ambulance services at \$240,000 annually, but the ending date of the agreement was not determined. Clerk Hand stated the previous agreement was for two (2) years.

- ❖ Commissioner McDougald made a motion to approve the same funding for two (2) years. Commissioner Bailey seconded the motion. The motion passed unanimously 5-0.

Clerk Hand stated approximately three (3) months ago Ms. Rita Maupin, Library Director, with the concurrence of the Board Chairman, allowed for in the personnel policy, hired three temporary employees to fill critical vacant positions. Clerk Hand stated Ms. Maupin is requesting the Board set aside the personnel policy and hire these three (3) temporary employees as permanent employees without advertising. Clerk Hand stated Ms. Maupin provided a letter to each Commissioner explaining her reasons for this decision. There was further discussion about hiring the temporary employees.

- ❖ Commissioner McDougald made a motion to allow Ms. Maupin to hire to permanent positions the temporary employees. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Clerk Hand stated for informational purposes, the Board voted in the last special budget meeting the 3% raise for 2018-2019 will be divided equally among employees. Clerk Hand stated the amount each employee would receive in 2018-2019 is forty-eight (48) cents per hour. Clerk Hand stated in comparison, the 2017-2018 raise was thirty-two (32) cents per hour.

Clerk Hand stated line item budget changes are necessary to the proposed 2018-2019 budget to accommodate the raise for 2018-2019 and converting the temporary library employees to permanent employees with benefits.

- ❖ Commissioner McDougald made a motion to approve the changes to the proposed 2018-2019 budget. Commissioner Bailey seconded the motion. The motion passed unanimously 5-0.

Clerk Hand stated the first TRIM hearing would be September 4, 2018 at 5:01 p.m. in the regular Board meeting room, and a workshop regarding the Capital Improvement Plan would follow at 5:30 p.m.

ATTORNEY TIME

Attorney Fuqua stated he has spoken with the Attorney for Neal Land and Timber and was told they are trying to get the legal description from the surveyor for the deed for the sewing factory.

COMMISSIONER TIME

COMMISSIONER MCDOUGALD

Nothing to report.

COMMISSIONER JONES

Commissioner Jones yielded his time to Mr. Garry Smith and his mother, Ms. Arzella Smith.

Mr. Garry Smith stated he drafted a letter that was sent to each Commissioner. Mr. Smith stated they have some concerns with the work that was done on his mother's home by Chariot Construction, who has not been back to the home to fulfil his obligations and the work that has been done is not satisfactory. Mr. Smith stated his letter outlined the issues with the work done on the home. Mr. Smith stated he is not comfortable with the contractor coming back into the home to complete the work, and asked the Board if another contractor could complete the work, at Chariot Construction's expense. There was further discussion about the work on the home. Commissioner McDougald stated he would like to speak with Ms. Sandy Kelly to gather more information on the issue before making a decision. Commissioner Bailey stated he would like to have the contractor and the Smith's at the next Board meeting along with Ms. Kelly. Ms. Smith stated she could attend the meeting, but her son would be unable to attend. Commissioner Bailey stated the issue would be resolved in some way. There was further discussion about the issue. Chairman Wise turned the meeting over to Vice-Chairman Bailey so he could go to the Courthouse and serve on the Canvassing Board for elections. Commissioner Jones stated he would like to hear the issue discussed in public at the next Board meeting so the Board could come to a consensus on how to handle the issue.

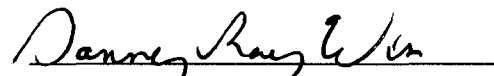
COMMISSIONER HALL

Nothing to report.


VICE-CHAIRMAN BAILEY

Vice-Chairman Bailey asked what it would take to draw up an ordinance regarding animal control and code enforcement without the County having to contribute a lot of money. Attorney Fuqua asked what Vice-Chairman Bailey would like to see in a code enforcement ordinance. Vice-Chairman Bailey stated he would like cars left on public property and personal property cleanliness to be addressed. There was further discussion about code enforcement and animal control. Attorney Fuqua stated drafting the ordinances would be inexpensive but enforcing the ordinances could be expensive. Attorney Fuqua stated he could bring the Board some model ordinances for review. There was further discussion about the ordinances and enforcement.

There being no further business, the meeting adjourned at 6:53 p.m., CT.


DANNY RAY WISE, CHAIRMAN

ATTEST:


CARLA A. HAND, CLERK

RESOLUTION 2018-25

BOARD OF COUNTY COMMISSIONERS

CALHOUN COUNTY, FLORIDA

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This Resolution adopted in open regular meeting of the Calhoun County Board of County Commissioners this 28th day of August, 2018.

By: Danny Ray Wise
Danny Ray Wise, Chairman

SEAL

Attest:

Paul A. Hill