

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR MEETING MINUTES
MAY 8, 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 6:00 P.M.; CT. Commissioner Bailey 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 24, 2018 Workshop Minutes, the April 24, 2018 Regular Meeting Minutes, and the April 30, 2018 Special Meeting Minutes; vouchers for warrants: accounts payable warrants – 1805-MED, 1804-3UT, 1804-HLM, 1805-1G, 1805-1RD, 1805-1L, 1805-1E, 1805-1S and payroll warrants – PR041918) was made by Commissioner Hall and seconded by Commissioner Jones. The motion passed unanimously 5-0.

SHIP – 2ND REHAB-MCKELVIN (ITEM TABLED AT THE 4/24/18 MEETING)

Commissioner McDougald asked for some history on the McKelvin item tabled at the 04/24/18 meeting. Ms. Sandy Kelly stated Chairman Wise asked her to get an estimate for repairing the porch and Chariot Construction, LLC bid \$9,800. Ms. Kelly stated she contacted Mr. Michael Cheney at Florida Housing and advised him of the situation and he suggested the Board consider granting an exception to the maximum award amount if the Board decided to repair the porch. Commissioner McDougald asked what work Ms. McKelvin wanted done to her home. Ms. Kelly stated Ms. McKelvin would like her porch replaced. There was further discussion about the porch. Commissioner McDougald asked how much has been spent on the home to date. Ms. Kelly responded \$11,400, and \$787 is remaining to reach \$12,187, 50% value of home, the maximum the County could spend according to the Local Housing Assistance Plan (LHAP) adopted by Calhoun County. Commissioner Jones inquired about available SHIP funds. Ms. Kelly stated Mr. Cheney would grant \$3,000 to \$4,000 from SHIP funds. (The County estimate for repairing the porch is \$3,600) Commissioner Jones stated the quote is over this amount, and asked if Ms. Kelly could speak with Mr. Cheney to get more funding or speak with the contractor and see if he would be willing to do the job for less. Ms. Kelly stated the contractor does not want to do the job either way. Commissioner Jones stated if he does not want to do the job then someone else needs to be found. Ms. Kelly stated she advertised the project in the newspaper for two (2) weeks and there was no interest. Ms. Kelly stated she could speak with Mr. Cheney and advise him of the cost estimate. There was further discussion about the project. Chairman Wise stated the original job was written up two (2) ways, replacing the heater or repairing the heater. Chairman Wise stated in his opinion, the amount of money spent on the job could not justify repairing a furnace. Chairman Wise stated from his understanding, the homeowner talked the contractor into doing some work on her porch in lieu of

replacing the furnace. Chairman Wise stated if the project write up had been done correctly, the Board would not be in this situation because the correct work would have been done on the furnace. Chairman Wise stated from what he understands in order to clear up the issues and clear the contractor, who possibly got a windfall, the porch repairs should be done. Commissioner McDougald stated if the contractor is paid \$9,800 to repair the porch then he is not helping the Board out very much. Chairman Wise stated he does not know what the \$9,800 encompasses. There was further discussion about the project. Commissioner Bailey read the email correspondence between Ms. Kelly and Mr. Cheney. Commissioner Bailey stated Mr. Cheney wrote that they discussed the rehab case-involving repair instead of replacement of a furnace, and provided the feedback that Ms. Kelly, the building official, the contractors, and homeowners must all be involved when a change is made to the write-up. Mr. Cheney also stated this must be documented, and once a contractor is warned about not following this rule they should be penalized with lower payments if there are future cases of changes made to the repair plan. Mr. Cheney stated the SHIP administrator must be involved in these changes and must document what SHIP is actually paying for on a project. Mr. Cheney stated he considers there are sufficient questions about the County's inspection of the SHIP work in this case to warrant spending additional funds to address the homeowners final repair request. Mr. Cheney stated the County Commissioners should consider granting an exception to the maximum award amount and provide SHIP funds to repair the rest. Commissioner Bailey stated the 50% value of the home is \$12,187 and the Board has spent \$11,400 already on the home, which leaves \$787 to do this final repair request to stay within the 50% value. Commissioner Bailey stated he is not for spending \$9,800 to repair the porch. Attorney Fuqua asked what the quote for the furnace replacement was in the original write-up. Chairman Wise stated he believed the amount was \$4,000. Attorney Fuqua asked how much the repairs to the furnace were worth. Attorney Fuqua stated assuming the homeowner has any right in this to demand what the County does or does not do, then it sounds like the County should only contribute the amount of money owed in regard to the amount of the furnace, which was \$4,000, not \$9,000, to be applied to the home. There was further discussion about the SHIP project. Commissioner Jones stated the contractor has \$7,500 in materials in his bid, and stated he would like to table the issue until the next meeting and obtain an itemized list from the contractor of materials and pricing for more information. Commissioner McDougald stated he is for rejecting the bid altogether. There was further discussion about tabling the issue.

- ❖ Commissioner Jones made a motion to table the issue for further review. Chairman Wise seconded the motion. The motion passed 4-1. Commissioner McDougald opposed.

TIM JENKS – MAINTENANCE DEPARTMENT

Mr. Jenks stated the Courthouse A/C project is about 70% complete. Mr. Jenks stated the chiller is shut down currently for repair. Mr. Jenks stated he is pricing R22 to replace what they have drawn out of the chiller.

Mr. Jenks stated ball season is over tonight, but there is a tournament scheduled for Saturday and possibly more after that.

Mr. Jenks stated the construction on Shelton's Library is underway, and Mr. J.K. Newsome would be on site with Officer Lee for the improvements.

Chairman Wise stated he heard the prison might cut back on the prison crews they send out. Mr. Jenks stated they never know day to day if the prison will release work crews or not. Mr. Jenks stated today a crew came out, but they had to leave at 9:30. Chairman Wise asked if Mr. Jenks is having a hard time keeping up with all the things he has to do since he has been overseeing the work done on the A/C at

the Courthouse, and asked if he could use some additional help. Mr. Jenks stated he could definitely use help. Chairman Wise asked Mr. Joe Wood if he could help Mr. Jenks a couple of days a week including checking out, overseeing inmates, and asked Mr. Jenks if this would help. Mr. Jenks stated this would help. Commissioner McDougald stated the problem is that you never know if the prison will even release prisoners to work. There was further discussion about prisoners. Mr. Wood stated he would be glad to do whatever the Board directs him to do, but right now, he is operating the herbicide spray truck every free moment he has. Mr. Wood stated he and the spray truck driver (Austin Lee) have been splitting the time because the truck needs to be running every moment it can, and the other driver is a Road Department employee and is needed elsewhere with all the road projects they have going. There was further discussion about checking out inmates. Commissioner Bailey stated he would have no problem with Mr. Wood helping Mr. Jenks if he is not spraying. Chairman Wise asked how often the spray truck operator (Austin Lee) is able to spray. Mr. Edenfield stated until the projects the Road Department is working on are complete, the employee is busy. Mr. Edenfield stated he only has about five (5) employees working on roads out of all his employees. Mr. Edenfield stated he tries to get him on the spray truck whenever possible. Chairman Wise asked how often Mr. Ford is out replacing signs throughout the County. Mr. Wood stated he goes out two (2) or three (3) days a week to replace signs. Mr. Wood stated Mr. Ford also does 911 addressing and manages the mosquito control program daily. There was further discussion about getting help for Mr. Jenks. Commissioner Jones asked if Mr. Wood keeps a log when spraying roads. Mr. Wood stated they keep a log of what roads they spray each day. Commissioner Jones asked if he could get a copy of the log so he could justify that they actually are busy with spraying, because he has not seen any areas sprayed in his district. Chairman Wise stated he would like to have a log of Mr. Ford's activities when replacing signs throughout the County. Chairman Wise stated it is Mr. Wood and Mr. Ford's duty to keep up with the signs, not him going out and finding signs that need to be replaced. Mr. Wood stated they do not ride all the roads in the County every day and depend on the Road Department or other individuals to let them know if a sign is missing or damaged. Chairman Wise stated it is Mr. Wood's job to make sure the signs are taken care of, not Mr. Edenfield's. Mr. Wood stated he understands, but in doing that, it takes time for them to monitor all the signs and make sure they are in good shape. Mr. Wood stated if Mr. Ford does not currently have a log, they would begin keeping a log of his daily activities. Chairman Wise stated if Mr. Wood does get a chance when he is not spraying, he would like him to call Mr. Jenks to see if he needs inmates checked out for any projects. Commissioner Bailey stated there are two (2) unfilled positions at the Road Department, and in next year's budget if possible, he would like to see these positions check out inmates every day. Mr. Edenfield stated the wages are currently in the budget he believes, and most people who have wanted those positions are retired Department of Corrections guards that are already drawing retirement and benefits, and would not require a full benefit package. Mr. Edenfield stated they already have two (2) vans that could be used; they would just need trailers to haul equipment. Mr. Edenfield stated if he were to get more crews, he would be happy to share them with Mr. Jenks anytime he needed them. Attorney Fuqua suggested advertising for a DOC crew chief instead of a grader operator position. There was further discussion about the two (2) positions and inmates.

CLIFFORD EDENFIELD – ROAD DEPARTMENT

Mr. Edenfield stated they have Jim Durham Road, Miller Road, and Big Mac Road ready to pave, and J.W. Alexander Road and Autumn Lane have already been paved. Mr. Edenfield stated Bears Head Road, Sam Duncan Road, and Black Bottom Road would be next to be paved.

Mr. Edenfield stated there are a couple of items the Road Department needs to purchase to help get the roads completed. Mr. Edenfield stated he got State contract pricing from Sun Co on a pressure washer. Mr. Edenfield stated the retail price of the pressure washer is \$7,208, but the State contract price is

\$4,350. Mr. Edenfield stated he has also priced an air compressor for one of their service trucks and received a quote of \$2,225.

- ❖ Commissioner Bailey made a motion for Mr. Edenfield to purchase both pieces of equipment. Commissioner McDougald seconded the motion. The motion passed unanimously 5-0.

Mr. Edenfield asked the Board to be patient with the Road Department as they have been very busy the past few weeks. Mr. Edenfield stated they have about ten (10) work orders waiting to be completed, and they are getting them done in whatever spare time they get and anticipate having them completed in the next week or two (2).

Mr. Edenfield stated the County Wide Paving project has not been closed out and there are still some funds remaining. Mr. Edenfield stated Roberts and Roberts Contracting never billed the County for their retainage, so he asked them to send him a bill. Mr. Edenfield stated the retainage owed Roberts and Roberts is \$20,425.03. Mr. Edenfield requested Board approval to pay the retainage.

- ❖ Commissioner McDougald made a motion to pay Roberts and Roberts Contracting the retainage. Commissioner Hall seconded the motion. Mr. Edenfield stated there would be some money left in the County Wide Paving budget after payment to Roberts and Roberts Construction. Commissioner Bailey asked if there would be enough funds to purchase the air compressor needed. Mr. Edenfield stated they might have an additional pump that needs to be purchased in addition to the one approved tonight. Commissioner McDougald asked if Mr. Edenfield has gotten pricing on a road striping machine. Mr. Edenfield stated a cheaper striping machine is around \$15,000, and he has not priced the striping materials yet. Mr. Edenfield stated they have a skid steer that is down that will cost several thousand dollars to fix as well. There was further discussion about equipment at the Road Department. The motion passed unanimously 5-0.

Mr. Edenfield stated the County Wide Lime Rock Contract ran out in May, and since then he bought \$4,129 worth of rock for J.W. Alexander Road and \$5,526 to stockpile and put on Big Mac Road. Mr. Edenfield asked Board for permission to pay the two (2) invoices. Mr. Edenfield stated the company is still giving them the same prices that were in the contract, and he would try to get in contact with them on Friday to meet with them about extending the contract unless the Board would like to re-advertise. Commissioner McDougald asked Mr. Edenfield if he would anticipate pricing going up if the contract were re-advertised. Mr. Edenfield stated he is not sure, which is why he would like to go meet with the new owners and see what their position is. Commissioner Bailey stated if they would agree to extend the contract at the same pricing, he would rather do an extension.

- ❖ Commissioner Bailey made a motion to approve payment of the two (2) invoices. Commissioner McDougald seconded the motion. The motion passed unanimously 5-0.

Mr. Edenfield stated they are still working on the basketball court at Hugh Creek Park. Mr. Edenfield stated they have a ditch dug 35% of the way across the court to help with drainage, and there is no water in the ditch as of this morning. Mr. Edenfield stated they would be installing a French drain down the center of the court to keep it draining. Mr. Edenfield stated the ditch should be completely dug by the end of this week and they would begin filling the ditch next week.

RITA MAUPIN – DIRECTOR OF LIBRARY SERVICES

Ms. Maupin stated they have had an influx of new library patrons this past month. Ms. Maupin stated Liberty County has to move their library and the offsite library has limited hours, so many of their patrons have been using the Calhoun County library. Ms. Maupin reported to the Board the statistical

report for the library. Ms. Maupin stated there would be a desk audit by the State Library in May and June, and they have already sent in all their fiscal records. Ms. Maupin stated they would be conducting a site visit at Shelton's Library on May 26, and the library should be complete by that date.

Mr. J.K. Newsome stated the Blountstown Library A/C repair is scheduled for May 18 and 19. Mr. Newsome stated he spoke with the contractor two (2) days ago who told him he has the equipment ordered and everything is on track. Mr. Newsome stated he spoke with Officer Lee this morning about the Shelton's Library project, and he would be bringing a crew out tomorrow morning to begin working. Mr. Newsome stated he has gathered all the materials needed for the project, and does not foresee any issues with getting the project done.

Ms. Maupin stated she appreciates all the help and support Mr. Jenks has given them at Shelton's library, and has a lot of respect for his opinion on how things need to be done. Ms. Maupin stated she also appreciates Mr. Adam Johnson who came by the library one day last week and reviewed the technology platform for any weaknesses.

DOWLING PARRISH – BUILDING OFFICIAL

Mr. Parrish stated last month he issued thirty-five (35) permits for a total of \$9,650.50, eight (8) licenses for a total of \$475, and one (1) driveway permit for \$25. Mr. Parrish stated he has also been busy inspecting mobile homes and service poles. Commissioner McDougald asked of the permits that were issued how many were new construction. Mr. Parrish stated there are currently about eight (8) new homes being constructed. Commissioner Bailey stated he has spoken with Mr. Parrish about cell tower construction. Commissioner Bailey stated Mr. Parrish has been talking with Liberty County about cell towers and received a copy of one of their Ordinances, and would like the Ordinance included in the next agenda packet for the next meeting. Commissioner Bailey stated they are charging more than Calhoun County for their permits, and do other things a little differently than Calhoun County, and would like the Board to look into the Ordinance. There was further discussion about the Ordinance.

JUDY BISS – COUNTY EXTENSION OFFICE

Ms. Biss stated both the extension office and 4-H programs are steadily moving along. Ms. Biss stated the 4-H program assistant started yesterday and is working out great. Ms. Biss stated there is a lot to do as 4-H moves into summer programming mode.

Ms. Biss stated the annual Tropicana Speech competition administered by the 4-H program is underway in the County's 4th, 5th, and 6th grades. Ms. Biss stated the countywide contest would be held on Monday May 14 at 6:00 pm in the Boardroom.

Ms. Biss stated eighteen (18) tree identification signs have been installed at the Youth Camp and the Pioneer Settlement boardwalk trail. Ms. Biss stated they are very thankful to the Florida Forestry Service for securing a grant to purchase supplies and build the signs.

Ms. Biss stated she assists the Liberty County extension office with their agriculture, natural resources, and horticulture questions. Ms. Biss stated last week after an inspection of citrus trees with two (2) of the University of Florida Entomologists, it was confirmed that the Asian citrus psyllid was present. Ms. Biss stated this insect could carry citrus greening, which is devastating Florida's citrus industry. Ms. Biss stated this disease has already been found in Carrabelle and Apalachicola, but so far has not been detected in Liberty County. MS. Biss stated the site would continue to be monitored and managed for disease and insects.

ADAM JOHNSON – INTERIM EMERGENCY MANAGEMENT DIRECTOR

Mr. Johnson stated he went to the Blountstown Library last week with a technician from Inspired Technologies to follow up on the special Board meeting on IT assessments. Mr. Johnson stated the IT assessment was performed and more information would be forthcoming after all the Board's departments have been assessed.

Mr. Johnson stated the CEMP (Comprehensive Emergency Management Plan) was submitted to the State for review last Friday. Mr. Johnson stated they have sixty (60) days to review the plan, after which they would sent either approval for the County to adopt or additional recommendations. Mr. Johnson stated he is confident that they would accept the update submitted.

Mr. Johnson stated they hosted the County's first CERT (Community Emergency Response Team) training, which could be the beginning of a growing Community Emergency Response Team and could open possibilities of additional grant funding to benefit the CERT program and the County as a whole.

Mr. Johnson stated Emergency Management was called out about two (2) weeks ago regarding an oily substance in the Hungry Howies' parking lot, so he went out with a couple bags of sand. Mr. Johnson stated it appeared to be cooking oil or something similar that may have fallen from a vehicle. Mr. Johnson stated the oil had been tracked into the intersection at 11th Street and State Road 20 and was causing the road to be slick, so he and the storeowner placed sand at the intersection to avoid any accidents.

Mr. Johnson stated they participated in a statewide hurricane exercise, and are working with Liberty County Emergency Management and the Liberty and Calhoun County Departments of Health to plan and conduct a functional hurricane exercise sometime in June. Mr. Johnson stated he would send out invitations to the exercise once a date has been set.

Mr. Johnson reported to the Board that the general permit for yard trash disposal facility located at Watson Pit has been approved, and an after the fact notice has been received approving the site as a disaster debris management site and has been pre-approved moving into the 2018 storm season.

Mr. Johnson presented to the Board Resolution 2018-14 for the updated Statewide Mutual Aid Agreement. Mr. Johnson read the resolution by title.

**CALHOUN COUNTY
RESOLUTION 2018-14**

**A RESOLUTION OF THE CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS ADOPTING THE
STATEWIDE MUTUAL AID AGREEMENT**

WHEREAS, the State of Florida Emergency Management Act, Chapter 252, authorizes the State and its political subdivisions to provide emergency aid and assistance in the event of a disaster or emergency; and

WHEREAS, the statutes also authorize the State to coordinate the provision of any equipment, services, or facilities owned or organized by the State or its political subdivisions for use in the affected area upon the request of the duly constituted authority of the area; and

WHEREAS, this Resolution authorizes the request, provision, and receipt of interjurisdictional mutual assistance in accordance with the Emergency Management Act, Chapter 252, among political subdivisions within the State, and

NOW, THEREFORE, be it resolved by the Calhoun County Board of County Commissioners that:

In order to maximize the prompt, full and effective use of resources of all participating governments in the event of an emergency or disaster we hereby adopt the Statewide Mutual Aid Agreement which is attached hereto and incorporated by reference.

Done and adopted by majority vote of the Calhoun County Board of County Commissioners, in regular session on this 8th day of May, 2018.

- ❖ Chairman Wise made a motion to approve Resolution 2018-14. Commissioner Jones seconded the motion. The motion passed unanimously 5-0.

Mr. Johnson presented to the Board for approval and execution the Statewide Mutual Aid Agreement.

- ❖ Commissioner Jones made a motion to approve the agreement. Commissioner McDougald seconded the motion. The motion passed unanimously 5-0.

Ms. Bobbi Jo Chambers presented to the Board the 2018-2019 EMPA (Emergency Management Preparedness and Assistance) grant agreement for State funding for \$105,806.

- ❖ Commissioner McDougald made a motion to approve the EMPA grant agreement. Commissioner Jones seconded the motion. The motion passed unanimously 5-0.

Ms. Chambers presented to the Board a change order one (1) for the Masai HLMP (Hurricane Loss Mitigation Program) project. Ms. Chambers stated the amount of the project would increase by \$723.65, bringing the new contract amount to \$20,223.65. Ms. Chambers stated the change order is for replacing a bay window in lieu of shuttering an existing bay window as originally planned.

- ❖ Commissioner McDougald made a motion to approve change order one (1) for the Masai HLMP project. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Mr. Johnson stated the HLMP projects are moving forward quickly and the contractors are doing a good job communicating with the County and the homeowners. Mr. Johnson stated they are getting down to the wire, but the contractors are getting the work done quickly. Mr. Johnson requested Board approval to issue a 25% payment for 50% work completed before the next Board meeting upon verified inspection with the deadline of Monday, May 14 at noon, and checks issued Wednesday, May 16 by 4:00 pm.

- ❖ Commissioner McDougald made a motion to approve 25% payment upon verified inspection of 50% work completed. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

JOE WOOD – DIRECTOR OF OPERATIONS

Mr. Wood stated he received a call Friday from Mr. Marlin Peavy who stated he was holding the unclaimed remains of a deceased man from River Valley Rehab. Mr. Wood stated the man had in his account approximately \$450, which was given to Mr. Peavy for expenses. Mr. Wood stated he asked Mr. Peavy what it would cost to intern the body and his response was \$750, which is what Bay County pays

for unclaimed bodies. Mr. Wood stated Mr. Peavy informed him he had been holding the body for about a week and storage and transport had used about \$430 of the \$450 that he received from the Rehab. Mr. Wood stated Mr. Peavy agreed to finish the process for another \$300, which would be a total of \$750 altogether. Mr. Wood stated he spoke with Tim Adams with Adams Funeral Home who stated he would intern a body for \$600. Mr. Wood stated the best deal on this body would be to have Peavy Funeral Home intern the body, but it may be good to set some protocols in place for the future. Mr. Wood stated he spoke with the administrator at River Valley Rehab and let her know the County is responsible for unclaimed bodies, and the County needs to be notified first in these cases or set up a funeral home to handle these situations for the County. Mr. Wood asked the Board what their thoughts were on unclaimed bodies in the future. Mr. Wood stated the Board contributes \$200 toward indigent burials, but neither funeral home is willing to intern a body for this amount. There was further discussion about unclaimed bodies.

- ❖ Commissioner Bailey made a motion to pay Peavy Funeral Home an additional \$300 to intern the unclaimed body, and for further study to be done on the issue. Commissioner McDougald seconded the motion. Chairman Wise asked if the nursing home could be held responsible for anything. Mr. Wood stated the nursing home takes care of the people when they are alive, and are not their responsibility once they have passed. There was further discussion about unclaimed bodies. Attorney Fuqua suggested taking proposals from the funeral homes, and whomever the Board awards the proposal to is who the nursing homes should be directed to call in the case of an unclaimed body. The motion passed unanimously 5-0.

Mr. Wood stated he received a call from a local church requesting to use the Emergency Management electronic message board. Mr. Wood stated the church is replacing their roof and is holding a fundraiser, and would like to use the message board for the event. Mr. Wood stated the message board belongs to the County, and in the past has been used primarily by County entities and by entities associated with the County such as the Rotary Club for Goat Day. Mr. Wood asked the Board if they would want to allow the public to use the sign or limit the use to County entities and those associated with the County. There was Board consensus to disallow the use of the sign by the public.

Mr. Wood stated one of the vegetation management tools the County has is the herbicide spray truck, which goes along with the cut back crews and mowers. Mr. Wood stated they have been working diligently to get the spraying done in a timely manner to kill the weeds and stunt the grass growth, and is hoping this tool would save a lot of time for the prison crews. Mr. Wood stated some Commissioners have ridden in the truck and directed him and Mr. Lee on where they would like the herbicide sprayed and what results they would like to see. Mr. Wood stated if any Commissioners would like to ride with them while spraying, or have any directions for them on what needs to be done in a district, they would like to accommodate this.

CHELSEA SNOWDEN – PROJECTS AND GRANTS COORDINATOR

Ms. Snowden presented to the Board pay application one (1) for the CDBG (Community Development Block Grant) project to Roberts and Roberts Contracting for \$212,424.93. Ms. Snowden stated the pay application has been reviewed by herself, Ms. Debbie Belcher, the engineer, and the Clerk's Office.

- ❖ Commissioner McDougald made a motion to approve pay application one (1). Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Ms. Snowden stated pay application four (4) has been received for the SCOP (Small County Outreach Program) CR 392 project, and the Clerk's Office in review noticed one of the pay items, the performance turf, was significantly overrun for the line item. Ms. Snowden stated in talking with FDOT they directed

the County move forward with a work change directive in order to change some line items around for the over run. Ms. Snowden presented the work change directive to the Board for approval and execution.

- ❖ Commissioner Bailey made a motion to approve the work change directive. Commissioner Jones seconded the motion. The motion passed unanimously 5-0.

Ms. Snowden stated in the future if there are projects with overruns or underruns, in speaking with FDOT today they stated they are okay with a 10% overrun on line items as long as the project does not go over the contract amount and there is not a scope change. Ms. Snowden asked the Board to consider a 10% overrun in the pay applications in order to move forward with pay applications.

- ❖ Commissioner McDougald made a motion to approve 10% overruns in pay applications as long as the initial contract is not exceeded and there is no change in the scope of work. Commissioner Hall seconded the motion. Commissioner Bailey stated he believed this would be a good idea so there is not as much having to be brought back before the Board. Commissioner McDougald stated there is always some unforeseen circumstances and this would make things easier on the contractor and those handling the payments. The motion passed unanimously 5-0.

Ms. Snowden presented to the Board the joint participation agreement with FDOT for the construction of the North Taxiway drainage improvements and GPS study for \$550,000.

- ❖ Commissioner Bailey made a motion to approve the joint participation agreement. Commissioner McDougald seconded the motion. The motion passed unanimously 5-0.

Ms. Snowden presented to the Board Resolution 2018-13, which authorizes the Chairman to enter into and execute the joint participation agreement with FDOT for the construction of the North Taxiway drainage improvements and GPS study.

RESOLUTION 2018-13

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 "STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION JOINT PARTICIPATION AGREEMENT"

WHEREAS, Calhoun County, Florida, has requested the State of Florida, Department of Transportation, for financial assistance for costs directly related to the construction of North Taxiway, drainage improvements, and GPS study at the Calhoun County Airport; and,

WHEREAS, the State of Florida, Department of Transportation has agreed to participate up to the amount of Five Hundred Fifty Thousand Dollars (\$550,000); and,

WHEREAS, the "The State of Florida, Department of Transportation, Joint Participation Agreement" 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, Joint Participation 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, Joint Participation Agreement" attached hereto as EXHIBIT "A".

DULY PASSED AND ADOPTED by the Board of County Commissioners of Calhoun County, Florida, this 8th day of May, 2018

- ❖ Commissioner McDougald made a motion to approve Resolution 2018-13. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Ms. Snowden stated she has continued to work with Mr. Phillip McMillan on some of the general liability issues with the Neal Land and Timber Amendment to Easement. Ms. Snowden stated the attorney for Neal Land and Timber recommended that the County reimburse Neal Land and Timber for any additional general liability coverage they would have to provide for the location. Ms. Snowden stated Mr. McMillan has informed her for the shooting range and the animal shelter the additional liability coverage is approximately \$450, but he has not received a final estimate to give the Board for the Neal Landing. Ms. Snowden stated she spoke with Attorney Clay Milton, who mentioned a recommendation of a not to exceed clause. Ms. Snowden stated they are still trying to iron out the details of the amendment.

Ms. Snowden stated at the last meeting she presented to the Board amendment one (1) to the Small County Consolidated Solid Waste Grant agreement, and there were some errors in the dates on the document. Ms. Snowden stated she spoke with the grant manager, and he sent her a new amendment with only the date changes.

- ❖ Commissioner McDougald made a motion to approve the date changes to amendment one (1) of the Small County Consolidated Solid Waste grant. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Ms. Snowden stated at the last meeting the Board moved forward with the top five (5) firms with the Continuing Engineering Services, and in the agenda packet, the Commissioners were provided with a contract for those five (5) engineering firms. Ms. Snowden presented the contract to the Board for any comments or recommendations. Commissioner Bailey stated he would like to change the five (5) year period to two (2) years with a possible three (3) year extension, so it matches what was advertised originally.

- ❖ Commissioner Bailey made a motion to make the suggested change to move forward with sending the contract to the firms selected if Attorney Fuqua approved of the language in the contract. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

BRANDON PURVIS, DEWBERRY ENGINEERS, INC/PREBLE-RISH – COUNTY ENGINEER

Mr. Purvis stated Ms. Debbie Belcher would be updating the Board on the upcoming CDBG (Community Development Block Grant) cycle. Ms. Belcher stated the current contract work for CDBG is going well, and the paving portion should be complete by the end of May, first of June if all goes well. Ms. Belcher stated they are hopeful all work would be completed by the end of June because it appears the Department of Economic Opportunity is talking about opening their next CDBG application cycle in July with applications due in August. Ms. Belcher stated DEO is still in their review process, so these dates are not firmly set. Ms. Belcher stated there is a chance the County could get this grant closed out in time to apply for the next grant cycle. Ms. Belcher stated the Board might want to consider advertising for

consultant services for grant application administration and engineering with the Federal fiscal year 2017 cycle, and if it looks like the application might go through, appoint a citizen advisory task force and schedule a first public hearing. There was further discussion about the next CDBG grant cycle.

CARLA A. HAND, CLERK OF COURT AND COUNTY COMPTROLLER

Clerk Hand presented to the Board a Memorandum of Support and Commitment for the Chemical Addictions Recovery Effort (CARE) for fiscal year 2018-2019 for office space provided by the Board on the third floor of the Courthouse. Clerk Hand stated the value of the in-kind contribution is \$5,075.

- ❖ Commissioner Bailey made a motion to approve the Memorandum of Support and Commitment. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Clerk Hand presented the Board with Resolution 2018-12 and read the resolution by title:

**RESOLUTION 2018-12
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 General Fund, County Transportation Trust Fund II and Library Fund; and other budget increases and decreases between the line items in the General Fund & Library Fund 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:

		<u>Present</u>	<u>Increase</u>	<u>Amended</u>
		<u>Budget</u>	<u>(Decrease)</u>	<u>Budget</u>
<u>General Fund</u>				
Revenues				
01334HL-0218HL	HLMP 2018-018	-	300,000	300,000
Expenditures				
01525HL-3118HL	Professional Services	-	2,100	2,100
01525HL-3418HL	Contractual Services	-	296,096	296,096
01525HL-4918HL	Other Current Charges	-	820	820
01525HL-51112	Salaries	-	687	687
01525HL-51121	FICA	-	49	49
01525HL-51122	Retirement	-	46	46
01525HL-51123	Health Insurance	-	202	202
	Expenditures Total	-	300,000	300,000

Emergency/Disaster Relief

State-Emergency Management Preparedness Assistance

01525ST-51112	Salaries	74,457	(28,026)	46,431
01525ST-51121	FICA/Medicare Payroll Taxes	5,696	(2,201)	3,495
01525ST-51122	Retirement	13,658	(9,961)	3,697
01525ST-51123	Health Insurance	11,995	(1,899)	10,096
01525ST-52000	Operating Supplies & Fuel	-	5,650	5,650
01525ST-40000	Travel	-	2,000	2,000
01525ST-41000	Communications	-	1,986	1,986
01525ST-52549	Other Charges	-	19,013	19,013
01525ST-64000	Equipment	-	13,438	13,438

Local/County Match For Federal

01525LOC-51112	Salaries	1,869	(1,869)	
01525LOC-51121	FICA/Medicare Payroll Taxes	143	(143)	
01525LOC-51122	Retirement	97	(97)	
01525LOC-51123	Health Insurance	545	(545)	
01525LOC-31000	Professional Services	-	9,900	9,900
01525LOC-34000	Other Contractual	12,000	(10,702)	1,298
01525LOC-40000	Travel & Per Diem	4,500	(3,604)	896
01525LOC-41000	Communications	4,000	(2,500)	1,500
01525LOC-52000	Operating Supplies	2,000	7,818	9,818
01525LOC-52546	Repairs & Maintenance	2,000	(774)	1,226
01525LOC-52549	Other Current Charges	2,446	5,367	7,813
01525LOC-52551	Office Supplies	3,000	1,222	4,222
01525LOC-54000	Dues & Publications	300	550	850
01525LOC-55000	Training	2,000	(500)	1,500
01525LOC-64000	Equipment	8,304	(4,123)	4,181

Federal-Emergency Management Performance

01525-51112	Salaries	31,304	(17,289)	14,015
01525-51121	FICA/Medicare Payroll Taxes	2,395	(1,357)	1,038
01525-51122	Retirement	2,479	(1,369)	1,110

01525-51123	Health Insurance	7,482	(4,698)	2,784
01525-31000	Professional Services	-	4,178	4,178
01525-52000	Operating Supplies & Fuel	-	500	500
01525-52540	Travel	-	1,490	1,490
01525-52541	Communications	-	2,136	2,136
01525-52546	Repairs & Maintenance	-	1,060	1,060
01525-52549	Other Charges	44	10,983	11,027
01525-52551	Office Supplies	-	1,366	1,366
01525-54000	Dues & Publications	-	200	200
01525-55000	Training	-	500	500
01525-64000	Equipment	-	2,300	2,300
	Expenditures Total	192,714	-	192,714

County Transportation Trust Fund II

Revenues

12334CGP-49ALLI	CIGP-Alliance Road	-	515,832	515,832
12334-49SILG	SCOP-Silas Green	-	56,463	56,463
	Revenues Total	-	572,295	572,295

Expenditures

12541CGP-63ALLI	CIGP-Alliance Road	-	515,832	515,832
12541-63SILG	SCOP-Silas Green	-	56,463	56,463
	Expenditures Total	-	572,295	572,295

Library Fund

Revenues:

47334SA-07000	State Aid	\$ 210,037	30,655	240,692
47366UNV-07000	Universal Services - E-Rate	9,459	188	9,647
	Revenues Total	219,496	30,843	250,339

Expenditures:

PPLCS:

47571PL-51112	Salaries	20,275	493	20,768
47571PL-51121	FICA/Medicare Payroll Taxes	1,552	37	1,589
47571PL-51122	Retirement	1,606	39	1,645
47571PL-34000	Contractual Services	3,060	2,470	5,530
47571PL-40000	Travel	2,731	(2,731)	-
47571PL-46000	Repairs and Maintenance	1,025	(1,025)	-
47571PL-49000	Other Current Charges	-	30	30
47571PL-51000	Office Supplies	-	954	954
47571PL-52000	Operating Supplies	-	3,785	3,785
47571PL-66000	Library Materials	4,786	(4,052)	734

State Aid:

47571SA-51112	Salaries	140,925	6,796	147,721
47571SA-51121	FICA/Medicare Payroll Taxes	10,781	520	11,301
47571SA-51122	Retirement	19,446	(689)	18,757
47571SA-51123	Health Insurance	7,168	81	7,249
47571SA-34000	Contractual Services	10,294	(4,403)	5,891
47571SA-40000	Travel	6,331	(331)	6,000
47571SA-41000	Communications	3,000	(3,000)	-
47571SA-46000	Repairs and Maintenance	6,248	11,806	18,054
47571SA-49000	Other Current Charges	430	37	467
47571SA-51000	Office Supplies	-	2,000	2,000
47571SA-52000	Operating Supplies	2,653	10,628	13,281
47571SA-64000	Equipment	-	1,051	1,051
47571SA-66000	Library Materials	2,461	6,159	8,620

Universal Services:

47571UNV-34000	Contractual Services	-	6,520	6,520
47571UNV-52000	Operating Supplies	-	1,668	1,668
47571UNV-64000	Equipment	9,459	(8,000)	1,459
	Expenditures Total	<u>254,231</u>	<u>30,843</u>	<u>285,074</u>

THIS RESOLUTION ADOPTED by the Calhoun County Board of County Commissioners at their regular meeting this 8th day of May, 2018

- ❖ Commissioner Jones made a motion to approve Resolution 2018-12. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Clerk Hand stated the Supervisor of Elections needs the Board to designate a substitute member for the Canvassing Board. Clerk Hand stated by Statute the Chairman of the Board is a member of the Canvassing Board, but if something happened and he could not serve, another member of the Board who is not an active participant in the election would need to be appointed. Commissioner Hall nominated Commissioner Bailey to serve as the substitute member of the Canvassing Board. There was Board consensus for Commissioner Bailey to serve as the substitute member.

ATTORNEY TIME

Attorney Fuqua stated he reviewed the contract for continuing CEI services, and would like to make a change to the type of malpractice insurance the firms would be required to have. Attorney Fuqua stated he would give this change to Ms. Snowden tomorrow.

COMMISSIONER TIME

COMMISSIONER MCDUGALD

Nothing to report.

COMMISSIONER JONES

Commissioner Jones stated Ms. Doris Traylor with Keep Calhoun County Beautiful called him and asked if she could have flowers planted down Tupelo Road and River Street. There was Board consensus to allow Keep Calhoun County Beautiful to plant the flowers.

Commissioner Jones stated the postmaster at the post office is moving a blue drop box from the Sutton Creek area to a general location at the Courthouse. Commissioner Jones stated the post office would like to place the blue box in the front of the Courthouse beside one of the garbage cans.

COMMISSIONER BAILEY

Commissioner Bailey stated a motion was tabled at the last meeting to make the Commissioner of District four (4) the keeper of the keys to Clay Mary Park. Commissioner Bailey asked Commissioner Jones if he had any further comments on the subject. Commissioner Jones stated he did not.

- ❖ Commissioner Bailey made a motion for the Commissioner of District four (4) to be the keeper of the keys to Clay Mary Park. Chairman Wise seconded the motion. Commissioner McDougald

stated as long as the Commissioner is fair with allowing use of the park he has no problem with the Commissioner having the keys. Mr. Jenks asked if he should take down the sign with his number on it. Commissioner Jones stated he could leave the sign up. Ms. Carrie Baker stated she spoke with the previous Commissioner, Mr. Grant, who told her he never had to approve who came into the park and did not have the keys. Ms. Baker stated she did not understand why they should have to go through their Commissioner to use the park, or why the park must be locked because no one uses the buildings inside the park. Ms. Baker stated she thought the keys should be left with Mr. Jenks. The motion passed unanimously 5-0.

Commissioner Bailey stated there are possible HMGP (Hazard Mitigation Grant Program) projects that applications need to be made for, and estimates a cost of \$5,000. Commissioner Bailey stated he would like to get pricing for preparing these applications and pay for them out of the Emergency Management local funds. There was further discussion about the HMGP applications.

- ❖ Commissioner Bailey made a motion to get pricing for the applications and pay for them out of the Emergency Management local funds. Commissioner McDougald seconded the motion. The motion passed unanimously 5-0.

COMMISSIONER HALL

Nothing to report.

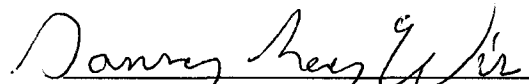
CHAIRMAN WISE

Chairman Wise stated he wrote a letter with the help of Ms. Snowden requesting Neal Land and Timber donate the old sewing factory to the County for future business development. Clerk Hand stated she received a phone call from Neal Land and Timber requesting the County's tax identification number so they could complete the donation, but Clerk Hand stated before she could give them the County's tax identification number the Board would have to accept receiving the building.

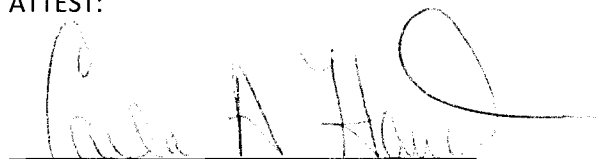
- ❖ Chairman Wise made a motion to accept the donation of the building from Neal Land and Timber Company. Commissioner McDougald seconded the motion. Clerk Hand stated she believes the fuel depot also comes with the building. Attorney Fuqua asked if the fuel depot poses any environmental issues. Commissioner Bailey stated the tank is above ground and does not believe it would pose any issues. The motion passed unanimously 5-0.

Commissioner Bailey stated drilling of the exploration oil well began Sunday a week ago in Kinard.

There being no further business, the meeting adjourned at 8:08 pm, CT.


DANNY RAY WISE, CHAIRMAN

ATTEST:



CARLA A. HAND, CLERK

RESOLUTION 2018-12
OF THE BOARD OF COUNTY COMMISSIONERS
OF CALHOUN COUNTY, FLORIDA

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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
<u>General Fund</u>			
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Expenditures			
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State-Emergency Management Preparedness Assistance			
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Local/County Match For Federal			
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Expenditures Total	192,714	-	192,714

County Transportation Trust Fund II

Revenues

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Library Fund

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Expenditures:

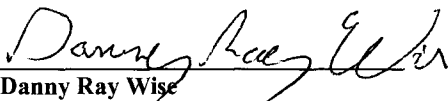
PPLCS:

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47571PL-40000 Travel	2,731	(2,731)	-
47571PL-46000 Repairs and Maintenance	1,025	(1,025)	-
47571PL-49000 Other Current Charges	-	30	30
47571PL-51000 Office Supplies	-	954	954
47571PL-52000 Operating Supplies	-	3,785	3,785
47571PL-64001 Library Materials	4,786	(4,052)	734

		Present Budget	Increase (Decrease)	Amended Budget
State Aid:				
47571SA-51112	Salaries	140,925	6,796	147,721
47571SA-51121	FICA/Medicare Payroll Taxes	10,781	520	11,301
47571SA-51122	Retirement	19,446	(689)	18,757
47571SA-51123	Health Insurance	7,168	81	7,249
47571SA-34000	Contractual Services	10,294	(4,403)	5,891
47571SA-40000	Travel	6,331	(331)	6,000
47571SA-41000	Communications	3,000	(3,000)	-
47571SA-46000	Repairs and Maintenance	6,248	11,806	18,054
47571SA-49000	Other Current Charges	430	37	467
47571SA-51000	Office Supplies	-	2,000	2,000
47571SA-52000	Operating Supplies	2,653	10,628	13,281
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Universal Services:				
47571UNV-34000	Contractual Services	-	6,520	6,520
47571UNV-52000	Operating Supplies	-	1,668	1,668
47571UNV-64000	Equipment	9,459	(8,000)	1,459
	Expenditures Total	<u>254,231</u>	<u>30,843</u>	<u>285,074</u>

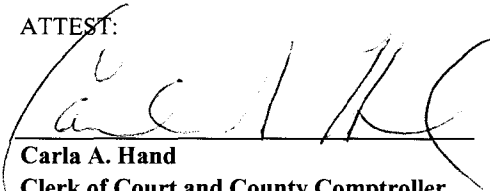
THIS RESOLUTION ADOPTED by the Calhoun County Board of County Commissioners at their regular meeting this 8th day of May, 2018

BOARD OF COUNTY COMMISSIONERS
CALHOUN COUNTY, FLORIDA:



Danny Ray Wise
Chairman

ATTEST:



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

**RESOLUTION OF CALHOUN COUNTY, FLORIDA
RESOLUTION NO. 2018-13**

**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 "STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION JOINT
PARTICIPATION AGREEMENT"**

WHEREAS, Calhoun County, Florida, has requested the State of Florida, Department of Transportation, for financial assistance for costs directly related to the construction of North Taxiway, drainage improvements, and GPS study at the Calhoun County Airport; and,

WHEREAS, the State of Florida, Department of Transportation has agreed to participate up to the amount of Five Hundred Fifty Thousand Dollars (\$550,000); and,

WHEREAS, the "The State of Florida, Department of Transportation, "Joint Participation Agreement" 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, Joint Participation 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, Joint Participation Agreement" attached hereto as EXHIBIT "A".

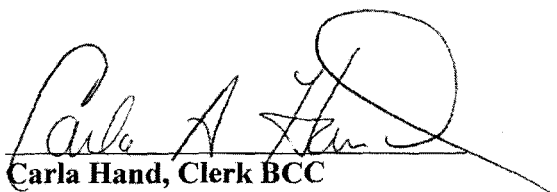
DULY PASSED AND ADOPTED by the Board of County Commissioners of Calhoun County, Florida, this 8th day of May, 2018.

**CALHOUN COUNTY
BOARD OF COMMISSIONERS**



Danny Ray Wise Chairman, BCC

ATTEST:



Carla Hand, Clerk BCC

**CALHOUNCOUNTY
RESOLUTION NO. 2018-14**

A RESOLUTION OF THE CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS ADOPTING THE
STATEWIDE MUTUAL AID AGREEMENT.

WHEREAS, the State of Florida Emergency Management Act, Chapter 252, authorizes the State and its political subdivisions to provide emergency aid and assistance in the event of a disaster or emergency; and

WHEREAS, the statutes also authorize the State to coordinate the provision of any equipment, services, or facilities owned or organized by the State or its political subdivisions for use in the affected area upon the request of the duly constituted authority of the area; and

WHEREAS, this Resolution authorizes the request, provision, and receipt of interjurisdictional mutual assistance in accordance with the Emergency Management Act, Chapter 252, among political subdivisions within the State; and

NOW, THEREFORE, be it resolved by the CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS THAT:

In order to maximize the prompt, full and effective use of resources of all participating governments in the event of an emergency or disaster we hereby adopt the Statewide Mutual Aid Agreement which is attached hereto and incorporated by reference.

Done and Adopted by majority vote of the Calhoun County Board of County Commissioners, in regular session on this 8th day of May, 2018.

I certify that the foregoing is an accurate copy of the Resolution adopted by the CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS on May 8, 2018.

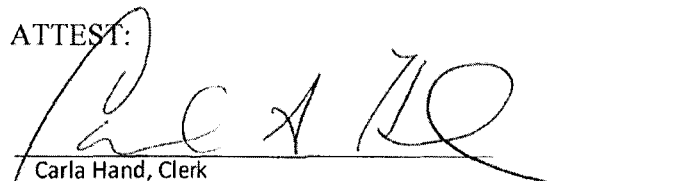
CALHOUN COUNTY BOARD OF
COUNTY COMMISSIONERS

BY:




Danny Ray Wise, Chairman

ATTEST:



Carla Hand, Clerk

APPROVED AS TO FORM:



Matt Fuqua, County Attorney