

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR MEETING MINUTES
SEPTEMBER 25, 2018**

PRESENT AND ACTING:

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

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

Vice-Chairman Bailey 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 August 23, 2018 Special Budget Meeting Minutes, the August 28 Public Hearing Minutes, the August 28, 2018 Regular Meeting Minutes, the September 4, 2018 1st TRIM Hearing Minutes, the September 4, 2018 Special Meeting Minutes, and the September 4, 2018 Workshop Minutes; vouchers for warrants: accounts payable warrants – 1809-UTL, 1809-2G, 1809-2RD, 1809-2E, 1809-2L payroll warrants – none) was made by Commissioner Jones and seconded by Commissioner Hall. The motion passed unanimously 4-0.

PUBLIC HEARING – CAPITAL IMPROVEMENT PLAN, ORDINANCE 2018-05

Ms. Chelsea Snowden stated a Public Hearing was held at 5:00 p.m. regarding adoption of the Capital Improvement Plan by Ordinance 2018-05 into the 2010-2025 Comprehensive Plan. Ms. Snowden stated the Planning Commission voted unanimously to recommend approval of adoption of Ordinance 2018-05 to the Board of County Commissioners. Attorney Milton read the ordinance aloud:

ORDINANCE 2018-05

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF CALHOUN COUNTY, FLORIDA, AMENDING AND UPDATING THE CALHOUN COUNTY 5-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS OF THE 2012-2025 CALHOUN COMPREHENSIVE PLAN, PURSUANT TO THE LOCAL GOVERNMENT COMPREHENSIVE PLANNING AND LAND DEVELOPMENT REGULATION ACT (CHAPTER 163, PART II, FLORIDA STATUTES); PROVIDING FOR PURPOSE AND INTENT, PROVIDING THE ADDITION OF SPECIFIC INFRASTRUCTURE CAPITAL IMPROVEMENTS; PROVIDING FOR APPLICABILITY AND EFFECT, AND SEVERABILITY, AND A COPY ON FILE, AND PROVIDING FOR AN EFFECTIVE DATE;

BE IT ORDAINED by the Board of County Commissioners of Calhoun County, Florida:

WHEREAS, Chapter 125, Florida Statutes empowers the Board of County Commissioners of Calhoun County to prepare and enforce comprehensive plans for the development of the County; and

WHEREAS, Sections 163.3161 through 163.3215, Florida Statutes, the Local Government Comprehensive Planning and Land Development regulation Act, empowers and requires the Board of County Commissioners to (a) plan for the County's future development and growth; (b) adopt and amend comprehensive plans, or elements or portions thereof, to guide the future growth and development of the county; and

WHEREAS, pursuant to Section 163.3174(1), Florida Statutes, the Board of County Commissioners of Calhoun County have designated themselves as the Local Planning Agency for the unincorporated area of Calhoun County; and

WHEREAS, supporting data and analysis documentation was prepared as background and justification for the revised Capital Improvements Schedule amendment; and

WHEREAS, the Calhoun County Local Planning Agency has prepared the proposed amendment and recommended approval of the amendment to the Board of County Commissioners; and

WHEREAS, pursuant to Section 163.3177 (3)(b), Florida Statutes, the Board of County Commissioners of Calhoun County, Florida, held a public hearing on September 25, 2018, at 5:00 p.m. on the proposed amendments to the Capital Improvements Schedule, with due public notice having been provided, to obtain public comment; and

WHEREAS, in exercise of its authority the Board of County Commissioners of Calhoun County, Florida, has determined it necessary and desirable to adopt the amended Capital Improvements Schedule to encourage the most appropriate use of land, water and resources, consistent with the public interest; and deal effectively with future issues that may result from the use and development of land within Calhoun County.

NOW, THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Calhoun County, Florida, as follows:

Section 1. Purpose and Intent.

This Ordinance is enacted to carry out the purpose and intent of, and exercise the authority set out in, the Local Government Comprehensive Planning and Land Development Regulation Act, Sections 163.3161 through 163.3215, Florida Statutes, and Chapter 125, Florida Statutes, as amended;

Section 2. The Calhoun County 5-Year Schedule of Capital Improvements of the 2012-2025 Calhoun County Comprehensive Plan is hereby amended and updated to include projects attached referenced as Exhibit B.

Section 3. Applicability and Effect.

The applicability and effect of the Calhoun County Comprehensive Plan shall be as provided by the Local Government Comprehensive Planning and Land Development Regulation Act, Sections 163.3161 through 163.3215, Florida Statutes, and this Ordinance.

Section 4. Severability.

If any provision or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Ordinance shall remain in full force and effect.

Section 5. Copy on File.

A certified copy of the enacting ordinance, as well as certified copies of the 2012-2025 Calhoun County Comprehensive Plan and Future Land Use Map as amended shall be filed with the Clerk of the Circuit Court of Calhoun County, Florida, and copies shall be made available to the public for a reasonable publication charge.

Section 6. Effective Date.

Pursuant to Section 163.3184, Florida Statutes, this Ordinance and the amended version of the Calhoun County 2012-2025 Comprehensive Plan shall become effective upon filing with the Secretary of State.

Vice-Chairman Bailey opened the floor for public comment. There was no public comment.

- ❖ Commissioner McDougald made a motion to approve Ordinance 2018-05. Commissioner Hall seconded the motion. The motion passed unanimously 4-0.

ASSETS TO BE DISPOSED, AUCTION HOLD

Vice-Chairman read aloud the assets to be disposed: Asset #975 – 1995 Dodge Van, Asset #1589 – 1997 Ford Crown Victoria, Asset #1590 – 2002 Dodge Van, Asset #511 – 1985 Ford Boom Truck, Asset #1304 – 1982 John Deere Backhoe, Asset # 114 – 1994 Massey Ferguson Tractor, and Asset #1178 – 2001 Chevy Van.

- ❖ Commissioner McDougald made a motion to declare obsolete and surplus the assets listed. Commissioner Hall seconded the motion. The motion passed unanimously 4-0.

INTERLOCAL AGREEMENT – AMENDMENT FOR MEDICAL EXAMINER SERVICES 2018-2019

Clerk Hand stated each year the Board must approve and execute the Interlocal Agreement for Medical Examiner Services. Clerk Hand stated the amount listed in the agreement amendment has been budgeted for in the next fiscal year.

- ❖ Commissioner McDougald made a motion to approve the Interlocal agreement amendment for Medical Examiner Services. Commissioner Hall seconded the motion. The motion passed unanimously 4-0.

SANDY KELLY – SHIP

Ms. Kelly stated the contractor with Chariot Construction, Mr. Manning, would be unable to complete any jobs for possibly the next two (2) months due to personal reasons. Ms. Kelly stated Mr. Manning currently has a job with the SHIP program, but Mr. David Stone with Gulf Coast Home Solutions has agreed to take the job for the same price Mr. Manning bid.

- ❖ Commissioner McDougald made a motion to approve Mr. Stone taking over Mr. Manning’s SHIP job. Commissioner Hall seconded the motion. The motion passed unanimously 4-0.

Attorney Milton opened and read aloud the SHIP bids:

	SHIP Bids		
Client Names	County Estimate	50% Value of home	Gulf Coast Home Solutions, LLC
Betty Wiggins	\$16,000.00 20% cap \$3,200.00 \$19,200.00	\$20,324.50	\$18,150.00

Deonte Dudley	\$3,375.00 20% cap \$675.00 \$4,050.00	\$5,140.50	\$3,900.00
Frieda Williams	\$16,500.00 20% cap \$3,300.00 \$19,800.00	\$21,049.50	\$18,795.00
Carolyn Gomillion	\$22,900.00 20% cap \$4,580.00 \$27,480.00	\$44,649.50	\$26,800.00

- ❖ Commissioner McDougald made a motion to accept the low bids from Gulf Coast Home Solutions, LLC contingent upon all paperwork being in order. Commissioner Hall seconded the motion. The motion passed unanimously 4-0.

Commissioner McDougald stated he has spoken with Ms. Kelly and Mr. Dowling Parrish about the way the payments are handled to contractors for the SHIP jobs. Commissioner McDougald asked if the Board could expedite the process by approving the payment between Board Meetings, so the contractors would not have to wait two (2) weeks to get their check. Clerk Hand stated the Board could vote to make payments between Board meetings, as was done with the HLMP (Hurricane Loss Mitigation Program) projects. There was further discussion about SHIP payments to contractors. Clerk Hand stated the Clerk's Office could not issue checks every day, there is a process they follow, but could print checks once per week. Clerk Hand stated they could call the Chairman or Vice-Chairman to sign the checks, and then the Board could approve the voucher at their next meeting. There was further discussion about SHIP payments. Commissioner Bailey asked if there would be any conflicts with the SHIP regulations if the Board made the decision to make payments between Board meetings. Ms. Snowden stated there would be no conflict with the SHIP regulations.

- ❖ Commissioner McDougald made a motion to approve payments to SHIP contractors between Board meetings after inspection/approval by the Building Official and the SHIP Administrator. Commissioner Hall seconded the motion. The motion passed unanimously 4-0.

Commissioner McDougald stated there was a SHIP recipient who called him with a complaint, and he has been trying to resolve the complaint for some time. Commissioner McDougald stated the complaint was about a fiberglass tub that was installed and developed a crack causing it to leak. Commissioner McDougald stated the SHIP recipient told him he made his complaint before the one (1) year contractor warranty expired. Commissioner McDougald stated the recipient gave him a time line of when he voiced his complaint. Commissioner McDougald stated he then went to the contractor and told him there was an issue, and the contractor agreed to fix the issue. Commissioner McDougald stated the HLMP projects then started and the contractor was too busy to repair the tub, so he told him that since he was so busy he could get to the tub after the HLMP projects were completed. Commissioner McDougald stated he called the contractor several times and was first told he would be able to replace the tub soon and had the materials ordered, and then was told the materials were in the contractors shop and he could work on the replacement in the next week, but the work was never performed. Commissioner McDougald stated he called again and the contractor told him the work was not under warranty, so he has brought the issue to the Board for discussion tonight, and would bring the recipient to the next meeting to establish the time line of the complaint. Mr. David Stone, the contractor for the project, stated the recipient notified him of an issue on Election Day of 2016, which was in November. Mr. Stone stated he informed the recipient the complaint was over his one-year warranty since he was paid for the completed project on October 21, 2015. Mr. Stone provided the Vice-Chairman with a copy of the check and the invoice date for the completion of the SHIP job. Mr. Stone stated he and Ms. Kelly went back

through the recipient's file and found that he had not signed the deferred payment loan, which the recipient refused to sign at the time the work was done on the home, and did not find any complaint on file. Mr. Stone stated the recipient stated he told Mr. Parrish about the issue at a football game, but the SHIP contractor grievance policy states complaints must be reported to the SHIP Director, which was Ms. Kelly, and documented in writing in the file. Commissioner Jones asked why Mr. Stone would order a tub if it was past the one year warranty. Mr. Stone stated he was trying to help the recipient, because the tub is under a ten (10) year warranty. Mr. Stone stated after one (1) year, the manufacturer's warranty transfers to the homeowner. Mr. Stone stated neither the SHIP Department, nor the Building Department, have any record of any reports of a complaint within the one (1) year warranty. Mr. Stone stated he must look at the job from a business standpoint, and would be out \$2,000 for parts and labor when the issue is a manufacturer's defect. There was further discussion about the SHIP complaint. Vice-Chairman Bailey asked Commissioner McDougald if he would like to agenda the complaint for the next Board meeting. Commissioner McDougald indicated an affirmative.

CHELSEA SNOWDEN, PROJECTS AND GRANTS COORDINATOR

Ms. Snowden stated she has the contracts with C.W. Roberts Contracting, Inc. for the North Taxiway A Extension for signature when Chairman Wise returns.

Ms. Snowden requested special consideration to pay Gulf Coast Home Solutions for the Recycling Center repairs. Ms. Snowden stated the total bid price for the project was \$16,955, which included \$6,000 for replacing the exterior roll down doors. Ms. Snowden stated the contractor has alerted her that he would be unable to install the doors in time to complete that part of the project therefore the doors will not be installed. (The grant funded project deadline is September 30, 2018). Ms. Snowden stated all other work would be complete by the end of the month for \$10,955, and she must have the project closed out and payments made by September 30. Ms. Snowden requested special Board permission to pay the contractor \$10,955 for the work completed before the next Board meeting to meet the September 30 deadline.

- ❖ Commissioner Hall made a motion to approve payment to the contractor for work completed by Friday. Commissioner McDougald seconded the motion. Commissioner Bailey stated he was at the Recycling Center today and noticed work was not complete, and asked if work was supposed to be complete by today or by the end of the week. Ms. Snowden stated the contractor told her the work would be complete by Friday. The motion passed unanimously 4-0.

Ms. Snowden stated Mr. Jack Kerigan, with Kerigan Marketing Associates, contacted her regarding the County website development. Ms. Snowden stated Me. Kerigan has been unable to reach the previous provider for the website, so a new domain would have to be created. Ms. Snowden stated there are two (2) options, a .com domain, which has an annual fee of \$45 or a .gov domain which has an annual fee of \$400. Ms. Snowden stated a pro of the .gov domain would be if sensitive information or payment information was being entered on the website, but as of now the website is strictly informational and no payments are submitted on the website. Ms. Snowden stated it was recommended to go with the .com domain, but she wanted to bring the topic before the Board for a decision.

- ❖ Commissioner McDougald made a motion to use the .com domain. Commissioner Hall seconded the motion. Commissioner Bailey asked if this domain would still allow the Commissioners to look at files others are working on. Ms. Snowden stated file sharing was not part of the contract with Kerigan Marketing Associates, and would require a separate internal server. Ms. Snowden stated this contact is only for website development and email services for Board employees and the Commissioners. There was further discussion about the domains. The motion passed unanimously 4-0.

Ms. Snowden stated Mr. Keith Maddox, EMS Director, alerted her there have been more issues with the ambulance chassis repair. Ms. Snowden stated she contacted Mr. Maddox for an update today but was unable to speak with him. Ms. Snowden stated the issue might be coming back before the Board to assess liquidated damages to EVT Enterprises. Ms. Snowden stated there is a \$100 per day liquidated damages clause in the contract with the company. Ms. Snowden stated the company picked up the ambulance on March 5 and had a twelve (12) week deadline, which would have been May 28, but it is now September and the work has not been completed. Ms. Snowden stated the company has mentioned issues with receiving materials, but also as of yesterday, they called Mr. Maddox and stated they would have the ambulance ready for Mr. Maddox to pick up today but she has not heard anything further. There was further discussion about the ambulance chassis repair.

Ms. Snowden stated she received a response from FDOT regarding the LAP (Local Agency Program) County Road 274 Sidewalk project. Ms. Snowden stated FDOT would be unable to participate in the additional funds needed for the project, which was a little over \$100,000 overbid. Mr. Ford stated there is not much they can change concerning the design of the sidewalk, but they have evaluated other cost saving options such as eliminating the portion of sidewalk east of State Road 71, or eliminate length on the western end of the sidewalk. Mr. Ford stated the elimination of either end could be bid as an alternate if the Board approves to re-bid the project. Commissioner McDougald stated he would rather eliminate the eastern portion of the sidewalk rather than eliminating length from the western side. There was further discussion about the project.

- ❖ Commissioner McDougald made a motion to re-bid the project, with the sidewalk east of State Road 71 as a bid alternate. Commissioner Hall seconded the motion. The motion passed unanimously 4-0.

CARLA A. HAND, CLERK OF COURT AND COUNTY COMPTROLLER

Clerk Hand stated the Sheriff Inmate crew budget is overspent for the current fiscal year. Vice-Chairman Bailey asked if there are funds in the Commissioner Travel line item to cover the costs. Clerk Hand stated there should be enough money in this line item to cover the costs.

- ❖ Vice-Chairman Bailey made a motion to pay the inmate crew budget expenditures from the Commissioner travel line item. Commissioner Jones seconded the motion. Commissioner McDougald asked if there were any other options. Clerk Hand stated this solution would be adequate because the Board would not be spending all the travel money in the Commissioner travel line item. The motion passed unanimously 4-0.

Clerk Hand stated last night in the special meeting a motion passed allowing members of the Calhoun County Volunteer Fire Departments to apply for the open Emergency Management Director position as an internal transfer. Clerk Hand asked if it were the Board's intent for this to be a one-time exception to the personnel policy hiring procedures or if this would be a permanent change for any open position. Commissioner McDougald stated he did not intend for this to be a one-time exception. There was further discussion about allowing Volunteer Fire Fighters to apply for County job openings as internal transfers. Clerk Hand stated the transfer policy would need to be changed if the Board would like this to be a permanent change. Clerk Hand stated the Clerk's Office does not know who all the volunteer fire fighters are, only who the fire chiefs are, so it would be up to the individual fire chiefs to post any job opening information. Clerk Hand stated the Clerk's Office would not have a way to know if everyone has seen the job openings. Commissioner Bailey stated he would like to change the transfer policy to allow the volunteer fire fighters to apply for County job openings as internal transfers.

Clerk Hand stated Mr. Tim Jenks, Maintenance Superintendent, has requested Board permission to place an order for a new work truck on State contract. Clerk Hand stated the cost of the truck has been approved in the budget for the new fiscal year.

- ❖ Commissioner McDougald made a motion to approve for Mr. Jenks to order a new work truck on State contract. Commissioner Jones seconded the motion. The motion passed unanimously 4-0.

Clerk Hand stated Mr. Jenks has also requested to have the 2012 Ford Ranger repaired, which blew a head gasket. There was Board consensus for Mr. Jenks to have the Ford Ranger repaired.

Clerk Hand stated the auditors sent a request today for various department inventories. Clerk Hand stated she has requested the inventories from the Road Department Superintendent, the Mosquito Control Director, and the Airport Manager. Clerk Hand stated more roadside spray chemicals were bought recently, and she would need a detailed inventory of all roadside spraying chemicals with quantity, description, unit price, and extended price by Friday afternoon. Vice-Chairman Bailey stated the Road Department was working on the inventory of the spray chemicals today, and should have the information for Clerk Hand.

Clerk Hand stated the Board scheduled a workshop on Monday at 4:30 pm to discuss the Director of Operations position. Clerk Hand asked the Board if they would like to change this to a special meeting in the event the Board would like to make any decisions, as workshops are for discussion only.

- ❖ Commissioner McDougald made a motion to change the workshop scheduled for Monday at 4:30 to a Special Meeting. Commissioner Hall seconded the motion. The motion passed unanimously 4-0.

ATTORNEY TIME

Nothing to report.

COMMISSIONER TIME

COMMISSIONER HALL

Nothing to report.

COMMISSIONER MCDUGALD

Nothing to report.

COMMISSIONER JONES

Nothing to report.

VICE-CHAIRMAN BAILEY

Vice-Chairman Bailey stated there has been a request from the ambulance service to place milling under their new barn for parking their ambulance. Vice-Chairman Bailey stated he thinks this would be a good gesture on behalf of the County to supply the milling. There was Board consensus to supply milling for the ambulance service barn.


Vice-Chairman Bailey asked Ms. Snowden if the issue with the ambulance chassis repair should be placed on the agenda for the next Board meeting. Ms. Snowden stated she would like to speak with Mr. Maddox first, but if the situation is not resolved she would contact the Clerk's Office for placement on the next Board agenda.

There being no further business, the meeting adjourned at 7:06 p.m., CT.



GENE BAILEY, VICE-CHAIRMAN

ATTEST



CARLA A. HAND, CLERK