

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS  
REGULAR MEETING MINUTES  
SEPTEMBER 11, 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 August 23, 2018 Special Budget Meeting Minutes, the August 28 Public Hearing Minutes, the August 28, 2018 Regular Meeting Minutes, the September 4, 2018 1<sup>st</sup> TRIM Hearing Minutes, the September 4, 2018 Special Meeting Minutes, and the September 4, 2018 Workshop Minutes; vouchers for warrants: accounts payable warrants – 1809-1G, 1809-1RD, 1809-1E, 1809-1ES, 1809-UTL, 1809-1S, 1809-1L, 1809-MED payroll warrants – PR18-B27, PR18-B30, PR080918, PR082318) was made by Commissioner Hall and seconded by Commissioner Jones. The motion passed unanimously 5-0.

**SHERIFF'S DEPARTMENT – BYRNE GRANT**

Ms. Kim Tanner addressed the Board regarding the Edward Byrne Memorial Justice Assistance Grant. Ms. Tanner stated the Sheriff's Department receives this grant each year, and apply it towards the drug enforcement program, and the drug investigators salary and fringe benefits. Ms. Tanner stated the Federal government is requiring a few extra forms be executed, one (1) being the legal officer certification which was signed July 25 and submitted, a 51% letter stating 51% of the towns in the county are in agreement of how the money is spent which has been submitted on July 27 from the Town of Altha. Ms. Tanner stated the third extra form required is a certification by the County, and if not signed and turned in with the grant submittal no funding would be received. Ms. Tanner stated Attorney Fuqua had some concerns about some of the conditions of the grant in the certification. Attorney Fuqua stated the grant requires the County to certify that it has been noticed that the money from the grant would be used for a specified purpose for thirty (30) days. Ms. Tanner stated she has contacted the State about this, and they informed her they have no control over the Federal forms and cannot change them. Ms. Tanner stated they recognize the dilemma the County is in, but if the form were not signed, the funding from the grant would be forfeited. Ms. Tanner stated they have posted on the doors to the Sheriff's Department how much money would be received and what the money would be used toward, and Sheriff Kimbrel has gone and talked about the grant throughout the County. Attorney Fuqua stated it is up to the Board whether they sign the certification or not, but the Sheriff's Department has done everything they could with the time frame they had.

- ❖ Commissioner McDougald made a motion to approve the Chairman's signature on the certification form. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

#### **ASSET DISPOSAL**

- ❖ Commissioner McDougald made a motion to approve to declare obsolete and dispose of asset # 1310, asset # 419, asset # 916, and asset # 1249. Commissioner Bailey seconded the motion. The motion passed unanimously 5-0.

#### **RACHEL BRYANT, HEALTH DEPARTMENT**

Ms. Rachel Bryant presented to the Board for approval and execution the annual Core Contract between the Department of Health and Calhoun County. Ms. Bryant stated nothing has changed in the contract from last year other than the dates.

- ❖ Commissioner Bailey made a motion to approve the Core Contract. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Ms. Bryant thanked the Board for the paving of the patient parking lot. Ms. Bryant stated the Department of Corrections has contacted Mr. Jenks about the renovations to the Calhoun County Health Department, so hopefully work would be started soon on the project.

Ms. Bryant stated in past years they have held their Bras Across the Bridge event annually, but this year they would be doing the event a little differently. Ms. Bryant stated this year they are including all causes, not just breast cancer awareness. Ms. Bryant stated with Board approval they would be holding a Color Run at Sam Atkins Park on October 6. Ms. Bryant stated they would have a lane for walkers and a lane for serious runners at the Color Run. Ms. Bryant stated they would still like to do something on the bridge this year, but instead of bras, they would be using different colors to represent the different causes that would be represented at the Color Run. Ms. Bryant requested Board approval for the Color Run event and the colors on the bridge.

- ❖ Commissioner Bailey made a motion to approve the Health Department events. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Ms. Bryant stated part of their responsibilities at the Health Department is being deployed in cases of natural disasters. Ms. Bryant stated she has already been contacted about deploying staff to the Carolina's in case they are needed for post storm assessments. Ms. Bryant stated she and some of her staff might be leaving in the next few days.

#### **ESCHEATMENT TAX DEEDS**

Clerk Hand stated there were three (3) escheatment tax deeds included in the agenda packet. Clerk Hand stated three (3) years have passed since the day the land was offered for public sale and placed on the list of lands available for taxes without being purchased. Clerk Hand stated the property has now reverted to the County free and clear of all tax certificates, tax liens, or any other liens of record. Clerk Hand stated there would be two (2) or three (3) more before the end of the year. There was further discussion about the tax deeds.

#### **POWERHOUSE MOTORSPORTS PARK DONATION - \$1,000**

Commissioner Hall stated there was a great crowd at Powerhouse Motorsports Park a couple weekends ago, and Mr. Charlie Johnson donated \$1,000 to the County after the event. Mr. Hall stated there would

be races two (2) times per month at the park. Commissioner Hall stated he would like a thank you letter written to Mr. Johnson for his donation.

**TIM JENKS, MAINTENANCE DEPARTMENT**

Mr. Jenks stated his department has been busy with mowing and maintenance. Mr. Jenks stated they would be preparing Sam Atkins Park for the Health Department Color Run and the schools track and field day, and have been trying to finish some projects at Nettle Ridge Volunteer Fire Department. Mr. Jenks stated he should have a price this week for a new gutter around the Courthouse porch.

**CLIFFORD EDENFIELD, ROAD DEPARTMENT**

Mr. Edenfield stated the Road Department would be getting back to work on Troy McCroan Road in the coming week to try to meet the County's match. Mr. Edenfield stated he spoke with the contractor who would like to start work on the road in October. Mr. Edenfield stated weather permitting they would start hauling the dirt they have left and get lime rock on the road so it meets the conditions of the County's match requirement. Mr. Edenfield stated the County might not meet the 25% match requirement with the little amount of work the Road Department is able to complete on the road.

Mr. Edenfield stated he met with an auctioneer and set an auction date of October 20. Mr. Edenfield stated he sent the contract to Attorney Fuqua, who has reviewed the contract and is comfortable with the contents of the contract.

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

**RICHARD FAILES/JIMMY MARSHALL – R&S ROAD**

Mr. Richard Failes provided the Board with a map of the road in question from the Property Appraiser's website showing where the property lines are. Mr. Failes stated R&S Road is a private road, because the road is within his and Mr. Jimmy Marshall's property lines. Mr. Failes stated they are not trying to close the road, but are asking for a blue sign to replace the green sign and for the County to stop grading the road. Mr. Joe Wood gave the Board some history on the road, stating one of the gentleman requested the County install a cross drain to relieve a cypress pond on the road, and also requested additional fill to be added to the road. Mr. Wood stated they were not pleased with the fill added to the road, so the County came back again and placed more fill on the road. Mr. Wood stated the road is a County road by prescription because the County has maintained it, and it is irrelevant whose property the road occupies. Mr. Jimmy Marshall asked when the County would start paying his taxes on the road since it is on his property. Attorney Fuqua stated if Mr. Marshall has a problem with his taxes, he needs to speak with the Property Appraiser and the Tax Collector. Attorney Fuqua stated if the County has been maintaining the road for seven (7) years, the road is considered a County road, this is the law. There was further discussion about R&S Road. Attorney Fuqua stated the County must abandon the road; they cannot just go change the sign. Attorney Fuqua stated Mr. Failes and Mr. Marshall could petition the County, pay \$500, and advertise the abandonment of the road. Attorney Fuqua stated it would also help to get all landowners who have property on the road to sign the petition to abandon the road. Attorney Fuqua stated if Mr. Failes and Mr. Marshall hire a lawyer, he would be happy to speak to their lawyer regarding the issue. There was further discussion about the road. Chairman Wise stated it is not as simple as just changing a sign to the road, and advised Mr. Failes and Mr. Marshall the first step in resolving their issue is to petition the County to abandon the road.

**RITA MAUPIN, DIRECTOR OF LIBRARY SERVICES**

Ms. Maupin stated Commissioner McDougald called her a couple months ago and talked to her about the financial trouble the town of Altha has been having. Ms. Maupin stated to help, the library has tried to pick up the repairs to the Altha Library building out of their library budget and have bought a lawn mower to mow the grass at the library. Ms. Maupin stated she has not spoken with anyone from the town of Altha, and told Commissioner McDougald he could relay what is being done to help. Ms. Maupin stated they have moved an employee from the Altha library to the Blountstown library, and have lost a couple other employees due to moving jobs or moving out of state. Ms. Maupin stated they are having issues with roaches at the Shelton's branch library because of all the rain. Ms. Maupin stated it is hard to keep staff at the library branch locations because the positions are only ten (10) to fifteen (15) hours per week with minimum wage for most of the positions. Ms. Maupin stated they are always looking for staff, so if the Board knows of anyone looking for a part time job she would appreciate any referrals to the library. Ms. Maupin provided the Board with a handout, and gave a statistical report for the past month for the libraries.

#### **DOWLING PARRISH**

Mr. Parrish stated he issued eighteen (18) licenses and nineteen (19) permits last month for a total of \$830.00, and inspected about fifty (50) mobile homes and new construction.

#### **JUDY BISS, COUNTY EXTENSION OFFICE**

Ms. Biss stated Ms. Whitney Cherry, the 4-H agent, and the entire staff are very appreciative of the summer program assistant funded by the Board. Ms. Biss stated as the Board can see by the changes in the building, much was accomplished not only visibly but also with the summer day camps and other youth development activities. Ms. Biss thanked the Board for their consideration of their request for another program assistant next year.

Ms. Biss stated Ms. Cherry is fully immersed in 4-H school enrichment and club educational activities.

Ms. Biss stated the advertisement for the next Extension Director was recently posted online with a closing date of October 1, 2018. Ms. Biss stated she included the position description with the report she provided to the Board. Ms. Biss stated if any Board members have questions about the process to let her know. Ms. Biss stated the University of Florida would handle the details and administration of the applications and select the top two (2) or three (3) candidates to present to the Board for final approval for hiring.

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

Mr. Johnson stated yesterday marked the peak of hurricane season, and there is a lot of hurricane activity in the tropics. Mr. Johnson stated they are monitoring the conditions and preparing to handle any storms that might come the County's way.

Mr. Johnson stated he received a call from the representative with Consolidated Communications this morning stating she would not be able to attend tonight's meeting to answer questions about the previously submitted proposal for internet in the EOC and Emergency Management Office.

Mr. Johnson presented for approval and execution PW #930 Hurricane Irma Sub Grant Agreement, which was included in the agenda packet, in the amount of \$5,983.64.

- ❖ Commissioner Bailey made a motion to approve PW #930. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Mr. Johnson stated he submitted a memorandum of agreement application for the IPAWS (Integrated Public Alert Warning System) Communication Network. Mr. Johnson stated he anticipated presenting this to the Board this evening but did not receive the memorandum, so he would be bringing this back before the Board at the next Board meeting.

Mr. Johnson requested approval to attend the FEPA (Florida Emergency Preparedness Association) annual conference February 4 through 8 at San Destin Miramar Beach, Florida.

- ❖ Commissioner Hall made a motion to approve Mr. Johnson's attendance to the FEPA annual conference. Commissioner Bailey seconded the motion. The motion passed unanimously 5-0.

Mr. Johnson requested Board approval for Emergency Management to participate in the upcoming Goat Day event, and set up a booth with education emergency preparedness support materials and help with public outreach in the community.

- ❖ Commissioner McDougald made a motion to approve an Emergency Management booth at Goat Day. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Commissioner Hall asked when the Board would be making a decision on the Emergency Management Director position, as Mr. Johnson's probationary period has passed. Commissioner Bailey stated the Board could advertise the position internally at any time.

- ❖ Commissioner Bailey made a motion to advertise the Emergency Management Director position internally. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

#### **JOE WOOD, DIRECTOR OF OPERATIONS**

Mr. Wood stated a previous meeting the Board discussed sharing the cost of illuminating the sidewalk from the Blountstown High School to the W.T. Neal Civic Center with the School Board. Mr. Wood stated the Board tabled the sidewalk illumination until the decision of the School Board was known. Mr. Wood stated the School Board voted to pay the electricity to illuminate the sixteen (16) lights for the sidewalk from Mason Road north. Mr. Wood stated there are fourteen (14) lights from Mason Road south to the Civic Center the Board would be responsible for, at approximately \$11 per fixture per month.

- ❖ Commissioner Bailey made a motion to approve the Board furnishing the electricity to the lights south of Mason Road to the Civic Center. Commissioner McDougald seconded the motion. The motion passed unanimously 5-0.

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

Ms. Snowden presented to the Board for approval pay application number eight (8) to Roberts and Roberts Contracting for the SCOP (Small County Outreach Program) County Road 392 project in the amount of \$413,521.06.

- ❖ Commissioner McDougald made a motion to approve the pay application. Commissioner Bailey seconded the motion. The motion passed unanimously 5-0.

Ms. Snowden requested Board permission for the Chairman to sign the certification to submit the SHIP (State Housing Initiative Partnership) annual report for fiscal years 2015/2016, 2016/2017, and 2017/2018.

- ❖ Commissioner Hall made a motion to approve the Chairman to sign the certification to submit the SHIP annual report. Commissioner Bailey seconded the motion. The motion passed unanimously 5-0.

Ms. Snowden presented to the Board change order number five (5) for the SCOP County Road 392 project that allows ten (10) more days in the contract to allow the project to be closed out.

- ❖ Commissioner Bailey made a motion to approve change order number five (5). Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Ms. Snowden stated the number one (1) ranked firm for the LAP (Local Agency Program) County Road 274 Altha Sidewalk project for CEI was David H. Melvin Engineering. Ms. Snowden stated negotiations would begin with the firm soon and would be sent to FDOT for final approval. Ms. Snowden stated the construction bids for the project came in around \$100,000 over budget, so she has asked FDOT if they have extra funding for the project or if the scope of work for the project would need to be reduced.

Ms. Snowden stated she and Ms. Kristy Terry are working closely on the Florida Communities Trust grant application for the Apalachicola River Park. MS. Snowden stated the application is for the acquisition of the parcels throughout the area. Ms. Snowden stated there are four (4) different landowners who have been contacted who have submitted or are in the process of submitting supporting letters that in the event of funding they would be willing to consider selling their property. Ms. Snowden requested Board permission to submit the application to the Department of Environmental Protection (DEP) and for the Chairman to sign the transmittal letter. Ms. Snowden stated the grant application is due September 17.

- ❖ Commissioner Jones made a motion to approve submittal of the grant application and for the Chairman to sign the transmittal letter. Commissioner Hall seconded the motion. Commissioner McDougald asked about the pollution status of the properties. Ms. Snowden stated they do not know what the pollution status is yet but the State would do an environmental assessment on the properties, and if there were environmental issues, they would look further into other funding sources in order to clean up the properties. The motion passed unanimously 5-0.

Ms. Snowden stated at the last Board meeting there was discussion about advertising for proposals for the CDBG (Community Development Block Grant) program application administration and engineering. Ms. Snowden stated she planned on advertising in both the Tallahassee Democrat and the County Record next week with an opening date of October 3. Ms. Snowden stated this is not a Board meeting date, but the proposals would be opened publically in the Clerk's Office and bring them to the Board for selection at the October 9 Board meeting.

Ms. Snowden reminded the Board there would be a Public Hearing on September 25 for the Capital Improvement Plan at 5:00 p.m.

**CARLA A. HAND, CLERK OF COURT AND COUNTY COMPTRROLLER**

Clerk Hand stated the pay increase for 2018-2019 would be effective for the workweek beginning September 28, 2018, with payment on October 18, 2018. Clerk Hand stated payment for days worked September 14 through September 27 would be made to employees on October 4 and would be at the old rate and would not include the raise as all of the days worked are in the 2017-2018 budget year.

Clerk Hand yielded part of her time to Ms. Marilyn Russell with the Calhoun County Senior Citizen's Center. Ms. Russell stated the Senior Center is in need of a new roof. Ms. Russell stated the metal roof was not installed properly, is leaking badly and causing ceiling tiles and fixtures to fall out of the ceiling. Ms. Russell asked the Board if they could assist with funding for materials to fix the roof. Ms. Russell stated Mr. Jenks has agreed to come look at the roof to see if there is anything that could be done to the roof. There was further discussion about the Senior Citizen Center roof. Commissioner McDougald stated he would rather Mr. Jenks look at the roof before any decisions are made.

**ATTORNEY TIME**

Nothing to report.

**COMMISSIONER TIME**

**COMMISSIONER MCDUGALD**

Nothing to report.

**COMMISSIONER JONES**

Commissioner Jones stated at the last Board meeting he yielded some time to Ms. Arzella Smith and her son Garry Smith. Commissioner Jones stated it was decided more information was needed and to wait until Ms. Sandy Kelly could attend the meeting, and he has asked Mr. Manning, the contractor for the SHIP job, to attend the meeting tonight as well. Ms. Kelly stated she provided the Board with the work order for the SHIP job on Ms. Smith's home. Ms. Kelly stated the SHIP job was closed out toward the end of June and everything on the list had been accomplished, however she understands Ms. Smith wanted a few extra things done, but these items would have been between her and Mr. Manning. Chairman Wise asked if the SHIP program has requirements on materials used to work on someone's home, and asked if it is required to replace items with something the same size and of equal or greater value. Ms. Kelly stated the SHIP program leaves much up to the counties to decide how things are done. Ms. Kelly stated she was not aware Ms. Smith was unhappy until the end of July with the windows that were put in the kitchen. Chairman Wise asked if the kitchen windows that were taken out replaced with windows of the same size. Ms. Kelly stated the windows were not replaced with the same size windows. Chairman Wise asked if a change order should have been filed since the windows were not the same size. Ms. Kelly stated during the final walk through Ms. Smith did not mention she was not happy with the windows not being the same size, but had talked with Mr. Manning already about changing the windows out. Mr. Manning stated the home is older and has odd size windows, and special order windows customized to fit are expensive. Mr. Manning stated they closed the windows up an inch all the way around so a standard size window would fit, but at this point he has no problem custom ordering the windows and paying for them himself, and making sure they get put in whether it is by him or another contractor. Chairman Wise asked Ms. Smith if this would be satisfactory for her. Ms. Smith stated if done correctly she would allow Mr. Manning to install the windows. There was further discussion about the SHIP job. Mr. Manning stated he would bring Mr. Parrish with him to the home when he installs the windows. Chairman Wise asked when the new windows could be installed. Mr. Manning stated the windows could be installed in the next two (2) weeks if there are no delays on materials.

**COMMISSIONER BAILEY**

Commissioner Bailey asked if \$50,000 could be placed back into the budget in County Trans I or County Trans II for a match for CDBG. Clerk Hand stated this is already included in the budget for 2018-2019 in County Trans II.

Commissioner Bailey stated the County was sent a letter from FEMA informing that the County is ineligible for \$48,500 of work done on a PW from 2009 regarding Tropical Storm Faye, and want the County to pay this amount. Commissioner Bailey stated he spoke with them last week and they let him know they would look into the issue and get back with him later this week. There was further discussion about the letter.

**COMMISSIONER HALL**

Commissioner Hall thanked Mr. Wood and Mr. Jace Ford for putting up signs where school buses exchange students in his district. Commissioner Hall stated they did a great job and he appreciates their work.

**COMMISSIONER JONES**

Commissioner Jones stated he would like to yield some time to Ms. Dora Mosely who has an issue with Chariot Construction contractor Mr. Manning.

Ms. Dora Mosely stated her home burned in January 2017 and she hired Mr. Manning to repair her home. Ms. Mosely stated Mr. Manning has not finished her home, and she cannot obtain a certificate of occupancy to get homeowners insurance because Mr. Manning has not completed *his* job. Ms. Mosely asked if there is anything the County could do to make Mr. Manning come finish her home. Ms. Mosely stated she has contacted the Better Business Bureau, and they have not had any response from Mr. Manning. Commissioner McDougald asked if Ms. Mosely hired Mr. Manning privately. Ms. Mosely stated this is correct. Commissioner McDougald asked Mr. Parrish if there is some type of enforcement through the contractor’s license to compel him to complete the job he was hired to do. Mr. Parrish stated the Department of Business Special Regulation is who should handle the issue. Ms. Mosely stated she has contacted them as well. Mr. Parrish stated the issue is between Ms. Mosely and Mr. Manning, and has nothing to do with the County. Ms. Mosely asked who would be liable if some sort of natural disaster were to destroy her home while she is unable to obtain homeowners insurance. Attorney Fuqua stated the contractor would be liable.

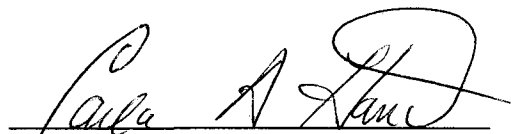
**CHAIRMAN WISE**

Nothing to report.

There being no further business, the meeting adjourned at 7:24 p.m., CT.

  
DANNY RAY WISE, CHAIRMAN

ATTEST:

  
CARLA A. HAND, CLERK