

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS  
REGULAR MEETING MINUTES  
APRIL 10, 2018**

**PRESENT AND ACTING:**

**GENE BAILEY, VICE-CHAIRMAN  
DARRELL MCDOUGALD  
DENNIS JONES  
JERAL HALL**

**MATT FUQUA, ATTORNEY  
SARAH WILLIAMS, CLERK ADMINISTRATIVE ASSISTANT**

Vice-Chairman Bailey called the meeting held in the Regular Meeting room to order at 6:00 P.M.; CT. Commissioner McDougald 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 March 27, 2018 Planning Commission Minutes, and the March 27, 2018 Regular Meeting Minutes; vouchers for warrants: accounts payable warrants –1804-UTL, 1804-1G, 1804-1RD, 1804-1L, 1804-1E, 1804-MED and payroll warrants – PR18-B10, PR18-B11, PR032218, PR040518) was made by Commissioner Jones and seconded by Commissioner McDougald. The motion passed unanimously 4-0.

**TRANSFER OF ASSET #520 TO ROAD DEPARTMENT FROM AIRPORT AUCTION STORAGE**

Ms. Sarah Williams stated the Board voted at the October 24, 2017 Board meeting to place asset #520, a bush hog, from the airport into auction storage. Ms. Williams stated the airport has requested to transfer the bush hog to the Road Department to put back in use.

- ❖ Commissioner Hall made a motion to approve transferring asset #520 to the Road Department. Commissioner Jones seconded the motion. The motion passed unanimously 4-0.

**BUDGET AMENDMENT: RESOLUTION #2018-11**

Ms. Williams read Resolution 2018-11 by title:

**RESOLUTION 2018-11  
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 2017-2018 in the County Transportation Trust Fund II and Old Courthouse Restoration Fund; and other budget increases and decreases between line items in the County Transportation Trust Fund II for fiscal year 2017-2018 and

**WHEREAS**, said revenue is needed to help pay certain expenditures incurred in fiscal year 2017-2018,

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

1. The fiscal year 2017-2018 budget be amended as follows:

		Present Budget	Increase (Decrease)	Amended Budget
<b><u>County Transportation Trust Fund II</u></b>				
<b>Revenues</b>				
12331LAP-049SID	LAP – Design Altha Elem. School Sidewalk	0	87,379	87,379
12334-493922	SCOP – CR392 (SR73 TO SR71)	1,937,222	32,859	1,970,081
12334CGP-49BAIL	CIGP – W. Smith/John F. Bailey Road	863,354	128,148	991,502
	Revenues Total	<u>2,800,576</u>	<u>248,386</u>	<u>3,048,962</u>
<b>Expenditures</b>				
12541LAP-63SID	LAP – Altha Elem. School Sidewalk	0	87,379	87,379
12541-633922	SCOP – CR392 (SR73 TO SR71)	1,937,222	32,859	1,970,081
12541CGP-63BAIL	CIGP – W. Smith/John F. Bailey Road	863,354	128,148	991,502
12541-31MUSG	SCOP – Engineering-Musgrove/Buddy Johnson Road	0	13,013	13,013
12541-34MUSG	SCOP-Contractual Serv.-Musgrove/Buddy Johnson Rd	0	28,305	28,305
12541-63MUSG	SCOP – Musgrove/Buddy Johnson Road	440,615	(41,318)	399,297
12541-31WOOD	SCOP – Engineering – Woods Road	0	5,017	5,017
12541-34WOOD	SCOP – Contractual Services – Woods Road	0	36,989	36,989
12541-63WOOD	SCOP – Woods Road	472,275	(42,006)	430,269
	Expenditures Total	<u>3,713,466</u>	<u>248,386</u>	<u>3,961,852</u>
<b><u>Old Courthouse Restoration Fund</u></b>				
<b>Revenues:</b>				
67334-07000	Historic Courthouse Renovation Grant	-	50,000	50,000
<b>Expenditures</b>				
67579-46CH18	Historic Courthouse Renov. Grant expenditures/repairs		50,000	50,000

THIS RESOLUTION ADOPTED by the Calhoun County Board of County Commissioners at their regular meeting this 10<sup>th</sup> day of April, 2018

- ❖ Commissioner McDougald made a motion to approve Resolution 2018-11, amending the fiscal year 2017-2018 budget. Commissioner Hall seconded the motion. The motion passed unanimously 4-0.

**TIM JENKS – MAINTENANCE DEPARTMENT**

Mr. Jenks stated the maintenance department has been busy between ball season and work at the courthouse. Mr. Jenks stated the A/C project at the courthouse is about 60% complete. Mr. Jenks stated he now has the beaver-trapping license in his name, and has ordered six (6) traps and tags for the Board.

**CLIFFORD EDENFIELD – ROAD DEPARTMENT**

Mr. Edenfield stated the Road Department is working on eight (8) roads ahead of contractors and trying to keep them on schedule. Mr. Edenfield stated the rain the past couple weeks has built up an additional workload for the department, but they should be caught back up in the next week and a half. Mr. Edenfield stated they are anticipating an expense of \$4,000 to \$8,000 in the next couple of weeks to

repair the hydraulic pump on the skid-steer. Mr. Edenfield stated they have the money for the repair in their budget.

Vice-Chairman Bailey asked about the pipe on Suggs Attaway Road. Mr. Edenfield stated the pipe would be installed in the morning. Mr. Edenfield stated they had planned to install the pipe today, but were delayed by rain.

Vice-Chairman Bailey stated Mr. Edenfield called him this morning after receiving a call from Gulf County who asked to borrow a vibratory roller for three (3) days for roadwork. Vice-Chairman Bailey stated he had no problem with it, and it would not affect Mr. Edenfield's work. Mr. Edenfield stated the Road Department has three (3) rollers and rarely run all three (3) at one time. Mr. Edenfield stated Gulf County does not own a roller, and even though they would have the roller for three (3) days, they would only be putting about two (2) hours of meter time on the equipment. There were no objections by the Board for Gulf County to borrow the vibratory roller.

#### **RITA MAUPIN – DIRECTOR OF LIBRARY SERVICES**

Ms. Maupin stated they have placed an advertisement for bids on the A/C unit replacement at the Blountstown Library, and would like the bid opening to be placed on the next Board agenda on April 24.

Ms. Maupin stated at the next Board meeting she would like to discuss moving the library services at Shelton's Corner Library to the Mossy Pond Library. Ms. Maupin stated she has provided the Board with the reasoning in moving the library services in the packets she provided the Commissioners before the meeting. Ms. Maupin stated the building would continue to be used as a voting precinct and a community use building. Commissioner McDougald asked how the members of the community felt about moving the library services. Commissioner Hall stated he had not yet spoken with anyone in the community about the matter.

#### **DOWLING PARRISH – BUILDING OFFICIAL**

Mr. Parrish stated in March he completed twenty (20) building permits, one (1) culvert permit, two (2) contractor licenses, and other inspections. Mr. Parrish stated that this quarter he has collected \$17,611.35.

#### **JUDY BISS – COUNTY EXTENSION OFFICE**

Ms. Biss stated the Extension Office continues to get requests for information on lawn and garden care, soil samples, and other related subjects. Ms. Biss stated Ms. Whitney Cherry has continued to work on a number of education programs at most of the County's elementary schools focusing on science, technology, engineering, and math. Ms. Biss stated with school ending soon for the summer, the 4-H program is beginning to plan summer day camps and other activities. Ms. Biss stated the Master Gardener program is partnering with Gulf County to offer a three (3) week series on plant pathology, entomology, and hydroponics including field trips to local sites. Ms. Biss stated the 25<sup>th</sup> annual UF/IFAS Bee College was a success with 160 beekeepers from Florida, Georgia, Alabama, and beyond attending. Ms. Biss stated participants heard from local, state, and nationally recognized experts about the latest research and management tools for beekeeping. Ms. Biss stated this was a first for the panhandle, and they expect to host this event again in north Florida in 2020. Ms. Biss stated this event would not have happened without the support of Calhoun County School Superintendent Ralph Yoder and Blountstown High School (BHS) Principal Debbie Williams, and thanked them for allowing the use of the Blountstown High School campus during spring break. Ms. Biss thanked BHS staff Steve Jackson, David Simpson, and Samantha Taylor for being on call and always available to help before, during, and after the event. Ms.

Biss recognized BHS Ag teacher, Charles Williams, and the FFA Students for organizing a fundraiser lunch and helping speakers in each of the classrooms. Ms. Biss stated Barkman's Bees donated about fifty (50) beehives for the hands on activities.

#### **ADAM JOHNSON – INTERIM EMERGENCY MANAGEMENT DIRECTOR**

Mr. Johnson stated on March 29 there was a diesel spill on the Trammel Bridge due to a truck accident and Ms. Bobbi Jo Chambers quickly made the proper notifications and got response crews sent to the accident, noting he was out of the office at the time. Commissioner McDougald asked how many gallons of fuel were spilled. Mr. Johnson stated about 120 gallons of diesel fuel. Mr. Johnson stated Mr. Joe Wood and the Road Department both took quick absorb out to the scene to help soak up the fuel on the roadway. Mr. Johnson stated they contacted the Department of Environmental Protection (DEP) about the cleanup of fuel that leaked down onto the service road under the bridge, and they have begun their cleanup efforts.

Mr. Johnson asked for Board permission to purchase and place a utility shed on the lot behind the courthouse. Mr. Johnson stated they have one shed now, but they would like an additional shed so they can separate the perishable and food items from the tools and equipment they have stored together currently. Mr. Johnson stated he would like permission to get quotes and pricing on the shed. There was further discussion about the shed. Commissioner McDougald asked if Mr. Johnson has the money in his budget for a shed. Mr. Johnson stated the cost of the shed would be covered by the Emergency Management grant, and has already been approved by the grant manager. Vice-Chairman Bailey asked what size shed would be bought. Ms. Chambers stated they would get one similar in size to the shed that is already on the lot. There was further discussion about the shed. Mr. Jenks stated the electrical box on the pole would need to be upgraded to run the building. There was consensus for Mr. Johnson to get quotes for a utility shed.

Mr. Johnson stated the debris pit application for Watson Pit is near completion and should be ready to submit to DEP before the next Board meeting.

Mr. Johnson stated that last week he and Ms. Chambers attended the Current Issues of Emergency Management conference held at the State Emergency Operation Center in Tallahassee, which was attended by all sixty-seven county directors and key staff.

Mr. Johnson stated in October when the HLMP (Hurricane Loss Mitigation Program) program was first advertised the Board discussed requiring a deferred payment loan agreement between the recipients, similar to other programs such as SHIP (State Housing Initiative Partnership). Mr. Johnson stated this was placed in the application and signed by the applicant, but there was no Board approval requiring the deferred payment loan agreement. Mr. Johnson asked the Board if they would like to enforce the five (5) year deferred payment loan. Mr. Johnson stated the application reads the applicant is aware a five (5) year vanishing lien may be placed on the home. Attorney Fuqua stated this lien would keep the homeowner from taking the money to do improvements to the home, and then turn around and sell the home to make a profit.

- ❖ Commissioner McDougald made a motion to approve requiring a five (5) year deferred payment loan agreement between the County and recipients of the HLMP program, and to change "may be placed" to "shall be placed" on the program application. Commissioner Jones seconded the motion. The motion passed unanimously 4-0.

Mr. Johnson stated the agenda packet included a letter to Christell Jackson, the HLMP applicant with the potential mold issue, and from Chariot Construction, LLC a scope of services provided stating the mold issue was taken care of there is no sign of visible mold or mold damaged materials. Mr. Johnson stated the Board would need to make a decision to approve the mediation efforts as acceptable given the response received from Chariot Construction, LLC. Mr. Johnson read the notice letter sent to the applicant and the mold remediation statement of services signed by the contractor aloud for the Board. Commissioner McDougald asked if mold remediation done by a contractor would be sufficient for the State. Ms. Chambers stated the State does not have a specific licensing for mold remediation, so it would be up to the Board to accept or not accept the remediation efforts.

- ❖ Commissioner Jones made a motion to accept the statement of services provided for mold remediation on the home of Christell Jackson. Vice-Chairman Bailey seconded the motion. Commissioner McDougald asked if there would be more documentation than the statement of services provided. Ms. Chambers stated the statement of services signed by Chariot Construction, LLC would be the only documentation. The motion passed unanimously 4-0.

Mr. Johnson stated in the agenda packet the Board was provided with a letter of ineligibility for one applicant. Ms. Chambers stated the applicant has an incomplete project with an open building permit, and if remediation work is done to the home and State inspects the work done, the home will not pass inspection because of the other incomplete work and the County would not be reimbursed. Ms. Chambers stated once the work is completed, the applicant could apply for the program again if the County receives a future HLMP Grant.

Mr. Johnson requested Board permission to pay HLMP contractors 25% once they have proof of building permit and notice of commencement, and require a 10% retainage after construction is complete. Commissioner McDougald stated the Board does not normally pay contractors until they have completed at least part of the work. Ms. Chambers stated the reason they are asking for this is because the windows, doors, and shutters are all job specific and must be special ordered, so the contractors have to pay for these items up front.

There was further discussion about the A1A standard contract (will be used to substantiate percentage of work performed and payment to the contractor) and payout schedules. Ms. Snowden stated they are asking special permission to make payment to contractors before the next Board meeting, because the supplies would need to be ordered this week. Commissioner Bailey stated percentages of payment need to be included in the A1A form submitted for payment. There was further discussion about percentages of payment.

- ❖ Commissioner McDougald made a motion to approve 25% payment to contractors for materials before the next Board meeting. Commissioner Hall seconded the motion. The motion passed unanimously 4-0.

Commissioner McDougald stated once the contractors reach 50% completion of the jobs the Board could pay them another 25%.

- ❖ Commissioner McDougald made a motion to pay the contractors an additional 25% upon 50% completion of the project, 40% upon 100% completion, holding the 10% retainage until the projects have been inspected and approved by the State. Commissioner Hall seconded the motion. The motion passed unanimously 4-0.

Ms. Chambers presented to the Board modification number one (1) for the HLMP program to increase the funding by \$106,000, bringing the new grant total to \$300,000.

- ❖ Commissioner McDougald made a motion to approve modification 1. Commissioner Hall seconded the motion. The motion passed unanimously 4-0.

Ms. Chambers presented to the Board change order number one (1) for the Tillson HLMP project. Ms. Chambers stated the change order is for a cost decrease of \$3,600, bringing the total to \$17,000. Ms. Chambers stated the change order covers State approved modifications to get the cost of the project under 50% of the current assessed value (home).

- ❖ Commissioner Jones made a motion to approve change order number one (1) for the Tillson HLMP project. Commissioner McDougald seconded the motion. The motion passed unanimously 4-0.

Ms. Chambers presented to the Board change order number one (1) for the Hill HLMP project. Ms. Chambers stated the change order is for a cost decrease of \$3,380, bringing the total to \$22,145. Ms. Chambers stated the change order covers State approved modifications in order to get the cost of the project under 50% of the current assessed value (home).

- ❖ Vice-Chairman Bailey made a motion to approve change order number one (1) for the Hill HLMP project. Commissioner Hall seconded the motion. The motion passed unanimously 4-0.

Ms. Chambers stated she spoke to both HLMP project contractors today. Ms. Chambers stated Gulf Coast Home Solutions has five (5) notices to proceed. Ms. Chambers stated he advised her he would be getting final measurements this week for all doors and windows and meeting with the shutter vendor to order shutters. Ms. Chambers stated the contractor would be applying for permits on all his roof projects, and would begin work on the roofs while the other supplies are being ordered and shipped. Ms. Chambers stated Chariot Construction has three (3) notices to proceed and has all his final measurements for doors and windows. Ms. Chambers stated he is ready to order all doors and windows, but was waiting on the last applicant to sign paperwork, which was completed today.

#### **CHELSEA SNOWDEN – PROJECTS AND GRANTS COORDINATOR**

Ms. Snowden stated she was originally going to present the amendment to the easement at Neal Landing with Neal Land and Timber, but the attorney for Neal Land and Timber has raised some questions about liability insurance coverage so they are still working on the amendment. Ms. Snowden stated she would have the amendment ready to present to the Board at the next regular Board meeting.

Ms. Snowden stated she received modification number one (1) for the CDBG (Community Development Block Grant) program contract, and presented the modification for Board approval to move forward with the unmet needs portion of the contract.

- ❖ Commissioner McDougald made a motion to approve modification number one (1) for the CDBG program contract. Commissioner Hall seconded the motion. The motion passed unanimously 4-0.

Ms. Snowden stated she requested over one (1) million dollars of reimbursements last month, and as of April 9, all reimbursements have been received.

Ms. Snowden stated Hazmat Day on April 7 was a success. Ms. Snowden stated they had about one hundred people participate, and thanked Joe Wood, Oby Borelli, Bobby Jo Chambers, Adam Johnson, for working at the event and thanked the Sheriff for providing the inmates to help with the event. Ms. Snowden stated many people were thankful they had somewhere to take their waste tires, so this was a good addition to this years' event.

Ms. Snowden stated at the last Board meeting she mentioned that DEO (Department of Economic Opportunity) wanted to hold a round table discussion May 1. Ms. Snowden stated the director would have to reschedule and suggested May 10 as an alternative date at 5:00 p.m. There was Board consensus to hold the round table discussion on May 10 at 5:00 p.m.

Ms. Snowden stated she would be out of the office tomorrow for LAP (Local Agency Program) training with FDOT.

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

Mr. Ford stated at the last Board meeting he was directed to get pricing for the boring under State Road 73 and hydrant installation at Carr School, and boring under Four Mile Creek to repair the broken hydrant water line. Mr. Ford stated he consulted with one contractor, and if the Board decides to do any of these projects, better pricing might be available through the bidding process. Mr. Ford stated the estimated cost of the entire project for the Carr School hydrant, including the bore, pipe, and hydrant was \$39,000. Mr. Ford stated if the Board wanted to participate only in the bore under State Road 73, the cost would be around \$13,500. Mr. Ford stated replacing the bore under Four Mile Creek, reconnecting the lines, and flushing and pressure testing the system to get it operable would cost about \$32,630. Mr. Ford stated he believes if the Board competitively bid any of these projects better pricing would be available, but these figures would give the Board a general idea of the cost of each project. Commissioner McDougald asked if there are any grants that could be used for any of the projects. Mr. Ford stated the source he would check would be with the Northwest Florida Water Management District. Mr. Ford stated the funding source the district was using to fund projects has been depleted in the past few years, but they might participate in funding the project since it is school and fire protection related. Mr. Ford stated he would be glad to contact the Water Management District for the Board and would look into other opportunities as well. There was further discussion about funding.

Mr. Ford stated the application for permitting Watson Pit as a debris pit was completed today and would be mailed to DEP in the morning.

Mr. Ford stated the CDBG projects are underway, and the Road Department has been doing quite a bit of work preparing roads for paving. Mr. Ford presented the Board with a proposed change order for the CDBG projects. Mr. Ford stated there is some additional piping they would like to add to the projects and to increase the asphalt, and have identified some realistic cost savings. Mr. Ford stated there is some lime rock in the grant for the contractor to install on some of the roads, but the County has a line item in the budget that has been untouched for lime rock. Mr. Ford stated using the lime rock in the County budget at a cheaper rate than the contractor could provide the rock would allow some funding to be freed up in the grant to go toward additional asphalt and other items such as piping. Mr. Ford stated the change order would not add or subtract any money from the grant, and would only be shifting quantities between line items. Mr. Ford stated it would be his recommendation to accept the change order, and he has spoken with Ms. Debbie Belcher and the State who have confirmed the change order. Commissioner McDougald stated the landowner at the end of J.W. Alexander Road has told him the County could have some room for a turnaround. Mr. Ford stated he would look into the turnaround.

- ❖ Commissioner McDougald made a motion to approve the CDBG change order. Commissioner Hall seconded the motion. The motion passed unanimously 4-0.

Mr. Ford opened and read aloud the bid openings for the four (4) HMGP (Hazard Mitigation Grant Program) projects, Black Bottom Road, Bears Head Road, Sam Duncan Road, and Troy McCroan Road.

<b>Black Bottom Road HMGP</b>	
<b>Contractor</b>	<b>Total Base Bid</b>
C.W. Roberts Contracting, Inc.	\$121,282.00
Roberts & Roberts, Inc.	\$118,324.50
North Florida Construction, Inc.	\$131,117.00

<b>Bears Head Road HMGP</b>	
<b>Contractor</b>	<b>Total Base Bid</b>
C.W. Roberts Contracting, Inc.	\$216,405.00
Roberts & Roberts, Inc.	\$250,853.90
North Florida Construction, Inc.	\$267,890.00

<b>Sam Duncan Road HMGP</b>	
<b>Contractor</b>	<b>Total Base Bid</b>
C.W. Roberts Contracting, Inc.	\$59,359.50
Roberts & Roberts, Inc.	\$54,868.70
North Florida Construction, Inc.	\$60,052.00

<b>Troy McCroan Road HMGP</b>	
<b>Contractor</b>	<b>Total Base Bid</b>
C.W. Roberts Contracting, Inc.	\$164,203.00
Roberts & Roberts, Inc.	\$168,294.90
North Florida Construction, Inc.	\$145,102.00

Mr. Ford stated awarding of these projects need to be tabled tonight for further review and to decide what the County would need to self-perform to meet the 25% grant match requirement.

- ❖ Commissioner McDougald made a motion to table award of the HMGP bids until the next regular Board meeting. Commissioner Jones seconded the motion. The motion passed unanimously 4-0.

**ATTORNEY TIME**

Vice-Chairman Bailey stated there was a workshop last night concerning the park system, and they addressed the Resolution concerning the parks. Vice-Chairman Bailey stated there was discussion by the Board about reducing the forty-five (45) day requirement for reserving the parks to seven (7) days, and adding a \$300 deposit fee for cleanup. Vice-Chairman Bailey asked what needed to be done to amend the resolution. Attorney Fuqua stated there would need to be a Board motion to modify the park use resolution to include these provisions.

- ❖ Commissioner McDougald made a motion to modify the park use resolution to reduce the forty-five (45) day requirement for reservation to seven (7) days and to add a \$300 deposit fee for cleanup. Commissioner Hall seconded the motion. Vice-Chairman Bailey asked if the changes would be effective as of tonight. Attorney Fuqua responded they would be effective as of tonight. The motion passed unanimously 4-0.

**COMMISSIONER TIME**

**COMMISSIONER MCDUGALD**

Nothing to report.

**COMMISSIONER JONES**

Nothing to report.

**COMMISSIONER HALL**

Commissioner Hall stated Ms. Snowden used her own vehicle over the weekend to monitor the dumpsters, and believes she should be compensated or when something like this comes up again allow the use of a County vehicle. Ms. Snowden stated she wanted to make sure there would be no disaster on Monday with the dumpsters, and that it was no problem for her to check on them over the weekend. There was Board consensus to allow Ms. Snowden to use a County vehicle in the future.

**VICE-CHAIRMAN BAILEY**

Nothing to report.

There being no further discussion, the meeting adjourned at 7:08 p.m., CT.

  
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GENE BAILEY, VICE-CHAIRMAN

ATTEST:

  
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CARLA A. HAND, CLERK