

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR MEETING MINUTES
AUGUST 14, 2018**

PRESENT AND ACTING:

**DANNY RAY WISE, CHAIRMAN
GENE BAILEY, VICE-CHAIRMAN
DARRELL MCDOUGALD
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 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 July 24, 2018 Regular Meeting Minutes, the July 24, 2018 Special Budget Meeting Minutes, the July 24, 2018 Special Meeting Minutes-EMS, the July 24, 2018 Planning Commission Meeting Minutes, and the August 7, 2018 Workshop Minutes; vouchers for warrants: accounts payable warrants – 1808-2UT, 1808-UTL, 1808-1RD, 1808-1E, 1808-1L, 1808-1G, 1808-1S, 1808-2ES, 1808-MED, 1808-1GS payroll warrants – PR18-B20, PR18-B21, PR18-B22, PR18-B23, PR18-B24, PR18-B25, PR18-B26, PR062818, PR071218, PR072608) was made by Commissioner Hall and seconded by Commissioner Bailey. The motion passed unanimously 4-0.

RACHEL BRYANT, HEALTH DEPARTMENT – LETTER TO DOC

Ms. Rachel Bryant stated there are several projects that need to be completed at the Health Department, and asked the Board for permission to send a letter to the Department of Corrections (DOC) to request an inmate crew to assist with the completion of the projects.

- ❖ Commissioner McDougald made a motion to allow Ms. Bryant to send a letter to DOC. Commissioner Hall seconded the motion. Commissioner Bailey suggested a couple inmate crews Ms. Bryant could request, and stated he would like to know which inmate crew is sent. The motion passed unanimously 4-0.

MERGING FAIRPOINT/CONSOLIDATED COMMUNICATIONS ACCOUNTS

Clerk Hand stated a proposal was included on this topic in the Board agenda packet. Clerk Hand stated Mr. Adam Johnson, Interim Emergency Management Director, requested pricing from Consolidated Communications for an upgrade to their internet service to accommodate the needs of the EOC and Administration Offices. Clerk Hand stated currently there are two (2) DSL lines and two (2) fax lines. Clerk Hand stated the current average monthly charge is \$420.52, and the proposed estimated monthly charge would be \$410.89. Clerk Hand stated in order to have any savings one (1) of the DSL lines and one (1) of the fax lines would have to be disconnected, otherwise the cost would be more per month. Clerk Hand stated a Consolidated Communications representative came to look at the office and stated the upgraded DSL line would accommodate everyone in the EOC and Administrative Offices because it is a stronger DSL. Clerk Hand stated Mr. Johnson is not at the meeting tonight, she is unsure why the

stronger DSL line is needed, but wanted to give the Board the chance to look at the cost comparison and think about the upgrade.

- ❖ Commissioner Bailey made a motion to table the topic until Mr. Johnson and a Consolidated Communications representative could be present at a meeting. Commissioner McDougald seconded the motion. The motion passed unanimously 4-0.

2018 GOAT DAY

Clerk Hand stated Goat Day is scheduled annually for the third Saturday in October, and all necessary items have been submitted by Blountstown Rotary to the Clerk's Office and to Mr. Jenks to comply with the Park Policy.

- ❖ Commissioner Hall made a motion to allow the annual Goat Day event to occur. Chairman Wise seconded the motion. The motion passed unanimously 4-0.

NATHAN THORNTON, THE NET GROUP ONLINE, INC. – QUOTE FOR WEBSITE SERVICES

Mr. Nathan Thornton, with The NET Group Online, Inc., addressed the Board regarding the quote his company submitted for County website and email services. Mr. Thornton stated they specialize in local government website design and have four (4) counties they currently provide with their services. Mr. Thornton stated the websites are ADA compliant and they work with the County staff to keep the websites updated. Mr. Thornton stated they have also set up email systems at these counties. Mr. Thornton stated they could create a streaming service for audio of the Board meetings so that citizens could go online and listen to the meetings. Mr. Thornton stated their quote of \$3,500 includes re-design of the website, and would also include a new County logo. Mr. Thornton stated he spoke with Mr. Johnson in Emergency Management a couple months ago and he was interested in a new website for the Emergency Management department, and this would also be included in the quote. Mr. Thornton stated his company re-designed Madison County's website and included their Emergency Management Department as a separate site within the County's website, which has worked well for them. Mr. Thornton stated included in the quote was email services for twenty-five (25) email addresses, which would be about \$1,050. Mr. Thornton stated the cost per year to maintain the website and email system would be \$925. There was further discussion about the website and email quote. Mr. Thornton stated if needed, the initial startup cost could be split into two (2) budget cycles if this would be easier on the County's budget.

JACK KERIGAN, KERIGAN MARKETING ASSOCIATES – QUOTE FOR WEBSITE SERVICES

Mr. Jack Kerigan, with Kerigan Marketing Associates, address the Board regarding the quote his company submitted for County website and email services. Mr. Kerigan gave some history on his company, and stated they currently host over one hundred (100) sites. Mr. Kerigan stated they host sites for many governmental entities in the surrounding counties. Mr. Kerigan stated they are located in Mexico Beach, and can travel to a County if needed to trouble shoot an issue. Mr. Kerigan stated they believe they could build a website the County would be proud of and would serve the citizens with their online needs. Mr. Kerigan stated County staff could update the site themselves, and they would also support the County with any level of support needed. Mr. Kerigan stated there were three (3) different options given in their quote, and once the website is completely finished the County owns the site, and does not necessarily have to rely on his company for website updating. Mr. Kerigan stated website hosting is \$199 per year, and there are various maintenance plans available as well. Commissioner McDougald asked for the initial startup price. Mr. Kerigan stated the initial startup price would be \$5,525. Commissioner Bailey asked who would update the website. Mr. Kerigan stated they could update the website, or County staff could be trained to update the website. Chairman Wise asked what the yearly fee would be for the website. Mr. Kerigan stated basic website hosting is \$199 per year.

Chairman Wise asked what emails would cost. Mr. Kerigan stated email packages are \$149 per month for up to twenty (20) emails, and this also includes one (1) hour of maintenance per month. Chairman Wise asked if this would be in addition to the \$199 for website hosting. Mr. Kerigan stated the \$149 per month would replace the \$199 per year cost. Mr. Kerigan stated his company is the areas only Google certified agency.

AMBULANCE CONTRACT

- ❖ Commissioner Bailey made a motion to renew the current ambulance contract at the present rate of \$240,000. Commissioner McDougald seconded the motion. The motion passed unanimously 4-0.

FRANK SNOWDEN, COUNTY PLANNER

Mr. Frank Snowden, County Planner, stated the Department of Economic Opportunity (DEO) has received the transmittal on the Comprehensive Plan Amendment, and comments should be received by September 5. Mr. Snowden stated one comment letter has been received from the Apalachee Regional Planning Council with no comment. Mr. Snowden stated after comments have been received the Board has 120 days to adopt the amendment, and he suggests planning to adopt the Ordinance on October 9 or 23.

Mr. Snowden stated a Technical Review Meeting would be needed for some potential developments, and he would like to schedule a meeting for either August 23 or August 30. Mr. Snowden stated the County Attorney, an Engineer, and the Building Inspector would need to attend the meeting, along with any other staff who would like to attend. There was further discussion about the meeting. There was consensus to schedule the meeting for August 30, 2018 at 4:00 pm.

TIM JENKS – MAINTENANCE DEPARTMENT

Mr. Jenks stated they have been busy at all the County parks and County buildings. Mr. Jenks stated he has some training to complete on the new HVAC unit at the Courthouse to learn how to create scheduled events. Mr. Jenks stated there are some batting cages at Sam Atkins Park that are in bad shape and in need of replacement after ball season is finished. Mr. Jenks stated he would like to tear them down and get new ones built before the next ball season. Mr. Jenks stated for nice batting cages he has priced them at around \$3,500 to \$4,000. Chairman Wise asked Mr. Jenks if he has funding in his budget for the batting cages. Mr. Jenks stated he would check his budget.

Commissioner Bailey stated he and Mr. Jenks looked at the HVAC unit in the EOC, and at some point Mr. Sonny O'Bryan had a line run from the unit to what is now the finance office for the School Board, where the EOC offices were located at one time. Commissioner Bailey stated he and Mr. Jenks have looked into unhooking this line since the new HVAC unit for the Courthouse has been installed and is working well. Commissioner Bailey stated the School Board finance office is now receiving air from both HVAC sources, which is not necessary. Mr. Jenks stated he is also working on getting pricing for a new HVAC unit for the EOC, but the price he has received so far seemed too high, so he has met with a TRANE representative to try to negotiate a better price for the unit.

CLIFFORD EDENFIELD – ROAD SUPERINTENDENT

Mr. Edenfield presented to the Board time extensions for one (1) year for the four (4) HMGP (Hazard Mitigation Grant Program) projects. The four (4) projects include Black Bottom Road, Sam Duncan Road, Troy McCroan Road, and Bears Head Road. Mr. Edenfield stated the new completion deadline for the projects would be December of 2019. Mr. Justin Ford, with Dewberry Engineers, Inc./Preble-Rish, stated

the amendments are for time extensions only. Mr. Ford stated the original deadline was November 2018, but there is still work the Road Department needs to complete, and none of the contractors have been issued notice to proceeds to start work on the projects.

- ❖ Commissioner McDougald made a motion to accept the amendments and authorize the Chairman to execute the documents. Commissioner Hall seconded the motion. The motion passed unanimously 4-0.

Mr. Edenfield stated listed on the agenda is Gulf Atlantic Culvert purchasing. Mr. Edenfield stated he has received two (2) other quotes from Arcadia Culvert and Empower Culvert, and neither company can furnish the culverts for the price Gulf Atlantic Culvert can due to being out of our area and shipping costs. Mr. Edenfield requested the Board approve for him to purchase pipe from Gulf Atlantic Culvert for one (1) year as needed. There was further discussion about pipe.

- ❖ Commissioner McDougald made a motion to approve the Road Department to purchase pipe from Gulf Atlantic Culvert as needed for one (1) year. Commissioner Hall seconded the motion. The motion passed unanimously 4-0.

Mr. Edenfield stated the basketball court at Hugh Creek Park is now completely repaired and re-paved. Mr. Edenfield stated the invoice for the paving came in at \$11,300 for two (2) lifts of asphalt. Mr. Edenfield stated the money to pay the invoice would have to come from Mr. Jenks budget for parks and recreation.

- ❖ Commissioner Bailey made a motion to set aside the procurement policy to pay the invoice. Commissioner McDougald seconded the motion. Mr. Edenfield stated initially there was only to be one (1) lift of asphalt, but the first lift fell through due to the poor drainage so the second lift of asphalt was necessary after drainage repairs were complete. The motion passed unanimously 4-0.
- ❖ Commissioner Bailey made a motion to pay the invoice from the parks and recreation budget. Commissioner Hall seconded the motion. The motion passed unanimously 4-0.

Mr. Edenfield stated three (3) lime rock bids were received for the annual lime rock contract that was advertised. Attorney Fuqua opened and read the bids aloud.

Annual Lime Rock Contract Bids	
Dolomite, Inc.	\$7.50 per ton
ACG Materials (Formerly North Florida Rock)	\$7.25 per ton
Marianna High Cal	\$7.50 per ton

- ❖ Commissioner Bailey made a motion to award the contract to the low bidder, proving all specifications were met. Chairman Wise seconded the motion. Commissioner McDougald stated there is an obvious difference, in his opinion, in the lime rock from Marianna High Cal and the lime rock from ACG Materials. Commissioner McDougald stated the lime rock from ACG Materials is closer to the County, but the lime rock from there is softer and does not hold up as well as the lime rock from Marianna High Cal. Commissioner Hall stated he is in favor of buying lime rock from Marianna High Cal over ACG Materials as well. Commissioner Hall stated he has seen the difference on roads, and it is his opinion that the lime rock from Marianna High Cal is superior to that from ACG Materials. Chairman Wise stated in his opinion the lime rock from Marianna High Cal is not any better than the lime rock from ACG Materials. Chairman Wise stated Marianna High Cal is twenty (20) miles further from the County, so there would be increased fuel costs and hours to pick up the lime rock. There was further discussion about the

lime rock bids. The motion failed 2-2. Commissioner McDougald and Commissioner Hall opposed.

- ❖ Commissioner McDougald made a motion for the Road Department to purchase lime rock from whatever company has the best product for a specific project. Commissioner Hall seconded the motion. The motion failed 2-2. Commissioner Bailey and Chairman Wise opposed.
- ❖ Commissioner Bailey made a motion to table the bids. Chairman Wise seconded the motion. The motion passed unanimously 4-0.

Mr. Edenfield stated County Road 4 was closed due to a pipe blow out and high water, but is now open to traffic.

RITA MAUPIN, DIRECTOR OF LIBRARY SERVICES

Ms. Maupin stated the library had a great summer with their reading program, and provided approximately 3,418 meals to children in June and July.

Ms. Maupin stated they are working closely with Ms. Sharon Chason, Supervisor of Elections, in coordinating with the Kinard Library and Shelton's Library staff to have the buildings used as voting precincts on August 28 for the Primary Election and on November 6 for the General Election. Ms. Maupin stated the libraries would be closed for hours needed to set up the voting machines and on the election days.

Ms. Maupin stated they had the consultant visit from the State Library, and the consultant was highly complementary of the buildings, particularly how well they are all maintained. Ms. Maupin stated she also complimented her on the staff.

Ms. Maupin stated there have been several facility issues that Mr. J K Newsome has taken the lead in identifying and working on solutions with input from Mr. Jenks and Commissioner Bailey. Mr. Jenks directed the Board to the pictures in their packet provided to them by Ms. Maupin. Mr. Newsome stated there was a heavy rain recently that caused the roof of the Mossy Pond Library to leak again, and he went on top of the middle section of the roof to try to find where the water was entering the building. Mr. Newsome stated while he was on the roof he discovered that some of the local children had been climbing on top of the building and using the section as a slip and slide. Mr. Newsome stated the footprints led to the front of the building where the canvas awning was located, where the children were using the trash receptacle to climb the canopy frame and pull themselves onto the roof. Mr. Newsome stated to their knowledge, no children have fallen from the roof or been injured. Mr. Newsome stated they have since removed the awning to prevent further climbing on the roof. Mr. Newsome stated the roof issue needs to be addressed, and the consensus is a pitched roof would need to be constructed to cover the flat roof. There was further discussion about the roof leak. Mr. Newsome suggested bringing out a roof inspector to look at the roof so the immediate problem could be found and patched until a permanent solution could be found. Commissioner Bailey stated Mr. Newsome could call around and find out what a solution would cost.

DOWLING PARRISH, BUILDING OFFICIAL

Mr. Parrish stated a SHIP septic tank bid was received to be opened. Attorney Fuqua opened and read the bid aloud.

SHIP Septic Bids		
Client Name	Company	Bid Amount
Sarah Hall	Yoder Septic Inc.	\$3,500

- ❖ Commissioner Bailey made a motion to approve the SHIP septic bid. Commissioner McDougald seconded the motion. The motion passed unanimously 4-0.

Mr. Parrish stated he spent part of last month with Mr. Johnson inspecting the HLMP (Hurricane Loss Mitigation Program) projects. Mr. Parrish stated he issued twenty (20) permits for a total of \$3,357.50, nine (9) licenses for a total of \$525, and completed various building inspections. Commissioner Bailey asked if the HLMP projects are 100% complete. Mr. Parrish stated as far as he knows, all the projects are complete.

WEBSITE QUOTES

Chairman Wise stated he would like a motion for Ms. Snowden to review the quotes and recommend which would be the best deal for the County.

- ❖ Commissioner Hall made a motion for Ms. Snowden to review the quotes and report to the Board her findings. Commissioner Bailey seconded the motion. Ms. Snowden stated she did not believe she is qualified to make this decision for the Board, as she does not have expertise in this subject. The motion failed 1-3. Chairman Wise, Commissioner Bailey, and Commissioner McDougald opposed.

Commissioner McDougald stated he does not know much about computers, and suggested Mr. Johnson look at the quotes and suggest the best option for the Board.

- ❖ Commissioner McDougald made a motion for Mr. Johnson to review the quotes. Commissioner Hall seconded the motion. The motion failed 2-2. Commissioner Bailey and Chairman Wise opposed.

Commissioner Bailey stated he would not mind Mr. Johnson reviewing the quotes, as long as he brought his findings back before the Board for discussion.

- ❖ Commissioner McDougald made a motion for Mr. Johnson to review the quotes and bring them back before the Board for discussion. Commissioner Hall seconded the motion. The motion passed unanimously 4-0.

EMERGENCY MANAGEMENT

Ms. Bobbi Jo Chambers presented to the Board Resolution 2018-20 for adoption of the Comprehensive Emergency Management Plan (CEMP).

Resolution 2018-20

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF CALHOUN COUNTY, FLORIDA, AUTHORIZING THE ADOPTION OF THE CALHOUN COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP).

WHEREAS, Calhoun County, a political subdivision of the State of Florida, has been directed by the Florida Division of Emergency Management to formulate a Comprehensive Emergency Management Plan (CEMP) to be in accord with Florida Statutes, Chapter 252 and rule 27P-6 and;

WHEREAS, the Board of County Commissioners has reviewed the Calhoun County Comprehensive Emergency Management Plan and is in agreement with its contents, it is;

RESOLVED, that Calhoun County does hereby adopt, ratify, and confirm the Calhoun County Comprehensive Emergency Management Plan attached hereto,

RESOLVED, that it be so noted in the minutes of this assembly of the Board of County Commissioners, the 14th day of August, A.D., 2018.

IT IS FURTHER RESOLVED, that the Calhoun County Comprehensive Emergency Management Plan shall govern emergency operations in Calhoun County and all such operations will be in accord with the policies stated therein, and

BE IT FURTHER RESOLVED, this resolution also be included in the Calhoun County Comprehensive Emergency Management Plan.

- ❖ Commissioner Bailey made a motion to approve Resolution 2018-20. Commissioner Hall seconded the motion. The motion passed unanimously 4-0.

Commissioner Bailey asked Ms. Chambers to check and see if the County owes any further money to Arcadis. Ms. Chambers stated she would check on this and report her findings.

Commissioner McDougald stated the HLMP project close out has been extended to December, and asked if this prevents the contractors from receiving their final payment of 10% until the closeout date. Ms. Chambers stated all the close out documents and requests have been sent to the State for review, so from this point forward they are waiting for the State inspection team to come inspect the projects before the final 10% payment is released to the contractors. Commissioner McDougald asked if they would be inspecting the projects before December. Ms. Chambers stated she is not sure when the inspectors would be in the County, as there is only one (1) inspection team for the whole State. There was further discussion about the inspections.

- ❖ Commissioner Bailey made a motion to pay the contractors the final 10% payment. Commissioner Hall seconded the motion. Commissioner McDougald asked if Ms. Chambers agrees with Mr. Parrish that all the projects are complete and inspections have been completed. Ms. Chambers stated she did not accompany Mr. Johnson and Mr. Parrish to inspect the homes, so she cannot attest to the inspections, but as far as she has seen from pictures and paperwork it seems they projects are complete but cannot say 100% that the homes would pass State inspection. The motion passed unanimously 4-0.

JOE WOOD, DIRECTOR OF OPERATIONS

Mr. Wood stated two (2) bids were returned from the advertisement for herbicide spray chemicals. Mr. Wood opened the bids and read them aloud, and requested the Board allow him to tabulate the bids and purchase the chemicals from the lowest bidder on each specific chemical needed.

Helena Agri-Enterprises, LLC	
Product	Price
2, 4-D Amine	\$10.50/gallon
Glyphosate (41%)	\$12.00/gallon
Roundup Pro Concentrate (Glyphosate 50.2%)	\$17.50/gallon

Roundup Custom (Glyphosate 53.8%)	\$18.50/gallon
Garlon 3A (Triclopyr)	\$55.00/gallon
Garlon 4 Ultra (Triclopyr)	\$82.00/gallon
Escort XP	\$3.25/ounce
Polaris (Imazapyr)	\$56.00/gallon
Crop Oil	\$8.00/gallon
Clasp	\$18.00/gallon

Altha Agronomy Agri-AFC	
Product	Price
Remedy (60.45% Triclopyr)	\$55.85/gallon
Cornerstone 5 Plus (53.8% Glyphosate)	\$15.30/gallon
Cornerstone Plus (41% Glyphosate)	\$11.15/gallon
Polaris AC (53.10% Imazapyr)	\$112.35/gallon
Polaris (27.7% Imazapyr)	\$57.00/gallon
Escort	\$44.00/ 16 oz
2, 4-D Amine	\$10.15/gallon
Strikelock (Crop Oil, Penetrant and Drift Control)	\$56.95/gallon

- ❖ Commissioner McDougald made a motion for Mr. Wood to tabulate the bids and purchase the chemicals from the lowest bidder on each specific chemical needed. Commissioner Bailey seconded the motion. The motion passed unanimously 4-0.

Mr. Wood stated several years ago the Community Traffic Safety Team put in a request to FDOT to illuminate the sidewalk between Blountstown High School and the Neal Civic Center. Mr. Wood stated notification was received a few days ago that they are about two (2) months out on bidding the project. Mr. Wood stated this is a project the Board would not have to be involved with, FDOT would handle it all. Mr. Wood stated the project would cost about \$500,000, and consists of thirty (30) LED lights between the Civic Center and the high school. Mr. Wood stated he has spoken with a School Board member who sits on the Community Traffic Safety Team who feels the School Board would pay the electricity for the lights north of Mason Road in front of the school property if the County would pay the electricity for the lights between Mason Road and the Civic Center. Mr. Wood stated it appears to him there would be about fourteen (14) lights south of Mason Road and sixteen (16) lights north of Mason Road. Mr. Wood stated electricity would be furnished through West Florida Electric, and he spoke with a representative who stated the average cost per month per light would be about \$11 per light, per month. Mr. Wood asked the Board if they would be willing to fund the electricity for the lights from the Civic Center to Mason Road. Mr. Wood stated the School Board member on the Community Traffic Safety Team would be presenting to the School Board as well to fund the lights north of Mason Road. There was further discussion about the lights.

- ❖ Commissioner Bailey made a motion to table the decision until there is more information and for the School Board to vote on a decision about the lights. Commissioner Hall seconded the motion. There was further discussion about the lighting project. The motion passed unanimously 4-0.

Mr. Wood stated a jail inmate received outpatient services at Bay Medical Sacred Heart Hospital and the current agreement only included inpatient services, so he has been negotiating a discount rate between

the County and the hospital to include inpatient services. Mr. Wood sent the contract to Attorney Fuqua for review. The Attorney did not object to the agreement.

- ❖ Commissioner Bailey made a motion to accept the contract with Bay Medical Sacred Heart Hospital. Commissioner Hall seconded the motion. The motion passed unanimously 4-0.

CHELSEA SNOWDEN, PROJECTS AND GRANTS COORDINATOR

Ms. Snowden stated proposals for the LAP (Local Agency Program) County Road 274 Sidewalk Project were received today for CEI (Construction, Engineering, and Inspection) services until 2:00 pm. Ms. Snowden stated the proposals were opened and have been given to each Commissioner. Ms. Snowden stated the five (5) proposers were AE Engineering, Inc., David H. Melvin Consulting Engineers, EXP US Services, Panhandle Engineering Inc., and Southeastern Consulting Engineers. Ms. Snowden stated the ranking sheets have been passed out along with the proposals, and requested these sheets be returned by the August 28 Board meeting so they can be ranked and provide the number one (1) proposer for the project. Ms. Snowden stated bids for the project would be opened at the next Board meeting.

Ms. Snowden presented to the Board the resolution and grant agreement with the FAA (Federal Aviation Administration) for the North Taxiway A Extension, Drainage Improvements, and Taxiway Lighting project at the Calhoun County airport in the amount of \$161,696.

- ❖ Commissioner Bailey made a motion to approve the grant agreement with the FAA in the amount of \$161,696. Commissioner Hall seconded the motion. The motion passed unanimously 4-0.

Resolution 2018-21

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 "FEDERAL AVIATION ADMINISTRATION AIRPORT IMPROVEMENT PROGRAM GRANT AGREEMENT"

WHEREAS, Calhoun County, Florida, has requested the Federal Aviation Administration, for financial assistance for costs directly related to the construction of North Taxiway Extension, drainage improvements, and taxiway lighting installation at the Calhoun County Airport; and,

WHEREAS, the Federal Aviation Administration has agreed to participate up to the amount of One Hundred Sixty-One Thousand Six Hundred Ninety-Six Dollars (\$161,696); and,

WHEREAS, the "The Federal Aviation Administration, Grant Agreement for Airport Improvement Program" 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 "The Federal Aviation Administration, Grant Agreement for Airport Improvement Program", 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 "The Federal Aviation Administration, Grant Agreement for Airport Improvement Program" attached hereto as EXHIBIT "A".

- ❖ Commissioner Bailey made a motion to approve Resolution 2018-21. Commissioner Hall seconded the motion. The motion passed unanimously 4-0.

Ms. Snowden stated at the last meeting she discussed with the Board some projects for the 2019/2020 FRDAP (Florida Recreation Development Assistance Program). Ms. Snowden stated applications are due on October 15, and project selection would need to occur this evening so meetings could begin with the communities to assess community needs. Ms. Snowden stated two (2) applications can be submitted, and they must be site specific. Ms. Snowden stated in years past the County has applied for Hugh Creek Park and Mossy Pond Park, which have remained unfunded in the past funding cycles. Ms. Snowden asked if the Board would like to resubmit these projects or choose different projects. There was further discussion about FRDAP grants.

- ❖ Commissioner Hall made a motion to reapply to FRDAP for Hugh Creek Park and Mossy Pond Park. Commissioner Bailey seconded the motion. Commissioner McDougald asked what the projects included. Ms. Snowden stated there were facility upgrades, restrooms, picnic pavilions, playground equipment, and a walking trail at Mossy Pond. There was further discussion about the projects. The motion passed unanimously 4-0.

Ms. Snowden stated included in the agenda packet is the amended LHAP (Local Housing Assistance Plan) agreement for the SHIP (State Housing Initiatives Partnership) to include mobile homes up to 20% of the allocation for the program that are year 1994 or newer. Ms. Snowden stated to submit the agreement to the State for approval, a resolution is needed.

Resolution 2018-22

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF CALHOUN COUNTY, FLORIDA APPROVING THE LOCAL HOUSING ASSISTANCE PLAN AS REQUIRED BY THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM ACT, SUBSECTIONS 420.907-420.9079, FLORIDA STATUTES; AND RULE CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE; AUTHORIZING AND DIRECTING THE CHAIRMAN TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the State of Florida enacted the William E. Sadowski Affordable Housing Act, Chapter 92-317 of Florida Sessions Laws, allocating a portion of documentary stamp taxes on deeds to local governments for the development and maintenance of affordable housing; and

WHEREAS, the State Housing Initiatives Partnership (SHIP) Act, ss. 420.907-420.9079, Florida Statutes (1992), and Rule Chapter 67-37, Florida Administrative Code, requires local governments to develop a one-to-three-year Local Housing Assistance Plan outlining how funds will be used; and

WHEREAS, the SHIP Act requires local governments to establish the maximum SHIP funds allowable for each strategy; and

WHEREAS, the SHIP Act further requires local governments to establish an average area purchase price for new and existing housing benefiting from awards made pursuant to the Act; The methodology and purchase prices used are defined in the attached Local Housing Assistance Plan; and

WHEREAS, as required by Section 420.9075, F.S., and Chapter 67-37 F.A.C, it is found that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.

WHEREAS, the Calhoun County Board of County Commissioners has prepared a three-year Local Housing Assistance Plan for submission to the Florida Housing Finance Corporation; and

WHEREAS, the Commission finds that it is in the best interest of the public for Calhoun County to submit the Local Housing Assistance Plan for review and approval so as to qualify for said documentary stamp tax funds; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF CALHOUN COUNTY FLORIDA that:

Section 1: The Board of County Commissioners of Calhoun County hereby approves the Local Housing Assistance Plan, as attached and incorporated hereto for submission to the Florida Housing Finance Corporation as required by ss. 420.907-420.9079, Florida Statutes, for fiscal years 2017, 2018, and 2019.

Section 2: The Chairman is hereby designated and authorized to execute any documents and certifications required by the Florida Housing Finance Corporation as related to the Local Housing Assistance Plan, and to do all things necessary and proper to carry out the term and conditions of said program.

Section 3: This resolution shall take effect immediately upon its adoption.

- ❖ Commissioner McDougald made a motion to approve Resolution 2018-22. Commissioner Bailey seconded the motion. The motion passed unanimously 4-0.

Ms. Snowden stated she and Ms. Sandy Kelly have been working on the SHIP annual report for the three (3) fiscal years open for funding, 15/16, 16/17, and 17/18. Ms. Snowden stated the report must be advertised for public comment, and they are working to have this advertised in next week's newspaper. Ms. Snowden asked Board for permission to publish the availability of the report in the newspaper and approval of the annual report contingent upon the finance office and her approval.

- ❖ Commissioner Bailey made a motion to approve the advertisement of the SHIP annual report and approve the report contingent upon the finance office and Ms. Snowden's approval. Commissioner Hall seconded the motion. The motion passed unanimously 4-0.

Ms. Snowden stated the Historic Courthouse Brick Re-pointing project is complete, and she would be closing out the project tomorrow. Ms. Snowden stated the Board would need to release the \$5,000 retainage, which has already been approved by the finance office and herself.

- ❖ Commissioner Bailey made a motion to release the \$5,000 retainage. Commissioner McDougald seconded the motion. The motion passed unanimously 4-0.

Ms. Snowden stated the Public Hearing for the Capital Improvement Plan would be advertised in the newspaper tomorrow for August 28, 2018 at 5:00 pm for public discussion.

Commissioner Bailey requested Ms. Snowden research the LHAP Citizen's Advisory Committee and the CDBG (Community Development Block Grant) Task Force Committee. Commissioner Bailey stated he would like to appoint someone to the CDBG Task Force Committee at the next meeting if possible. Ms. Snowden stated she spoke with Ms. Debbie Belcher, who handles the CDBG grants for the County, who told her she would be at the August 28 regular Board meeting to discuss some ideas for projects for upcoming CDBG cycles.

JACK MATHIS, DEVIS H MELVIN CONSULTING ENGINEERS – COUNTY ENGINEER

Mr. Mathis presented to the Board change order three (3) and work directive two (2) for SCOP (Small County Outreach Program) County Road 392. Mr. Mathis stated the work directive is to make a drainage change at the intersection of County Road 392 and State Road 71. Mr. Mathis stated due to conflicts with utilities, they are having to remove two (2) inlets from the project and extend the cross drain on the north and south side of County Road 392. Mr. Mathis stated attached to work directive two (2) is change order three (3) which adds twenty-five (25) days to the contract, eleven (11) of which are for weather delays and fourteen (14) days are for the change in the drainage at State Road 71.

- ❖ Commissioner Bailey made a motion to approve change order three (3) and work directive two (2). Commissioner Hall seconded the motion. The motion passed unanimously 4-0.

Mr. Mathis updated the Board on the SCOP County Road 392 Project. Mr. Mathis stated the drainage work for the project should be complete by the end of this week, depending on the weather. Mr. Mathis stated he talked to the contractor, Roberts and Roberts Contracting, Inc., and they plan on paving the cap next week. Mr. Mathis stated with the additional days approved tonight, they are looking at August 28 as the final day of the contract.

JUSTIN FORD, DEWBERRY ENGINEERS, INC/PREBLE-RISH

Mr. Ford updated the Board on the status of the Neal Landing Boat Ramp project. Mr. Ford stated they are still waiting on approval from the Florida Fish and Wildlife Conservation Commission to move forward, and they are waiting on the Army Corp of Engineers permit to be re-issued. Mr. Ford stated in an effort to make sure all these items are received in a timely manner, they have been reaching out to the Army Corp of Engineers. Mr. Ford stated they are going to try to re-issue the original permit if there are no significant deviations from the original permit. Mr. Ford stated there have been some deviations from the original permit, but the changes are fairly insignificant. Mr. Ford stated they have documented the minor nature of the changes in a letter and have sent it to the Army Corp of Engineers, and hopefully they would be able to re-issue the permit. Mr. Ford stated the DEP (Department of Environmental Protection) submerged land lease has been re-submitted since the agreement with Neal Land and Timber was passed. Mr. Ford stated from the time of original submission earlier this year the permit fee increased by \$9.00, so they have sent a check for the difference. Mr. Ford stated this permit is not as critical, as it is not needed until construction of the ramp. Mr. Ford stated they are working with Ms. Snowden to make sure all the bid documents are ready so when the necessary permits have been received the project could be bid.

CARLA A. HAND, CLERK OF COURT AND COUNTY COMPTROLLER

Clerk Hand presented to the Board Resolution 2018-19, amending the current year budget. Clerk Hand stated there is some unanticipated revenue in fiscal year 2017-2018 in the Industrial Development

Authority (IDA) Board fund, and other budget increases and decreases between line items in the CDBG Fund, the General Fund, County Transportation Trust Fund I, and County Transportation Trust Fund II.

Resolution 2018-19

WHEREAS, the Calhoun County Board of County Commissioners of Calhoun County, Florida has unanticipated revenue in fiscal year 2017-2018 in the Industrial Development Authority (IDA) Board Fund; and other budget increases and decreases between line items in the Community Development Block Grant (CDBG), General Fund, county Transportation Trust Fund (CTTF I) and County Transportation Trust Fund II (CTTF II)

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

NOW, THEREFORE, BE IT RESOLVED as follows:

		Present Budget	Increase (Decrease)	Amended Budget
<u>Industrial Development Authority (IDA) Board</u>				
Revenues				
57334-41NTA2	North Taxiway	\$ -	550,000	550,000
Expenditures				
57542-63NTA2	North Taxiway	\$ -	550,000	550,000
<u>Community Development Block Grant (CDBG)</u>				
Expenditures				
50538-63000	Drainage – Infrastructure	\$ -	51,171	51,171
50541-34000	Other Contractual Services	7,500	(7,500)	0
50541-63000	Road – Infrastructure	742,500	(43,671)	698,829
	Expenditures Total	<u>\$750,000</u>	<u>-</u>	<u>750,000</u>
<u>General Fund</u>				
Expenditures				
Detention/Corrections				
01523-34100	Inmate Housing	\$180,000	12,910	192,910
Public Assistance				
01564003-56470	Medicaid	261,340	(12,910)	248,430
	Expenditures Total	<u>\$441,340</u>	<u>-</u>	<u>441,340</u>
<u>County Transportation Trust Fund I</u>				
Expenditures				
11541-54152	Operating Supplies	\$200,000	(100,000)	100,000
11541-64000	Equipment	-	100,000	100,000
	Expenditures Total	<u>\$200,000</u>	<u>-</u>	<u>200,000</u>
<u>County Transportation Trust Fund II</u>				
Expenditures				

12541-34000	Other Contractual Services	\$136,372	(136,372)	0
12541-63000	Infrastructure – Roads	-	172,929	172,929
12541-64000	Equipment	136,372	(36,557)	99,815
	Expenditures Total	\$272,744	-	272,744

- ❖ Commissioner McDougald made a motion to approve Budget Resolution 2018-19. Commissioner Hall seconded the motion. The motion passed unanimously 4-0.

Clerk Hand presented to the Board the VAB (Value Adjustment Board) Attorney retainer agreement.

- ❖ Commissioner McDougald made a motion to approve the Attorney retainer agreement. Commissioner Bailey seconded the motion. The motion passed unanimously 4-0.

ATTORNEY TIME

Nothing to report.

COMMISSIONER TIME

COMMISSIONER MCDOUGALD

Nothing to report.

COMMISSIONER BAILEY

- ❖ Commissioner Bailey made a motion to move his health insurance amount from line item 01511-51123 to the Kinard Library fund for the library bathroom floor repairs. Chairman Wise seconded the motion. The motion passed unanimously 4-0.

Commissioner Bailey stated he has received some complaints about smoking occurring on the Courthouse porch. Mr. Jenks stated he has moved the trashcans with the ashtrays off the Courthouse porch to reduce smoking in the vicinity. Commissioner Bailey asked if no admittance signs were ordered for the east side of the building. Mr. Jenks stated he has ordered the signs and a bike rack for patron use.

COMMISSIONER HALL


Nothing to report.

CHAIRMAN WISE

Chairman Wise stated there is an elderly woman with a limb through her roof of her home, and she has applied to SHIP for funding to repair her home. Chairman Wise stated he knows they generally go down the list in order of sign up, but would consider this an emergency, and asked the Board if they would consider bypassing the usual requirements and move her name, Frieda Williams, to the top of the list. There was further discussion about the home repairs.

- ❖ Chairman Wise made a motion to move Ms. Williams to the top of the SHIP list for repairs to her home. Commissioner Bailey seconded the motion. The motion passed unanimously 4-0.

There being no further business, the meeting adjourned at 7:41 p.m., CT.


DANNY RAY WISE, CHAIRMAN

ATTEST:


CARLA A. HAND, CLERK