

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS  
SPECIAL BOARD MEETING MINUTES  
FEBRUARY 7, 2019**

**PRESENT AND ACTING:**

**GENE BAILEY, CHAIRMAN  
SCOTT MONLYN, VICE-CHAIRMAN  
DANNY RAY WISE  
JERAL HALL**

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

Chairman Bailey called the meeting held in the Regular Meeting room to order at 2:00 P.M.; CT. Chairman Bailey led the Prayer and Pledge of Allegiance to the Flag.

**DEBORAH BELCHER, ROUMELIS PLANNING AND DEVELOPMENT SERVICES**

Ms. Belcher stated as discussed before, the Board would need to appoint a Citizen Advisory Task Force and provide some project suggestions for the CDBG (Community Development Block Grant) program. Ms. Belcher asked if the Commissioners have appointees ready for the Citizen Advisory Task Force. Commissioner Wise stated he had an appointee, but they canceled with him today. Commissioner Hall stated his appointee would be Ms. June Harvey, and provided contact information to Ms. Belcher. Commissioner Bailey stated his appointee would be Ms. Angie Smith, and stated Ms. Belcher should already have her credentials. Commissioner Monlyn stated his appointee would be Hamilton Thomas, and would forward his credentials to Ms. Belcher. Commissioner Wise stated he has someone from his district in the audience today, Mr. Guilford McDonald, and inquired if he would be willing to serve on the Board. Mr. McDonald stated he does not know what this Board does, so Ms. Belcher explained to him the duties of the Citizen Advisory Task Force. Mr. McDonald agreed to be a part of the Citizen Advisory Task Force. Ms. Chelsea Snowden stated Commissioner Hunt was unable to attend this meeting, but has nominated Greg Burkett as his appointee.

Ms. Belcher asked the Board if they have any project suggestions for the CDBG program. Chairman Bailey suggested Miles Road and Vinson Road, which would be new pavement projects. Commissioner Wise suggested Gaston Spivey Road and Clemons Road. Commissioner Monlyn stated he did not have any roads to suggest outside of the City limits. Commissioner Wise suggested Patterson Road in Commissioner Monlyn's district. Commissioner Monlyn then suggested Buddy Anderson Road as well. Commissioner Hall suggested Creel Road in his district. Chairman Bailey also suggested Jehue Parker Subdivision roads, and stated some households are low to moderate income but some are not. Chairman Bailey also suggested Pitts Circle and Garfield Daniels Road that are torn up completely and would like to include them as long as it the County would not lose points. Ms. Belcher stated these roads could be included as an unmet need if there is funding and the County could stand the point drop.

Ms. Belcher stated the Citizen Advisory Task Force meeting and first public hearing would be scheduled after she has had some time to check into the Board's suggested projects. Chairman Bailey asked if Ms. Belcher anticipates any additional CDBG funding due to Hurricane Michael. Ms. Belcher stated she has not heard, but she feels there could be a good chance of additional funding. Ms. Belcher stated what

usually happens when this occurs is that HUD (Housing and Urban Development) would require the State to target the funds to the hardest hit areas. There was further discussion about additional CDBG funding.

Chairman Bailey asked when Ms. Belcher anticipates scheduling the first meetings. Ms. Belcher stated she expects to have the meetings scheduled by the second Board meeting in March, as the grant is currently expected to be due in late April. There was further discussion about the CDBG program.

**BID AWARD – CIGP ALLIANCE ROAD**

Ms. Snowden stated the low bidder on the CIGP (County Incentive Grant Program) Alliance Road project was Roberts and Roberts, Inc. in the amount of \$493,767.57. Ms. Snowden recommended award to Roberts and Roberts, Inc. contingent upon FDOT approval.

- ❖ Chairman Bailey made a motion to award the CIGP Alliance Road Project to Roberts and Roberts, Inc. contingent upon FDOT approval. Commissioner Hall seconded the motion. The motion passed unanimously 4-0.

Ms. Snowden stated she has not received a task order for the CEI on the project, but would anticipate presenting this to the Board at the February 19th Board meeting.

**LEGISLATIVE BUDGET REQUESTS**

Ms. Snowden asked if there are any other projects the Board would like to be considered for Legislative funding requests. Ms. Snowden stated currently there is one request for the infrastructure extensions and one for an add on for a women’s dormitory at the County jail. Ms. Snowden stated also, there is a list of Hurricane Michael funding needs of volunteer fire departments, schools, and the County. Ms. Snowden stated she would like to submit these items tomorrow for consideration. Ms. Snowden stated currently the request totals 170 million dollars. Chairman Bailey asked what amount of reforestation is included. Ms. Snowden stated currently reforestation is at twenty (20) million dollars in the request. Chairman Bailey asked for the reforestation to be raised to forty (40) million, as the forestry business was hit hard in Calhoun County. (Bringing the request to 190 million dollars)

**RESOLUTION 2019-02 – NORTH FLORIDA INLAND LONG TERM RECOVERY, INC.**

Ms. Snowden presented to the Board for approval and execution Resolution 2019-02.

RESOLUTION 2019-02

WHEREAS, in the aftermath of Hurricane Michael on October 10, 2018 the citizens of Calhoun County incurred substantial damage to homes, businesses and land, including physical emotional and psychological impacts that must be addressed in a long term manner; and

WHEREAS, in the weeks following Hurricane Michael a group of citizens and community leaders, aided by other national organizations with experience in addressing the needs of communities and their citizens following disasters, set about to establish a Long Term Recovery Group with a mission to coordinate recovery services and build resiliency for individuals, families, and entities adversely impacted; and

WHEREAS, the Long Term Recovery Group plans on formalizing such organization by creating a Non-Profit corporation so named the North Florida Inland Long Term Recovery, Inc.; and

WHEREAS, the Board of County Commissioners believes the Long Term Recovery Group is a necessary part of any plan to assist the citizens of Calhoun County and the community in recovering and rebuilding from this disaster; and

NOW THEREFORE BE IT RESOLVED, by the Calhoun County Board of County Commissioners of Calhoun County, Florida, that;

The Board recognizes the need for the Long Term Recovery Group and looks forward to working together with them in rebuilding our communities.

- ❖ Chairman Bailey made a motion to approve Resolution 2019-02 in support of North Florida Inland Long Term Recovery, Inc. Commissioner Hall seconded the motion. Attorney Milton asked if this group were a Calhoun County nonprofit group. Ms. Snowden stated the Board would be aware of what happens with the organization, but are not directly involved. Ms. Snowden stated this would be a 501c3 nonprofit organization between Jackson and Calhoun Counties, consisting of citizens and community leaders. Ms. Snowden stated the Resolution is only for support of the organization. The motion passed unanimously 4-0.

**BUDGET RESOLUTION 2019-03 – UNANTICIPATED REVENUE**

Clerk Hand stated the Budget Resolution includes proceeds from the County auction, and also three (3) grants that were not included in the original County budget because they had not been awarded at that time. Clerk Hand stated the grants as the SCRAP (Small County Road Assistance Program) County Road 549 project, SCRAP Live Oak Heights/Frank Williams Lane, and the FAA (Federal Aviation Administration) taxiway extension project at the airport. There was further discussion about the Budget Resolution.

**RESOLUTION 2019-03  
OF THE BOARD OF COUNTY COMMISSIONERS  
OF CALHOUN COUNTY, FLORIDA**

WHEREAS, the Calhoun County Board of County Commissioners of Calhoun County, Florida has unanticipated revenue in fiscal year 2018-2019 in the General Fund, County Transportation Trust Fund I, County Transportation Trust Fund II and Industrial Development Authority Fund.

WHEREAS, said revenue is needed to help pay certain expenditures incurred in fiscal year 2018-2019,

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. The fiscal year 2018-2019 budget be amended as follows:

Current    Increase    Revised

		<u>Budget</u>	<u>Decrease</u>	<u>Budget</u>
<b><u>General Fund</u></b>				
<b>Revenues:</b>				
		\$		
01364-00000	Disposal of Fixed Assets	-	8,550	8,550
<b>Expenditures:</b>				
01526-64000	Equipment	0	8,550	8,550

**County Transportation Trust Fund I**

<b>Revenues:</b>				
1136400-				
01000	Disposal of Fixed Assets	0	50,275	50,275
<b>Expenditures:</b>				
11541-62000	Buildings	0	50,275	50,275

**County Transportation Trust Fund II**

<b>Revenues:</b>				
12334-				
49C549	SCRAP-CR549 (John G. Bryant Rd.)	0	768,050	768,050
	SCRAP-NE Live Oak Lane/Frank			
12334-49LOH	Williams Lane	0	99,935	99,935
		0	867,985	867,985
<b>Expenditures:</b>				
12541-				
63C549	SCRAP-CR549 (John G. Bryant Rd.)	0	768,050	768,050
	SCRAP-Engineering - Live Oak			
12541-31LOH	Lane/Frank Williams Lane	0	8,750	8,750
	SCRAP-Contractual - Live Oak			
12541-34LOH	Lane/Frank Williams Lane	0	91,185	91,185
		0	867,985	867,985

**Industrial Development Authority**

<b>Revenues:</b>				
57331-				
41NTAX	FAA -North Taxiway "A" Extension	0	161,696	161,696

**Expenditures:**

57542-

63NTXF            North Taxiway "A" Extension - FAA            0    161,696    161,696

- ❖ Commissioner Wise made a motion to approve Budget Resolution 2019-03. Commissioner Hall seconded the motion. The motion passed unanimously 4-0.

#### **SUPERVISOR OF ELECTIONS – ALTERNATE CANVASSING BOARD APPOINTEE**

Chairman Bailey asked if Clerk Hand had spoken with the Supervisor of Elections regarding this topic. Clerk Hand stated she had not, that Ms. Chason was at a conference.

#### **CHELSEA SNOWEN – INTERIM EMERGENCY MANAGEMENT DIRECTOR COMPENSATION**

Chairman Bailey stated the Board has discussed Mr. Johnson's letter of commitment to military affairs, and would be out of work for one (1) month, and Ms. Snowden has been appointed as the Interim Emergency Management Director in his absence. Chairman Bailey stated he has discussed with Ms. Snowden the duties she would be taking on with the upcoming Hurricane Michael construction, which would be time consuming and a lot of work. Chairman Bailey stated he looked at Ms. Snowden's salary, Mr. Edenfield and Mr. Jenks salaries, and recommended bringing Ms. Snowden salary within \$1,000 of their salaries.

- ❖ Commissioner Monlyn made a motion to increase Ms. Snowden's salary within \$1,000 of Mr. Edenfield and Mr. Jenks salaries. Commissioner Hall seconded the motion. The motion passed unanimously 4-0.

#### **COMMISSIONER TIME**

##### **CHAIRMAN BAILEY**

Chairman Bailey stated an email was sent today to Synergy, indicating the County would like turnkey repairs done to the Courthouse, Health Department, and Senior Citizens' building, which was provided to each Board member. Chairman Bailey stated on behalf of the Florida League of Cities, a double wide modular building would be furnished for office space to the Senior Citizen's Center during the repairs to their building, at no cost to the County. Chairman Bailey stated they are being cautious to be sure the expenditures are made in accordance with the procurement policy for reimbursement purposes from FEMA. Chairman Bailey stated Mr. Jenks has been working hard to put together bids for fencing and lighting at Sam Atkins Park. Chairman Bailey stated the Maintenance Department and the Road Department have both been working at the park to clean up broken poles, pine trees, and stumps to make the park safe for children to use.

Chairman Bailey stated all Board members should have received a copy of the procurement policy. Chairman Bailey asked the Board to review the policy, noting any changes they thought needed to be made. Chairman Bailey asked the Board if they would like to make a motion for an amendment to the policy, that in the event an Emergency Board Meeting could not be held that the Chairman and the Department Head could together make an emergency purchase that exceeds the \$10,000 threshold.

- ❖ Commissioner Monlyn made a motion for an amendment to the procurement policy that in the event an Emergency Board Meeting could not be held that the Chairman and the Department Head could together make an emergency purchase that exceeds the \$10,000 threshold. Commissioner Hall seconded the motion. Chairman Bailey stated the amendment would be drafted by the Clerk's Office, and would ensure nothing would be done that would interfere

with Federal guidelines. Chairman Bailey stated this amendment would not be used for anything related to Federal funding. The motion passed unanimously 4-0.

Chairman Bailey asked the Board to look at the remainder of the procurement policy. There was further discussion about the procurement policy.

Chairman Bailey asked if Mr. Brandon Purvis could break down the road signs needed in the County by district. Ms. Snowden stated Mr. Ford did this before he left his job with the County. Chairman Bailey asked for a copy of the list to be sent to each Commissioner. Chairman Bailey stated he is ready to start replacing signs, especially regulatory signs, as soon as possible.

There being no further business, the meeting adjourned at 2:38 p.m., CT.

  
\_\_\_\_\_  
GENE BAILEY, CHAIRMAN

ATTEST:

  
\_\_\_\_\_  
CARLA A. HAND, CLERK

**RESOLUTION 2019-03**  
**OF THE BOARD OF COUNTY COMMISSIONERS**  
**OF CALHOUN COUNTY, FLORIDA**

WHEREAS, the Calhoun County Board of County Commissioners of Calhoun County, Florida has unanticipated revenue in fiscal year 2018-2019 in the General Fund, County Transportation Trust Fund I, County Transportation Trust Fund II and Industrial Development Authority Fund.

WHEREAS, said revenue is needed to help pay certain expenditures incurred in fiscal year 2018-2019,

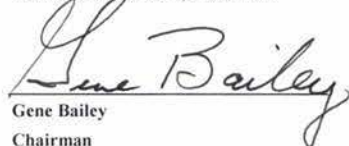
**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. The fiscal year 2018-2019 budget be amended as follows:


		Current Budget	Increase Decrease	Revised Budget
<b><u>General Fund</u></b>				
<b>Revenues:</b>				
01364-00000	Disposal of Fixed Assets	\$ -	8,550	8,550
<b>Expenditures:</b>				
01526-64000	Equipment	0	8,550	8,550
<b><u>County Transportation Trust Fund I</u></b>				
<b>Revenues:</b>				
1136400-01000	Disposal of Fixed Assets	0	50,275	50,275
<b>Expenditures:</b>				
11541-62000	Buildings	0	50,275	50,275
<b><u>County Transportation Trust Fund II</u></b>				
<b>Revenues:</b>				
12334-49C549	SCRAP-CR549 (John G. Bryant Rd.)	0	768,050	768,050
12334-49LOH	SCRAP-NE Live Oak Lane/Frank Williams Lane	0	99,935	99,935
		0	867,985	867,985
<b>Expenditures:</b>				
12541-63C549	SCRAP-CR549 (John G. Bryant Rd.)	0	768,050	768,050
12541-31LOH	SCRAP-Engineering - Live Oak Lane/Frank Williams Lane	0	8,750	8,750
12541-34LOH	SCRAP-Contractual - Live Oak Lane/Frank Williams Lane	0	91,185	91,185
		0	867,985	867,985
<b><u>Industrial Development Authority</u></b>				
<b>Revenues:</b>				
57331-41NTAX	FAA -North Taxiway "A" Extension	0	161,696	161,696
<b>Expenditures:</b>				
57542-63NTXF	North Taxiway "A" Extension - FAA	0	161,696	161,696

THIS RESOLUTION ADOPTED by the Calhoun County Board of County Commissioners at their special meeting this 7th day of February, 2019

BOARD OF COUNTY COMMISSIONERS  
 CALHOUN COUNTY, FLORIDA:

  
 Gene Bailey  
 Chairman

ATTEST:

  
 Carla A. Hand  
 Clerk of Court and County Comptroller  
 Calhoun County, Florida