

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR MEETING MINUTES
APRIL 24, 2018**

PRESENT AND ACTING:

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

**CLAY MILTON, 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 6:00 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 April 9, 2018 Emergency Meeting Minutes, the April 9, 2018 Workshop Minutes, and the April 10, 2018 Regular Meeting Minutes; vouchers for warrants: accounts payable warrants – 1804-2UT, 1804-HLM, 1804-2G, 1804-2RD, 1804-2L, 1804-2E, 1804-2S and payroll warrants – none) was made by Commissioner Jones and seconded by Commissioner Hall. The motion passed unanimously 5-0.

JERRY MCDANIEL, SOUTHERN STRATEGY GROUP – GOVERNMENT CONSULTING AND ADVOCACY

Mr. McDaniel stated Southern Strategy Group is a government consulting firm who works with the legislature on behalf of counties. Mr. McDaniel stated he did some research on all the counties in the State, and found about 1/3 of the counties in the State do not have a firm to represent them to help get funding from the legislature. Mr. McDaniel stated the 2/3 of the counties that did have representation were able to get more funding than the ones who did not have representation. Commissioner McDougald asked if Mr. McDaniel was referring to grant funding. Mr. McDaniel stated there is a variety of funding available from the State, such as funds for education mentoring programs for children, capital funds, housing projects, community funding projects, water projects, and many other areas of funding. Mr. McDaniel stated he looked at Calhoun County's budget and found the county received the formula distribution funds that all counties receive, but nothing more than that. Mr. McDaniel stated firms like Southern Strategy Group can help advocate for counties to receive more funding. Mr. McDaniel stated Southern Strategy Group had around an 80% success rate in the past legislative session for their clients. Commissioner McDougald asked what the fee for these services would cost the County. Mr. McDaniel stated the fee varies, but the average fee of all the counties is around \$5,000 per month. Mr. McDaniel stated they would offer to cut this back to a smaller amount if the County decided to give them a try, and if they were successful after the first session to the County's satisfaction they would work up the price closer to the average price. Mr. McDaniel stated in setting a precise fee, they would have to learn and appreciate what types of things the County wants. Mr. McDaniel stated he would be happy to meet with any of the Commissioners individually or come back at another time to discuss the firm further.

RALPH YODER, SUPERINTENDENT OF SCHOOLS – HALF-CENT SALES TAX

Mr. Yoder asked for Board consideration and approval of a Resolution the Calhoun County School Board has passed for the renewal of a half-cent sales tax. Mr. Yoder requested the Board approve the renewal to be placed on the primary ballot. Mr. Yoder stated this initiative began in January 2009, and is set to expire December 31, 2018. Mr. Yoder stated the money generated from the half-cent sales tax is used for capital improvements, technology improvements, and safety improvements for all the schools.

- ❖ Commissioner Jones made a motion to approve placing the half-cent sales tax on the primary ballot. Chairman Wise seconded the motion. Commissioner Bailey asked how much the half-cent sales tax generates per year. Mr. Yoder stated the sales tax generates approximately \$400,000 annually. Mr. Yoder stated over the past ten (10) years these funds have been used for pay back to the State for the funds received for the construction of Blountstown High School and Altha School, for technology improvements in the classrooms, and some of the future funds would be used exclusively for safety enhancements at each school. The motion passed unanimously 5-0.

ANCHOR CEI

Ms. Elizabeth Moore, President, and Ms. Brittany Trumbull, Vice President, addressed the Board regarding their firm, Anchor CEI. Ms. Moore stated they started their consulting and engineering firm about two and a half years ago, and have grown to have seven (7) employees, and have several continuing services contracts. Ms. Moore stated she and Ms. Trumbull are both professional engineers and have a combined thirty (30) years of experience. Ms. Trumbull stated as a business they focus more on project management and inspections, but feel their past experience as designers have made them better inspectors today. Ms. Trumbull stated all their inspectors are paving and earthwork certified and have all of the certifications necessary by FDOT. Ms. Trumbull stated they also have been very successful in grant writing as well as inspections. Commissioner McDougald asked where the Anchor CEI office is located. Ms. Trumbull stated they are based in Panama City.

FRANK SNOWDEN, COUNTY PLANNER

Mr. Snowden stated the Department of Economic Opportunity (DEO) is offering Technical Assistance Grants for the 2018-2019 Fiscal Year. Mr. Snowden stated he would like Calhoun County to apply for the grant to make the changes needed to the Future Land Use Map that have been talked about previously. Mr. Snowden stated the deadline to have the application submitted is May 7. Ms. Chelsea Snowden stated they are currently putting together the package to submit to DEO for the grant, and are seeking \$30,000 to put the agricultural land use designations on the Future Land Use Map to indicate the 5:1, 3:1, and 1:1 designations that were added in the previous grant cycle for the Comprehensive Plan. Ms. Snowden requested permission to submit the application to DEO once completed, and for Chairman or Vice-Chairman signature, depending on who is available.

- ❖ Commissioner McDougald made a motion to approve application submittal for the DEO Technical Assistance Grant. Commissioner Bailey seconded the motion. There was further discussion about the Technical Assistance Grant. The motion passed unanimously 5-0.

Mr. Snowden stated the Apalachee Regional Planning Council (ARPC) reached out to him Thursday regarding a letter of support for a grant they are applying for to develop an interactive web based map for the Council's coverage area. Mr. Snowden stated they are planning on having interactive maps that have county's future land use maps, their green waves, blue waves, and some coastal counties would have some global warming and sea level rise maps. Mr. Snowden stated he told the ARPC he would have to ask the Board for support. Mr. Snowden stated the ARPC sent him a template letter of support, and stated they have received letters of support from Gulf and Gadsden County. Mr. Snowden stated the only change he made was to add "interactive map" to future land use map in the letter. Mr. Snowden

provided the Board a copy of the letter. Commissioner Bailey asked if the grant would be useful to Calhoun County. Mr. Snowden stated he does believe the interactive map would be helpful to the County, and is something he has wanted to do but there have not been funds available. Mr. Snowden stated the ARPC has also indicated they would help the County with their GIS work on the Future Land Use Map as well. There was further discussion about the ARPC.

- ❖ Commissioner Bailey made a motion to approve the letter of support for the ARPC. Commissioner Jones seconded the motion. Commissioner McDougald asked Mr. Snowden if he thought he could work with the ARPC on some of the other things he is working on for the County. Mr. Snowden stated the ARPC has an employee who is very adept at the GIS software, who has told him they could use their GIS software to make our Future Land Use Map presentable to DEO for a Comprehensive Plan amendment. There was further discussion about GIS. The motion passed unanimously 5-0.

Mr. Snowden stated he would like to hold a Planning meeting before every Board meeting until the latter part of June. Mr. Snowden stated before the next regular meeting he would like to have a planning meeting regarding the current Comprehensive Plan amendment he is working on. Mr. Snowden stated these Planning meetings provide support needed when submitting amendments to DEO. Mr. Snowden stated he would like to hold the transmittal hearing for the Comprehensive Plan amendment before the first regular Board meeting in June. Mr. Snowden stated for the Planning meeting before the second regular Board meeting in May there would be a hearing for an individual who would like to re-open the Powerhouse Dragstrip. Mr. Snowden stated he does not believe the conditional use hearing would take the entire hour before the regular meeting, and the Comprehensive Plan amendment could be discussed more during this meeting as well. Mr. Snowden stated there is a cell tower conditional use application for John Redd Road West scheduled for the seconded meeting date in June. Mr. Snowden stated he would like to schedule all the Planning meetings for 5:00 before the regular Board meetings. Commissioner Jones asked if the same owners are trying to open the dragstrip again. Mr. Snowden stated this is a different owner. There was further discussion about the Planning meetings. There was Board consensus to schedule the Planning meetings for 5:00 before every meeting through June.

JAKE MATHIS, DAVID H. MELVIN, INC – SCOP CR 392

Mr. Mathis updated the Board on the progress of the SCOP (Small County Outreach Program) CR 392 project, and provided the Board with a handout. Mr. Mathis stated the contractor has been doing a lot of concrete work for the past two (2) weeks on the project. Mr. Mathis stated the construction is about 60% complete, and the project is moving on schedule.

MEMORANDUM OF SUPPORT AND COMMITMENT – HABILITATIVE SERVICES HEALTHY FAMILIES PROGRAM

Clerk Hand stated this is an annual memorandum the Board does for Healthy Families, a third floor occupant of the courthouse. Clerk Hand stated this memorandum is for July 1, 2018 through June 30, 2019 and is for office space and utilities valued at \$8,100 per year.

- ❖ Commissioner McDougald made a motion to approve the memorandum and authorize the Chairman to sign. Commissioner Jones seconded the motion. The motion passed unanimously 5-0.

BID OPENINGS

SHIP

Attorney Milton opened and read the SHIP bid aloud. Bid sheets were provided to the Commissioners. There was only one SHIP bid from Chariot Construction for the Gwen McKelvin project in the amount of \$9,800. Commissioner McDougald stated the bid sheet states there is only \$787 available for the job, as there has already been money spent on the McKelvin home. Commissioner Jones asked for clarification from Mr. Dowling Parrish on the money spent. Mr. Parrish stated the money spent on the decking was from where the home had been worked on before. There was further discussion about the SHIP bid.

- ❖ Commissioner Jones made a motion to table the SHIP bid until the next meeting. Commissioner McDougald seconded the motion. The motion passed unanimously 5-0.

BLOUNTSTOWN LIBRARY A/C UNIT REPLACEMENT BID

Attorney Milton opened and read aloud the bids for the Blountstown Library A/C unit replacement:

Bidder	Bid Amount
Whaley Heating and Air Conditioning, Inc.	\$25,974
David Smith Heating and Air Conditioning	\$18,500
Keith Lawson Company, Inc.	\$23,761.00 for one 10 ton TRANE heat-pump with Alt #1 \$7,300 to add additional 10 ton TRANE heat-pump

Attorney Milton noted there was no insurance information with the bid from Whaley Heating and Air Conditioning, Inc. There was further discussion about the bids received.

- ❖ Commissioner McDougald made a motion to accept the apparent low bidder contingent upon the paper work being in order. Commissioner Bailey seconded the motion. The motion passed unanimously 5-0.

CAPITAL ENGINEERING LLC HMGP CONTRACT APPROVAL

Clerk Hand stated there was a contract submitted for Board approval, and some edits have been made which were sent out to the Commissioners this afternoon. Clerk Hand stated the original contract submitted was a little broader than just the four (4) HMGP (Hazard Mitigation Grant Program) projects, so it was requested the contract be scaled back. Attorney Milton stated he and Attorney Fuqua have reviewed the contract, and the edited version looks good.

- ❖ Commissioner McDougald made a motion to approve the HMGP contract for project management with Capital Engineering LLC. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

CAPITAL AREA COMMUNITY ACTION APPOINTEE

Clerk Hand stated Ms. Deborah Peterson is the appointee for Calhoun County and must be re-appointed every year.

- ❖ Commissioner Jones made a motion to re-appoint Ms. Peterson to Capital Area Community Action. Commissioner Bailey seconded the motion. The motion passed unanimously 5-0.

JOHN MORGAN DAVIS, IDA BOARD

Mr. Davis stated there have been some sewer issues at the airport, but they are in the process of making repairs. Mr. Davis stated the repairs should be completed within the next month.

Mr. Davis stated there would be a pre-bid conference on the North Taxiway A project tomorrow at 10:00 at the airport. Mr. Davis stated there has been quite a bit of interest in the project and they anticipate receiving a good amount of bids for the project.

Mr. Davis stated the hangar rentals are doing well, and the two (2) returned checks associated with the deceased hangar renter have been paid. Mr. Davis stated they are planning a project for ten (10) to twenty (20) new hangars to be built in the next fiscal year. Mr. Davis stated there is a waiting list for T-hangars.

CHELSEA SNOWDEN – PROJECTS AND GRANTS COORDINATOR

Ms. Snowden presented to the Board for approval and execution amendment one (1) for the Solid Waste Grant for the 2017/2018 year. Ms. Snowden stated this amendment is needed to change Mr. Fred Tanner's hourly designation to a monthly designation so the County can be fully reimbursed. Ms. Snowden stated the County pays the Sheriff Department \$1,664.75 per month, and the grant was written was for an hourly rate so the hours have to be proven in order for reimbursement. Attorney Milton stated he noticed on the amendment the dates are incorrect, and asked if this would be corrected. Ms. Snowden stated this is how the full grant agreement was, and she has reached out to DEP (Department of Environmental Protection) to see if the dates could be changed, or if it would require another contract amendment.

- ❖ Commissioner Bailey made a motion to approve amendment one (1) for the Solid Waste Grant. Commissioner Hall seconded the motion. Attorney Milton suggested making the motion subject to the dates being corrected on the amendment. Ms. Snowden stated since the scope of work and funding is not being changed, she does not think there would be too much of a problem changing the dates. There was further discussion about the amendment. The motion passed unanimously 5-0.

Ms. Snowden presented to the Board for approval and execution amendment two (2) for the Historic Courthouse Brick Re-pointing for a thirty (30) day project extension. Ms. Snowden stated the grant manager in Tallahassee is not responding to her in a timely manner in order to move the project along. Ms. Snowden stated she requested a thirty (30) day time extension to make sure the project is completed on time.

- ❖ Commissioner McDougald made a motion to approve amendment two (2) for the Historic Courthouse Brick Re-pointing project. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Ms. Snowden stated, for the record, in October 2017 she reported to the Board on the five (5) year work program of FDOT projects (from the 2017 grant application cycle) which were approved by the FDOT. Ms. Snowden stated she did not explain which projects were not funded by FDOT in the 2017 grant cycle. Ms. Snowden stated the two (2) projects that were chosen for funding were the CR 287A project under the SCRAP (Small County Road Assistance Program) program, and Wrennie Moody Road under the CIGP (County Incentive Grant Program) program. Ms. Snowden stated the projects not approved for funding were the SCOP Miles/Monroe Johnson Road, the SCOP West Altha paving, and the SCOP West Blountstown paving.

Ms. Snowden stated the round table discussion with DEO set for May 10 has been moved to the Board meeting room instead of the Blountstown Library, and the meeting would be held from 9:00 to 11:00 a.m. at the direction of DEO. Ms. Snowden stated she is waiting on the invite from DEO to send out to all

the stakeholders, when received, she would be forwarding the invite to all the stakeholders, which includes the County Commissioners.

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

Mr. Ford stated the CDBG (Community Development Block Grant) project is moving along well, and there is asphalt down on three (3) roads, Baggett Loop, JW Alexander Road, and Autumn Lane. Mr. Ford stated Jim Durham Road should be ready to pave soon. Mr. Ford stated Mr. Edenfield is close to having Big Mac Road ready for paving. Mr. Ford stated there have not been any issues that could not be addressed in the field.

Mr. Ford stated Watson Pit has officially been permitted as a debris pit.

Mr. Ford stated he met with Mr. Edenfield a few days ago and went through the HMGP bids to see what the County could self-perform to get within the available budget. Mr. Ford stated they minimized, if not eliminated, the cash the County must contribute. Mr. Ford stated there is a match the County must meet, but they are trying to meet the match with in-kind labor. Mr. Ford stated he spoke with Mr. Stanley from Capital Engineering LLC, and they both agreed they should meet together with Mr. Edenfield to go back through the bids tomorrow. Mr. Ford stated the bids are good for six (6) months.

Mr. Ford stated Silas Green and Alliance Road both have some right of way issues, but they have had some preliminary discussions with the landowners. In the next week or so they would be having further conversations with the land owners in order to progress on the designs for the projects.

CARLA A. HAND, CLERK OF COURT AND COUNTY COMPTROLLER

Clerk Hand stated there is one (1) additional invoice needing approval, a Library purchase from Bracewell Flooring and Fencing for \$2,448.42. Clerk Hand requested approval for payment.

- ❖ Commissioner McDougald made a motion to approve payment to Bracewell Flooring and Fencing. Commissioner Bailey seconded the motion. The motion passed unanimously 5-0.

COMMISSIONER TIME

COMMISSIONER MCDUGALD

Commissioner McDougald yielded part of his time to Mr. Jim Whaley with Whaley Heating and Air Conditioning. Mr. Whaley stated he went back and looked at the newspaper ad, and nowhere does it state that insurance information must be provided with the bid. Mr. Whaley stated if the County would like insurance information to be provided they should put this information in the advertisement.

Commissioner McDougald stated the Road Department has been very busy with various projects, and many times when the Commissioners ask for work to be done in their districts it takes a while to work these jobs into the schedule. Commissioner McDougald stated requests are also received from time to time from different entities wanting the Road Department to help them as well, and stated he believes these requests should come before the Board for approval, so the Road Department does not get behind on their work and on what the Commissioners have requested.

- ❖ Commissioner McDougald made a motion for outside entities to come before the Board when they need help from the Road Department, unless it is an emergency. Commissioner Bailey seconded the motion. There was further discussion about the Road Department. The motion passed unanimously 5-0.

COMMISSIONER JONES

Commissioner Jones stated he would like the Board to advertise for the Emergency Management Director position with hurricane season approaching. Commissioner McDougald asked if the policy allows for internal hire for new positions or if the position must be advertised. Attorney Milton stated he believed the policy states positions must be advertised internally, and then externally. Clerk Hand stated since it is a director position the policy might be different. Commissioner Bailey stated he thought if a department head position is advertised it must be done externally. Chairman Wise asked how soon Commissioner Jones would like to advertise. Commissioner Jones responded as soon as possible. Chairman Wise stated someone would need to put together the advertisement for the position. Clerk Hand stated there is a job description but it may not necessarily include qualifications. Commissioner Bailey stated qualifications could be brought back at the next Board meeting and discussed.

- ❖ Commissioner Bailey made a motion to advertise for the Emergency Management Director position after qualifications are agreed upon at the next Board meeting. Commissioner Jones seconded the motion. The motion passed unanimously 5-0.

Commissioner Jones stated Clay Mary Park is classified as a historical park and in speaking with Mr. Jenks, he is not allowed to make any repairs to any of the buildings inside the park because of the historical value, and is only allowed to cut the grass. Commissioner Jones stated an event took place at Clay Mary Park over Easter. Commissioner Jones stated usually whoever wants to use the park would call him and ask about using the park, but this did not happen and no one contacted Mr. Jenks either. Commissioner Jones stated in the past, the Commissioner of the district is notified whenever someone would like to use the park, and asked if this could be implemented again. Commissioner Jones expressed concern for the historical homes being damaged, and the County being unable to fix the homes. Commissioner McDougald asked who is authorized to do maintenance and repairs on the homes. Commissioner Jones stated he is not aware of anyone authorized to touch the houses. Attorney Milton asked if the houses were acquired through a historical preservation grant. Commissioner Jones stated he thought this was correct. Attorney Milton stated usually there are restrictions recorded with the grant, and normally any work done must be done in compliance with the historical preservation grant guidelines. There was further discussion about historical preservation grants. Ms. Carrie Baker stated the park is known as a historical park but it has never been designated to one person or Commissioner to say who can and cannot use the park. Ms. Baker stated the park has always been locked and there have been problems getting the keys to the park. Ms. Baker stated many in the community try to use the park for various events, and does not think it should be left only to the Commissioner of the district to say someone can use the park. Ms. Baker stated the buildings in the park are not used for anything when events do take place; they just use the grounds for the events that are held.

- ❖ Commissioner Jones made a motion for the Commissioner of the district to be notified whenever someone wants to use Clay Mary Park. There was further discussion about Clay Mary Park. Commissioner Bailey seconded the motion.
- ❖ Commissioner Bailey made a motion to table Commissioner Jones motion to the next meeting so the Board could do more research on the historical preservation of the buildings in the park. Commissioner McDougald seconded the motion. Mr. Parrish stated a couple of the buildings in the park have been wired with electricity and have lights in them. Mr. Parrish stated when this was done the historical preservation of the buildings was probably violated. The motion passed unanimously 5-0. Commissioner Bailey asked if a permit was obtained to wire electricity in some of the houses. Mr. Parrish stated he is not sure, the City put in the electricity.

COMMISSIONER BAILEY

Commissioner Bailey asked Mr. Snowden about the Capital Improvements Plan in the Comprehensive Plan Ordinance. Commissioner Bailey stated projects need to be added to the Capital Improvements Plan, and he would like to add the Kinard Community Center to the Capital Improvements list. Mr. Snowden stated the Capital Improvements Plan in the Ordinance needs to be worked on. Ms. Snowden stated she believes the Capital Improvements listed in the Ordinance are important especially for future grants. Ms. Snowden stated she would begin to focus more on working on the Capital Improvement Plan if this were the Board's direction. There was further discussion about the Capital Improvement Plan. Mr. Snowden stated he would incorporate discussion about the Capital Improvement Plan into the Planning Meetings that have been scheduled.

Commissioner Bailey asked Mr. Snowden if he has heard anything further about the RAO (Rural Area of Opportunity) and small-scale map amendments. Mr. Snowden stated he found out a small-scale map amendment could not be done in an area of critical State concern, but can be done in an area of critical economic concern. Mr. Snowden stated the Board technically could have granted a small-scale map amendment for Mr. Griffin in order for him to be able to build a house, but this would not have been what small-scale map amendments are typically used to accomplish.

Commissioner Bailey stated the IDA Board is in a position to buy some property beside the airport, and would like the funds to purchase the property to be included in the budget. Commissioner Bailey stated the airport has an option on the property until the end of the year, and they are going to attempt to get funding from FDOT for the property. Commissioner Bailey stated in case FDOT does not provide funding he would like the funding to be in the County budget for the IDA Board.

- ❖ Commissioner Bailey made a motion to move from the table Chairman Wise previous motion to hire the top five (5) engineering firms and have contracts drawn up for Board review. Chairman Wise seconded the motion.
- ❖ The original motion to hire the top five (5) engineering firms passed unanimously 5-0.

Commissioner Bailey stated he would like the Board to consider placing the new Emergency Management shed at the Road Department instead of behind the Courthouse. Commissioner Bailey stated he has heard discussion from the community that the buildings take away from the appearance of the Courthouse. Chairman Wise asked if Commissioner Bailey has checked with Mr. Edenfield. Commissioner Bailey stated he has and Mr. Edenfield was satisfied. Commissioner Bailey stated the shed would probably need to be placed behind another fence. Chairman Wise stated he would be ok with the shed being placed at the Road Department. Ms. Bobbie Jo Chambers stated she does not believe it would be a good idea to place the shed at the Road Department because it would not be as accessible to Emergency Management. Ms. Chambers asked if the shed could be placed in the back of the employee parking area instead so it is not right behind the Courthouse. Commissioner McDougald stated he agrees there should not be a bunch of buildings on the lot behind the Courthouse, but would be ok with the shed being placed in the back of the employee parking lot if it would be more accessible to Emergency Management. Chairman Wise asked if a portable trailer would be better for the emergency food since it would be hauled around during emergencies. Ms. Chambers stated they already have one (1) trailer. Ms. Chambers stated they have perishable items and blankets that must be stored separately from their equipment and gasoline. Commissioner Bailey asked if it would be better to store the equipment and gasoline in a shed at the Road Department. Ms. Chambers stated this would still be an issue of inconvenience. There was further discussion about the storage shed.

- ❖ Commissioner McDougald made a motion to place the shed in the back section of the asphalt milling employee parking area. Commissioner Hall seconded the motion. There was further

discussion about the shed. Commissioner Jones stated Ms. Chambers has brought up a good point with accessibility and needing to have all the supplies readily available close to Emergency Management. The motion passed 3-2. Commissioner Bailey and Chairman Wise opposed.

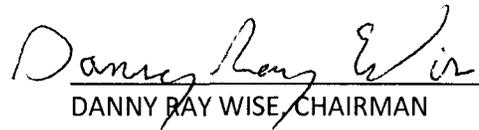
COMMISSIONER HALL

Nothing to report.

CHAIRMAN WISE

Nothing to report.

There being no further business, the meeting adjourned at 7:48 p.m., CT.



DANNY RAY WISE, CHAIRMAN

ATTEST:



CARLA A. HAND, CLERK