

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS  
WORKSHOP MINUTES – CAPITAL IMPROVEMENT PLAN (CIP)  
AUGUST 7, 2018**

**PRESENT AND ACTING:**

**GENE BAILEY, VICE-CHAIRMAN  
DARRELL MCDUGALD  
JERAL HALL**

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

Vice-Chairman Bailey called the workshop held in the EOC to order at 5:00 P.M., CT.

Ms. Chelsea Snowden, Projects and Grants Coordinator, stated this workshop is the first discussion on the Capital Improvement Plan (CIP). Ms. Snowden stated Clerk Hand sent her several CIP samples from surrounding counties and she has modeled the draft CIP provided to the Board after these. Ms. Snowden stated she has taken information discussed at other Board meetings, concerns brought to her by Commissioners, and suggestions from other staff to comprise the list of projects. Ms. Snowden stated there are several separate categories for the CIP including Infrastructure, Buildings and Facility Improvements, Road Improvements/Drainage, Parks and Recreation, Boat Landings/Water Facilities, and Miscellaneous items the Board would like to address in the next five (5) years. Ms. Snowden stated this plan is a five (5) year capital improvements schedule; it is recommended by different planning agencies, as well as the Department of Economic Opportunity, that the County address this plan each year and maintain the schedule. Ms. Snowden stated this would allow the County to be more competitive on a planning perspective for grants. Ms. Snowden stated this list is not comprehensive, and stated the Board could add to the list or remove items as needs change in the next five (5) years. Commissioner Bailey asked how important the ranking of the items were. Ms. Snowden stated in this case the plan is not necessarily a ranking system, but more a way of saying what year the County estimates, they could accomplish the project either with County funds or through grant funding. Commissioner McDougald asked if the CIP adds points to grant applications. Ms. Snowden stated with the FRDAP (Florida Recreation Development Assistance Program) grant, if the project being applied for is listed in the CIP, the County gets twenty (20) points. Commissioner McDougald asked if it is the same for the SCOP (Small County Outreach Program) and SCRAP (Small County Road Assistance Program) programs. Ms. Snowden stated the CIP would be mentioned in the narrative and would be attached to show that the County recognizes there is an issue and it has been addressed by the Board in the Comprehensive Plan. There was further discussion about the CIP. Mr. Frank Snowden stated the CIP is a mandatory element of the Comprehensive Plan that must be adopted by Ordinance. Mr. Snowden stated projects must be listed as funded or unfunded and given a level of priority. Ms. Snowden stated in the draft CIP, the level of priority is conveyed through which fiscal year the project is projected to be completed. Ms. Snowden asked for the Board's opinion on what year to list some of the projects in, because she is unsure of the Board's priority for the projects. Commissioner Bailey stated he believes all the parks should be priorities for the next fiscal year. There was further discussion about Parks and Recreation and the CIP. Commissioner McDougald referenced the State Road 69 to the high school lighting project listed in the draft plan, and asked if this would really cost half a million dollars to complete. Ms. Snowden stated this is the amount FDOT is paying for the project and the County does not have to facilitate the agreement. Clerk Hand stated Mr. Joe Wood has spoken to the School Board

who said the School Board would pay for half of the electricity costs, and since they are LED lights instead of charging per light they would put a meter on the lights so it would not cost as much. Clerk Hand asked if a joint FRDAP application could be written so two (2) parks could be addressed under one application. Ms. Snowden stated she did not think so, but she would check and bring more information to the next Board meeting. There was further discussion about parks. Clerk Hand stated she forwarded the Commissioners an email Ms. Bobbi Jo Chambers received from the State Emergency Management that said the air handler for the EOC could be funded from Emergency Management funds, but they would not pay for the percentage of the air handler that services the School Board Finance Office (Originally the Emergency Management Office). There was further discussion about the EOC budget. Commissioner Bailey stated he would like to add the renovation of the Kinard Community Center to the Kinard Park improvements under the Parks and Recreation section, and the resurfacing of the basketball court. There was further discussion about the projects listed on the draft CIP. Ms. Snowden stated a public hearing is required for the adoption of the CIP and suggested holding the public hearing on August 28. Commissioner Bailey asked if a price was obtained for the cost of a new EOC previously. Ms. Snowden stated the cost was estimated at \$300,000. Commissioner Bailey stated he estimates at least that much money would be needed for a County Administration building, and the jail expansion would probably cost anywhere from \$300,000 to \$500,000. Ms. Snowden asked what years the Board would like these projects to be scheduled. Commissioner Bailey stated he would like to see the jail completed as soon as possible. Commissioner McDougald asked if Commissioner Bailey was referring to renovating the old jail to accommodate the female inmates. Commissioner Bailey stated this is correct. There was further discussion about the CIP. Commissioner Bailey stated he would like to re-word the old sewing factory improvements project as sewing factory renovations. There was further discussion about the CIP. Commissioner Bailey stated he would like to add South Airport Runway Extension to the Infrastructure, Buildings and Facility Improvements project list. Commissioner Bailey stated the Mossy Pond Library roof replacement is listed. Commissioner Hall stated they are having issues with the roof leaking. Commissioner McDougald stated the building needs a slanted roof. Clerk Hand stated Ms. Maupin said they have found evidence kids have been getting on the roof of the building and using it as a slip and slide. Commissioner Bailey stated a camera is needed on the building to catch whoever is going on the roof, and a new roof for the library needs to be in the plan. There was further discussion about the CIP. Commissioner McDougald stated Ms. Snowden could list the Pine Island Resurfacing and Drainage Improvements in fiscal year 2022/2023. Commissioner McDougald stated the roads are not in bad condition now but would most likely be by then. There was further discussion about the Road Improvements and Drainage section of the CIP. Commissioner Bailey stated Iola Road does not necessarily need to be resurfaced, but does need repairs in a few places. Commissioner Bailey stated he would like to change County Road 4 to County Road 5, and add Captain Lynn Circle, Jehu Parker subdivision roads, John Daniels Road, and Myers Dairy Road. Commissioner McDougald asked for Johnny Boy Landing Road to be added to the list for paving, including the parking area. Commissioner Bailey stated he would like to add Grayson Snyder Boat Landing to the Boat Landing/Water Facilities section of the CIP, and would like another boat landing for the Apalachicola River between Neal Boat Landing and Gulf County to be constructed if a site could be obtained. There was further discussion about boat landings. Commissioner Bailey stated one day there would need to be a server room at the Courthouse with a dedicated A/C to cool the room so the whole Courthouse would not have to be cooled after hours. Commissioner Bailey stated he would like to purchase more land at Sam Atkins Park for expansion. Commissioner Bailey stated the fire hydrant repair over Four Mile Creek in Clarksville needs to be listed on the plan also. Commissioner Bailey stated he believes new school construction for Carr School should be listed on the plan. Mr. Snowden stated the County's CIP must be concurrent with the School Board's plan. Mr. Snowden stated if the construction of a new school at Carr School is in the School Board's plan the Board would need to adopt their CIP, which has been done in the past. Mr.

Snowden stated he would speak with Ms. Vicki Davis and find out what is listed in the School Board plan. Commissioner Bailey stated some debris sites need to be purchased for hurricane mitigation. There was further discussion about the CIP. Ms. Snowden stated tonight's workshop gives an idea of how the CIP is set up and the Board could look over the plan more and discuss it again at the next Board meeting.

There being no further discussion, the meeting adjourned at 6:03 P.M., CT

  
GENE BAILEY, VICE-CHAIRMAN

ATTEST:

  
CARLA A. HAND, CLERK