

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR BOARD MEETING MINUTES
DECEMBER 11, 2018**

PRESENT AND ACTING:

**GENE BAILEY, CHAIRMAN
SCOTT MONLYN, VICE-CHAIRMAN
DANNY RAY WISE
EARL HUNT
JERAL HALL**

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

Chairman Bailey called the meeting held in the Regular Meeting room to order at 6:00 P.M.; CT.
Chairman 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 November 27, 2018 Planning Commission Meeting Minutes and the December 3, 2018 Selection Committee Meeting Minutes; vouchers for warrants: accounts payable warrants – 1812-1S, 1810-UTL, 1811-UT2, 1811-UTL, 1812-1EP, 1812-UTL, 1812-1GP, 1812-1G, 1812-1L, 1812-1RD, 1812-1E payroll warrants – none) was made by Commissioner Monlyn and seconded by Commissioner Hall. The motion passed unanimously 5-0.

COMPREHENSIVE PLAN AMENDMENT – ORDINANCE 2018-06

Attorney Fuqua read the Ordinance by title:

ORDINANCE NO. : 2018-06

AN ORDINANCE AMENDING THE CALHOUN COUNTY COMPREHENSIVE PLAN, BY AND THROUGH PROCEDURES REQUIRED FOR LARGE SCALE AMENDMENTS PURSUANT TO AUTHORITY UNDER STATE STATUTES SECTION 163.3184, SPECIFICALLY APPROVING CHANGES TO THE FUTURE LAND USE ELEMENT, INFRASTRUCTURE ELEMENT AND THE CONSERVATION ELEMENT, AND PROVIDING FOR REPEAL OF ANY CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR 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 designate 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 Comprehensive Plan and;

WHEREAS, the Calhoun County Local Planning Agency has prepared the proposed amendment to the Calhoun County Comprehensive Plan, and held a public hearing on the proposed amendment on November at 5:00 p.m. and recommended approval of the amendments to the Board of County Commissioners; and

WHEREAS, pursuant to Section 163.3184, Florida Statutes, on November 27, 2018 5:00 p.m., the Board of County Commissioners of Calhoun County, Florida, acting as the Local Planning Agency, held a public hearing, with due public notice having been provided, on the adoption of Comprehensive Plan amendments; and

WHEREAS, pursuant to Section 163.3184, Florida Statutes, the Board of County Commissioners of Calhoun County, Florida, held a public hearing on November 27, 2018, at 6:00 p.m. on the adoption of an ordinance for the amendments to the Comprehensive Plan, with due public notice having been provided, to obtain public comment, and having considered all written and oral comments received, including the data collection and analysis packages and recommendations of the Local Planning Agency, and having adopted and approved the proposed amendments for transmittal to the appropriate State of Florida agencies; 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 revised Comprehensive Plan 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 I. 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. Calhoun County 2012-2025 Comprehensive Plan amendments.

THE CALHOUN COUNTY 2012-2025 COMPREHENSIVE PLAN IS HEREBY AMENDED SPECIFICALLY APPROVING CHANGES SECTIONS AS SET FORTH IN EXHIBIT "A" ANNEXED HERETO.

Section 3. Copy on File.

A certified copy of the enacting ordinance, as well as certified copies of Calhoun County Comprehensive Plan and Future Land Use Map as revised 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 4. Transmittal to Department of Economic Opportunity.

The Board of County Commissioners for Calhoun County has, pursuant to Section 163.3184, Florida Statutes, the Calhoun County Commission transmitted this Ordinance and the amended version of the Calhoun County 2012-2025 Comprehensive Plan to the Department of Economic Opportunity for review and determination of Compliance of the Plan with the provisions of Chapter 163, Part II, Florida Statutes and has received no objections to the Ordinance.

Section 5. Conflicts.

All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

Section 6. Severability.

If any word, phrase, clause, section or portion of this Ordinance shall be held invalid or unconstitutional by a court of competent jurisdiction, such portion or words shall be deemed a separate and independent provision and such holding shall not affect the validity of the remaining portions thereof.

Section 7. Effective Date.

Pursuant to Section 163.3184, Florida Statutes, this Ordinance and the amended version of the Calhoun County 2012-2025 Comprehensive Plan shall not become effective until; the 21 day period for affected parties to file a petition has expired, and the Ordinance has been officially filed with the Secretary of State.

Attorney Fuqua stated the Comprehensive Plan Amendment and Ordinance were approved at the Planning Commission Meeting on November 27, 2018, but the adoption of the Ordinance was postponed until the next regular Board meeting.

- ❖ Commissioner Hall made a motion to approve Ordinance 2018-06. Commissioner Wise seconded the motion. The motion passed unanimously 5-0.

SMALL COUNTY COALITION BOARD – STAFF LIAISON

Calhoun County Commissioners Meeting – December 11, 2018

Chairman Bailey recommended appointing Ms. Chelsea Snowden as the Calhoun County staff liaison for the Small County Coalition Board.

- ❖ Commissioner Hall made a motion to appoint Ms. Snowden to the Small County Coalition Board as the staff liaison for Calhoun County. Commissioner Hunt seconded the motion. The motion passed unanimously.

JAKE SHULER, EMS – AMBULANCE REMOUNT

Mr. Shuler stated EVT Enterprises has missed another deadline of November 30, and there has been no contact with the company. Mr. Shuler stated they have reached out to the State to let them know they would need another deadline extension, and the State now wants a definitive deadline for the completion of the unit. Mr. Shuler stated a decision would need to be made as to whether to leave the ambulance with EVT or pick it up and go with another vendor. Attorney Fuqua recommended picking up the ambulance and sending it to someone else for completion. Mr. Shuler stated they have been in contact with a couple other companies, and one (1) stated as soon as the ambulance is back on County property they could send someone to assess the ambulance. Mr. Shuler stated they would need to know what the process would be to select a new vendor if the contract were pulled from EVT Enterprises.

- ❖ Commissioner Wise made a motion for the County to send a tow truck to pick up the ambulance from EVT Enterprises. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Chairman Bailey asked what the process would be when the ambulance arrives on County property and asked if there is a second firm that could complete the work. Mr. Shuler stated Rev RTC Hallmark in Ocala has stated as soon as the ambulance is back on County property they would send someone to assess the ambulance and give a cost estimate to finish the work. Mr. Shuler stated they have contacted another company, ETR LLC out of Sanford, FL, who said they could finish the ambulance but have not heard back from them yet. Chairman Bailey asked if the ambulance box were mounted on the truck. Mr. Shuler stated after the storm there was damage to the chassis and Mr. Keel stated the insurance company told him to remove the box so the chassis could be taken to a repair shop. Mr. Shuler stated he is not sure if the box has been taken off or not. Chairman Bailey asked what should be done if the box is not on the chassis. Attorney Fuqua stated they should take what they can get and come back for the rest. Chairman Bailey asked how much money EVT Enterprises has been paid. Attorney Fuqua stated the vendor has been paid half the total amount. Chairman Bailey asked if any money is due back to the Board. Attorney Fuqua stated they would have to wait and see how much work has actually been done, and then determine liquid damages. There was further discussion about the ambulance repairs.

DAVID H. MELVIN, INC. COUNTY ENGINEER – SCRAP CR 549 CEI TASK ORDER

Mr. Jake Mathis presented task order 2018-1 for CEI services for County Road 549/John G. Bryant Road. Mr. Mathis stated he would be happy to answer any questions regarding the task order. Chairman Bailey stated he has not seen the task order, and inquired the task order cost. Mr. Mathis stated the task order was sent to Ms. Snowden. Ms. Snowden stated the Board received the task order in their agenda packets. Mr. Mathis handed Chairman Bailey a copy of the task order. Chairman Bailey stated the amount of the task order is \$70, 850, and asked for the time frame for construction. Mr. Mathis stated the construction time is listed at 120 days. There was further discussion about construction cost and the percentage paid to the CEI firm.

- ❖ Commissioner Hunt made a motion to table the task order to the next regular Board meeting. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Chairman Bailey asked when the project would be advertised for bid. Ms. Snowden stated she planned to advertise next week.

ALDAY-HOWELL ENGINEERING, COUNTY ENGINEER – ALTHA SCHOOL SIDEWALK DESIGN

Mr. Travis Howell updated the Board on the Altha School Sidewalk Project. Mr. Howell stated the project is a LAP (Local Agency Program) project funding by the Federal government and FDOT. Mr. Howell stated the project includes Look and Tremble Road, South Fuqua Street, Evans Street, and Chipola Street; about 4,800 total linear feet of sidewalk. Mr. Howell stated they have a few driveway modifications noted, and curb and gutter drainage has been included to help with storm water. Mr. Howell stated they have submitted 60% plans to FDOT for review at the end of October, but have not received any comments yet. Mr. Howell stated the deadline for the grant was this month, but Ms. Snowden would be requesting an extension to the end of February so there would be time to receive comments back from FDOT, and if there are comments for them to be addressed and resubmitted to FDOT for approval. Mr. Howell stated the design should be complete by February. Mr. Howell stated the budget for construction currently is \$620,000. Mr. Howell stated they have not updated the estimate at this time, but plan on doing this a month from now and would update the Board at this time. Chairman Bailey stated since there is a new Commissioner for District 2, he would suggest setting up a meeting with Mr. Edenfield and Commissioner Hunt to go over the project and plans. Mr. Howell stated he would set up a meeting with Commissioner Hunt and Mr. Edenfield.

JACE FORD – 911 MAPPING AND ADDRESSING/MOSQUITO CONTROL

Mr. Ford informed the Board he has accepted a position in Liberty County. Mr. Ford stated he is very grateful for the job the Calhoun County Board of County Commissioners has provided to him. Mr. Ford stated his last day would be next Friday, December 20. Mr. Ford asked if there is any direction the Board would like to give him as far as any of his job duties. Chairman Bailey stated the County must have a mosquito control program, and the Board would need to look into how they want to handle mosquito control. Chairman Bailey stated it has been discussed contracting out the Mosquito Control program until a replacement could be found. Chairman Bailey suggested tabling the subject to the next regular Board meeting on January 3.

- ❖ Commissioner Hunt made a motion to table the Mosquito Control Program Director position until the January 3 Board meeting. Commissioner Monlyn seconded the motion. The motion passed unanimously 5-0.

TIM JENKS – MAINTENANCE DIRECTOR

Mr. Jenks stated his department has been busy cleaning up County property. Mr. Jenks stated they have made repairs at Kinard Park, and have all the trees cut but one (1). Mr. Jenks stated they continue to work on the Courthouse HVAC project, which is almost complete. Mr. Jenks stated he has requested a quarterly report from TRANE to show the energy savings to the County with the new system. Mr. Jenks stated he has allowed the Blountstown Middle School ball team to use a couple fields at Sam Atkins Park to practice.

Chairman Bailey stated he would like to see all the fences at Sam Atkins Park that would be used during ball season repaired by the end of February. Chairman Bailey stated the lighting repairs would have to come later since the project would be costly. Chairman Bailey stated the fields and concession stand could at least be made ready for ball season. There was further discussion about Sam Atkins Park.

Mr. Jenks stated he has two (2) workers hired through Career Source Chipola (grant-funded positions) that are working out well. Chairman Bailey asked how many workers have been hired total through Career Source Chipola. Clerk Hand stated there have been five (5) hired so far.

CLIFFORD EDENFIELD – ROAD DEPARTMENT SUPERINTENDENT

Mr. Edenfield stated he has received prices for the trailers for the two (2) inmate work crews that would be added at the Road Department. Mr. Edenfield stated the six (6) foot by sixteen (16) foot trailers are \$1,900 each if in stock. Mr. Edenfield stated if the trailers are not in stock they would be \$100 to \$200 dollars more per trailer. Mr. Edenfield stated he also received pricing on another trailer that could haul forklifts and tractors that he and Mr. Jenks could share to haul equipment safely. Mr. Edenfield stated the cost of this trailer is \$4,700. Mr. Edenfield stated the two (2) inmate work s crew supervisor positions are being advertised for the next two weeks, and hopefully the positions would be filled by January 5. Mr. Edenfield stated he has a meeting scheduled with the warden of Calhoun Correctional Institution on Friday morning at 8:00 to discuss the County getting two (2) extra work crews. Mr. Edenfield asked the Board how they would like to proceed in purchasing the trailers. Chairman Bailey stated he is in favor of buying two (2) inmate work crew trailers. Chairman Bailey stated if the other trailer were purchased as well, Mr. Edenfield would be below the \$10,000 threshold for bids. Chairman Bailey asked Clerk Hand if these trailers could be purchased now. Clerk Hand stated the Board could set aside their procurement policy and purchase the trailers.

- ❖ Commissioner Monlyn made a motion to set aside the procurement policy for the purchase of the trailers. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Mr. Edenfield stated he plans to begin work again in January on Bears Head Road and Troy McCroan Road. Mr. Edenfield stated they are going to begin phasing out of debris clean up and back into roadwork. Mr. Edenfield stated they are patching roads all over the County and have many pipes to install. Chairman Bailey asked if the Road Department has an anticipated completion date for their work on Troy McCroan Road and Bears Head Road. Mr. Edenfield stated it would take the Road Department approximately two (2) months to complete the work they need to do on the roads. Mr. Edenfield stated after they are done with their part it would take the contractors three (3) or four (4) months to complete their part of the projects. Chairman Bailey asked where the County was on the two (2) contracts with Roberts and Roberts, Inc. Mr. Edenfield stated they are about 95% finished with Blackbottom Road, and there are materials at Sam Duncan Road but they have not begun work. Mr. Edenfield stated he would contact the contractor and ask when work would begin.

Mr. Edenfield stated he has received an overwhelming amount of phone calls from the public requesting dirt to be hauled to private property. Mr. Edenfield stated to the best of his knowledge, he cannot deliver dirt to private property legally. Attorney Fuqua stated there is an Attorney General's opinion that says the County cannot legally deliver dirt to private property. Attorney Fuqua stated if there is dirt the County is not using, it must be bid off as surplus and the dirt cannot be hauled with County property. Mr. Edenfield stated the County does not have a lot of dirt, and buy loads for \$20 per load when needed. There was further discussion about dirt. Chairman Bailey told Mr. Edenfield to tell any callers it is against the law for the County to deliver dirt to private property, and to direct anyone from his district that inquires about dirt to call him.

Chairman Bailey asked about the tractor that the Road Department recently purchased. Mr. Edenfield stated the new tractor was delivered at 4:00 today, and has a mulching head and mowing head. Mr. Edenfield stated they would have a training course in the morning on how to operate the tractor. Mr.

Edenfield stated the tractor would be a great tool for cut back on the right of ways. Mr. Edenfield stated he would rotate the tractor between each district for cut back.

Mr. Edenfield stated he would be meeting with Metric Engineering and the State tomorrow to discuss debris pickup in the County parks and on dirt roads, and discuss the issue of road shoulders being torn up by the debris pickup crews. Mr. Edenfield asked the Commissioners to call him or email about any areas that need attention.

Chairman Bailey stated there is a large chunk of asphalt that has been removed from 11th Street by a debris clean up contractor. Chairman Bailey stated Metric Engineering has an inspector on the job, and believes these inspectors should be making notes when asphalt is removed or a road is torn up and brought to FDOT's attention. Mr. Edenfield stated since he knows what day it happened, he would be able to track down the contractor that tore up the road because they are using GPS to log where debris has been picked up and by which contractor. Mr. Edenfield stated he would address this issue in his meeting tomorrow with Metric Engineering.

Chairman Bailey stated he has heard it is possible the State will kill the debris pickup contract after January 1, and stop picking up debris. Attorney Fuqua stated it could be further into January, and from what he understands the State would not kill the contract, but would turn over to the County to fund the contract. Attorney Fuqua stated the County might want to speak with the FEMA consultant about the issue. Attorney Fuqua stated Calhoun County did not have any procured contractors like some other counties, so if the State stops picking up debris Calhoun County would have to procure a contractor. Mr. Edenfield stated he would speak to Mr. Gainer tomorrow about the topic.

RITA MAUPIN – DIRECTOR OF LIBRARY SERVICES

Ms. Maupin stated the Blountstown Library is operating normally. Ms. Maupin stated FEMA is using the Heritage Room, and has extended their stay in the County until January 15. Ms. Maupin stated they are continuing to waive fees and fines in Calhoun and Liberty counties through January 30. Ms. Maupin stated the Blountstown and Hugh Creek Libraries are operating normally, with Hugh Creek still serving as a voluntary POD (point of distribution) site. Ms. Maupin stated the Altha Library has not been operational since the hurricane. Ms. Maupin stated the technology in the building is fine, and they have the Wi-Fi operational so patrons can use their laptops in the parking lot if needed. Ms. Maupin stated the County does not own the building, so she is unsure what direction to go with the library. Ms. Maupin stated the Kinard Library would be open December 22 for Santa Clause, and they have moved into the temporary building provided by the Florida League of Cities. Ms. Maupin stated Shelton's Library and Mossy Pond Library are also operating on normal schedules.

Mr. J.K. Newsome stated they have to make some changes to the temporary library at Kinard to make it usable as a library. Mr. Newsome stated they would be making some changes to walls for the children's section, separating the adult computer lab from the children's computer lab, adding a sink so staff could clean up after programs, bringing in a refrigerator, and installing smoke detectors and fire extinguishers. Mr. Newsome stated the IT department is wiring the building so the computer services would work. Mr. Newsome stated the Florida League of Cities has done a great job of building steps and a wheelchair ramp, and Mr. Jenk's staff has done a great job cleaning up the park. Mr. Newsome stated it would not be long until all services would be available at the Kinard Library.

DOWLING PARRISH – BUILDING OFFICIAL

Mr. Parrish stated he has been busy with hurricane related business. Chairman Bailey asked how long the Board would like to continue to waive the building permit fees. Chairman Bailey stated he has heard the City of Blountstown would be waiving their fees until January 1. Mr. Parrish stated Wakulla County and Gadsden County are also still waiving their fees. Chairman Bailey stated the Board could continue to waive the fees until January, but at some point, the fees would have to be reinstated. Mr. Parrish stated he would call some of the other counties between now and the next Board meeting to see how they are handling their fees.

Chairman Bailey asked if there have been any issues with unlicensed contractors. Mr. Parrish stated he has had no issues with unlicensed contractors, but has had some complaints about licensed contractors. Mr. Parrish stated he has spoken with the contractors, who have agreed to go back and fix any issues. Mr. Parrish stated he has had a steady flow of permits and inspections. Chairman Bailey asked if it would help Mr. Parrish if there were someone who could answer his phone. Mr. Parrish stated this would be of help to him. Chairman Bailey asked if Career Source Chipola could be informed an additional employee would be needed in Emergency Management. Clerk Hand stated Emergency Management is still waiting on one (1) more front desk employee, but she would inform them another employee would be needed.

JUDY BISS – COUNTY EXTENSION OFFICE

Ms. Biss stated they are busy with end of year reporting and beginning to plan next year's programs. Ms. Biss stated she has provided the Board with a 2019 UF/IFAS Calendar that includes a few extension reports. Ms. Biss stated they continue to provide information on hurricane recovery resources to clients, and continue to disburse supplies as they receive them. Ms. Biss stated the Florida Cattlemen's Association recently donated over 5,000 metal fence posts to Washington, Jackson, Calhoun, and Gulf Counties. Ms. Biss stated they worked with the cattlemen in these areas to distribute them locally. Ms. Biss stated this Friday they would be receiving additional supplies from their Extension colleagues in Highlands County, which would primarily be for school students and their families. Ms. Biss stated Ms. Whitney Cherry continues to work closely with the school system conducting education programs and distributing supplies. Ms. Biss stated a number of Extension Agents in north Florida opted for early retirement, one of which being Ms. Monica Brinkley at the Liberty County Extension Office. Ms. Biss stated the new Extension Agent, Ms. Marie Arrick, would be starting on January 11. Ms. Biss stated Ms. Arrick is currently the Family and Consumer Agent in Jackson County. Ms. Biss stated they have worked together in the past and their goal is to continue the partnership that Liberty and Calhoun Extension offices have developed over the years.

ADAM JOHNSON – INTERIM EMERGENCY MANAGEMENT DIRECTOR

Mr. Johnson provided the Board with a handout update regarding FEMA housing information for Calhoun County. Mr. Johnson stated the report outlines who has applied for direct housing and who would be receiving housing. Mr. Johnson asked the Board to be cognizant of the personally identifiable information on the report. There was further discussion about the report. Mr. Johnson stated eighty-six (86) households have been approved for housing, and a total of 2,587 have applied for housing assistance in Calhoun County.

Mr. Johnson stated he placed a request for private property debris removal, but the request remains unfulfilled. Mr. Johnson stated he has been in contact with the State Department of Emergency Management and checked the status of the request this morning, which still lists pending. Mr. Johnson stated he has sent in the letters from the Sheriff's Department and Health Department stating the need and concern to public health because of all the debris, and has been stressing the need the County has

for public assistance. Chairman Bailey asked if any county has been approved for right of entry permits. Attorney Fuqua stated Jackson might have been approved. Mr. Johnson stated Bay County might have been approved as well. There was further discussion about right of entry permits. Attorney Fuqua suggested calling Eric Hill or Jim Peacock in Jackson County to find out what the situation is in their county. Attorney Fuqua stated this is something the County's consultant could help with as well.

Mr. Johnson stated the FEMA Recovery Scoping kick-off meeting has been rescheduled for Wednesday, January 9 at 9:30 in the EOC. Mr. Johnson stated Rostan Solutions has been gathering and providing information for the meeting, and he has been pleased with their efforts thus far.

Mr. Johnson stated the FEMA Disaster Recovery Center remains open at the Blountstown Library until at least mid-January, and if there is still a need at that point the County could talk with FEMA about extending their stay a little longer.

Mr. Johnson stated he has been busy demobilizing and inventorying State and County assets. Mr. Johnson stated there were many mutual aid resources provided to the County, and they now have to be returned to their respectful owners. Mr. Johnson stated donations are still being accepted at the Ministry Center. Mr. Johnson stated the State has agreed to maintain the contracts until the end of the year on the two (2) tents being used at the Ministry Center for donation storage, and if still needed after this time they would enter into negotiations with the County for the contracts on the tents. There was further discussion about donations.

CHELSEA SNOWDEN – PROJECTS AND GRANTS COORDINATOR

Ms. Snowden presented to the Board the Professional Services Task Order and Agreement with Rostan Solutions. Ms. Snowden stated in the special meeting the Board approved the contracting with the company contingent upon FEMA approval and County Attorney approval of the agreement. Ms. Snowden stated Attorney Fuqua has looked over the contract, and it was determined after the meeting the agreement could not be approved based on FEMA approval of the contract. Attorney Fuqua recommended the Board approve the contract as amended.

- ❖ Commissioner Monlyn made a motion to approve the contract with Rostan Solutions as amended. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Ms. Snowden presented to the Board change order number five (5) for the SCOP (Small County Outreach Program) County Road 392 project. Ms. Snowden stated the project has been completed and finished with FDOT, but it was noted the change order was never executed. Ms. Snowden stated this was a no cost change order to add ten (10) days to the contract with Roberts and Roberts, Inc.

- ❖ Commissioner Hunt made a motion to accept change order number five (5) for the SCOP County Road 392 project. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Ms. Snowden stated the bale clamp from the forklift at the Recycling Center was stolen a couple weeks ago, and she was asked to get a quote for the replacement of the bale clamp. Ms. Snowden stated Clerk Hand contacted the insurance company and the County will have a deductible of \$1,000 and the insurance company will pay for the rest of the cost of the new bale clamp. Ms. Snowden stated she reached out to the same company the forklift and bale clamp was purchased from, Thompson Caterpillar, and they quoted \$8,500 for the exact same clamp. Ms. Snowden asked the Board if they would like to move forward with getting three (3) quotes for the bale clamp or set aside the procurement policy and purchase the clamp from Thompson Caterpillar. Chairman Bailey stated he

would like to give permission to buy a new bale clamp, but get a few other quotes go with the best price.

- ❖ Commissioner Hunt made a motion for another quote to be obtained and purchase the bale clamp with the lowest price. Commissioner Monlyn seconded the motion. The motion passed unanimously 5-0.

Ms. Snowden stated she and Chairman Bailey met with a representative from Systems Scale today and discussed options for maintenance and preventative measures on the scales at the Recycling Center. Ms. Snowden stated the company offers a maintenance program with calibration of the scales twice a year for \$500 per occurrence. Ms. Snowden stated the contract would remain in effect, with up to 30 days written notice of cancellation. Ms. Snowden presented the contract to the Board for approval and execution.

- ❖ Commissioner Hall made a motion to approve the contract with Systems Scale. Commissioner Hunt seconded the motion. The motion passed unanimously 5-0.

Ms. Snowden stated she received the Small County Solid Waste Grant Agreement for \$90,909 from FDEP (Florida Department of Environmental Protection). Ms. Snowden stated this grant supplies the funding for the Recycling Program operations, and include salaries and different tasks the Board would like to see accomplished. Ms. Snowden stated last year's grant work program included amnesty weekend in each district, hazmat day, and some Recycling Center maintenance. Ms. Snowden asked the Board if there were any tasks they would like to change or add before the agreement were approved. There was further discussion about the Solid Waste Grant Agreement. Ms. Snowden stated if there were no changes the Board wanted to make to the work plan, she would present the Board with the agreement for approval and execution.

- ❖ Commissioner Hall made a motion to approve the Small County Solid Waste Grant Agreement. Commissioner Hunt seconded the motion. The motion passed unanimously 5-0.

Ms. Snowden stated she has been in discussion with Kerigan Marketing regarding the County email creation, and there are some questions that would need to be answered in moving forward with the project. Ms. Snowden stated there are sixteen (16) employees submitted for emails. Ms. Snowden stated the company has provided several options for installation of the email system. Ms. Snowden stated option one (1) would be to install Outlook or a similar program, which would be no extra cost to the County on top of the monthly maintenance fee. Ms. Snowden stated option two (2) would be an Office 365 program, which would be \$5.00 extra per user, per month. Ms. Snowden stated this would also give access to online exchange, OneDrive Microsoft Team, and SharePoint. Ms. Snowden stated option three (3) would be Office 365 Business Premium, which would be \$12.50 per user, per month. Ms. Snowden stated there would be an installation cost of \$625 for option one (1), option two (2) would be an installation cost of \$250, and option three (3) would be an installation cost of \$625. Ms. Snowden stated the install cost was not included in the original estimate because the company thought the County would have an IT department who would be handling the installation. Ms. Snowden stated the Board could think about the options and provide further discussion on their thoughts for the email creation.

Chairman Bailey stated the County applied for several roads under the FDOT grant programs and asked if any information has been received on these applications. Ms. Snowden stated FDOT had their five (5) year work program meeting on December 3, but she has not went into the system to look at the updated five (5) year work program yet. Mr. Justin Ford with Dewberry Engineers stated he has looked at the website, and this year FDOT has funded almost no projects. Mr. Ford stated he has placed a call to

Dustin Castells at FDOT for more information, but has not been able to reach him. Mr. Ford stated they funded one (1) SCOP project, which was Bodiford Road in Calhoun County, and may have funded two (2) SCRAP (Small County Road Assistance Program) in the district. Mr. Ford stated Liberty, Gulf, Gadsden, and Franklin counties were not awarded any projects. Mr. Ford stated Wakulla County was funded for one (1) project as well. There was further discussion about the FDOT projects. Chairman Bailey asked why FDOT does not directly notify someone in the County of project awards. Mr. Ford stated normally they have a video conference in three (3) different locations, and a packet is given out stating which projects were awarded for your County. Mr. Ford stated this year they changed this and prerecorded a webinar and placed it on their website, which was difficult to find.

Chairman Bailey stated he received an email regarding about the FDOT open call for applications for their grant programs. Chairman Bailey stated applications would be accepted starting December 10, 2018 and would close on March 22, 2019. Chairman Bailey stated the Board would need to think about which roads they would like to apply for in 2019. Chairman Bailey stated the Board would also need to put together a list for Ms. Debbie Belcher for the CDBG (Community Development Block Grant) program so she can pursue the roads in January.

CARLA A. HAND, CLERK OF COURT AND COUNTY COMPTRROLLER

Clerk Hand presented to the Board for approval and execution a Memorandum of Support and Commitment for the Capital Action Agency for office space on the third floor of the courthouse.

- ❖ Commissioner Hall made a motion to approve the Memorandum of Support and Commitment for the Capital Action Agency. Commissioner Hunt seconded the motion. The motion passed unanimously 5-0.

Clerk Hand informed the Board there would be a Legislative Delegation Hearing on Thursday, December 20, 2018 at 5:00 CT in the regular Board meeting room. Clerk Hand stated they are urging all residents and elected officials to attend. Chairman Bailey urged all the Commissioners to attend the hearing to speak with the representatives for our area regarding FDOT funding and inmate work crews.

ATTORNEY TIME

Attorney Fuqua stated the Board voted to move their meetings to the first and third Tuesday of each month and it may be that he could come to one meeting and his partner, Attorney Clay Milton, could come to the other. Attorney Fuqua stated on the third Tuesday he has the Jackson County School Board meeting. Attorney Fuqua stated he could cover both meetings if they were moved to the first and third Monday of each month. Chairman Bailey stated he would prefer to keep the Board meetings on Tuesdays, as Mondays are generally not good days for meetings. A motion was previously made during the December 3, 2018 Special Board Meeting approving the new Board meeting schedule beginning in January 2019. The Board agreed to keep the meeting on the first and third Tuesday of each month as previously determined.

COMMISSIONER TIME

COMMISSIONER HUNT

Commissioner Hunt stated he does not need the County provided insurance, and would like to donate his portion of healthcare costs to the Community Center in Altha. Chairman Bailey stated he has donated his healthcare costs in the past as well. Chairman Bailey asked Clerk Hand if there would be any conflict with the Clerk's Office in allocating the money to the Altha Community Center. Clerk Hand stated there would be no conflict, there would need to be a budget amendment to move the funds.

Clerk Hand stated come of the insurance funds for District 2 have been spent since Commissioner McDougald had insurance, but there would be nine (9) to ten (10) months left to move into another line item once the Board votes to move the funds.

Commissioner Hunt asked when work would begin on Troy McCroan Road, and asked when work began on the road. Mr. Edenfield stated they began work on the road in June but the area got a lot of rain and they had to hold off on work until August. Mr. Edenfield stated the Road Department had almost completed their part of the roadwork for the contractor to move in when Hurricane Michael hit in October. Commissioner Hunt asked who would be installing the pipe on the Road. Mr. Edenfield stated North Florida Construction would be the contractor for the project. Commissioner Hunt asked about the deadline for completion of the project. Mr. Edenfield responded the deadline was extended to two (2) or four (4) years from now, but he could have more definite information in the morning. Mr. Edenfield stated the project should be completed next year. There was further discussion about Troy McCroan Road.

COMMISSIONER MONLYN

Commissioner Monlyn stated he spoke with the warden at Calhoun County Correctional Institution in reference to the inmate work crews. Commissioner Monlyn stated the warden told him that after the Christmas holidays she would try to send at least two (2) work crews out to the County. Commissioner Monlyn stated there was so much damage to the prison the work crews are needed there for repairs. Commissioner Monlyn stated he told the warden each Commissioner would like a work crew for each district, and she responded this could be possible in the future. Commissioner Monlyn asked Mr. Edenfield if the work crews that would be released could be rotated around to each district. There was further discussion about inmate work crews.

Commissioner Monlyn asked if Mr. Edenfield has received any further information from the County that said they were willing to donate road signs. Mr. Edenfield stated he has not heard back from them since he spoke with them last, and would follow up with them. There was further discussion about road signs.

Commissioner Monlyn stated the group he is part of, the MCA (not sure what it stands for) would begin going out into neighborhoods in the next week or two to help with debris clean up. Commissioner Monlyn stated if anyone needs any help to reach out to them. There was further discussion about debris clean up.

COMMISSIONER WISE

Nothing to report.

COMMISSIONER HALL

Nothing to report.

CHAIRMAN BAILEY

Chairman Bailey stated a truckload of tarps was delivered to the recycling center yesterday if anyone is in need of tarps.

Chairman Bailey inquired if any further information is available regarding bidding out the Neal Boat Landing project in February. Mr. Ford stated they still have not received the Army Corps of Engineers permit. Mr. Ford stated they have been checking with the Corps regularly regarding the permit, and are told the permit could be released any day. Mr. Ford stated he would think the contract could be bid in

February, and if the Army Corps permit has not been received by then the work on the jetty and floating dock could be pushed to the end of the project since they are the items pertaining to the permit. Chairman Bailey asked if help from Congress would be needed to get the Army Corps of Engineers to release the permit to the County. Mr. Ford stated he has thought about this and talked with others in his company who have advised him against speaking to Congress for fear of vindictive action being taken by the Core and the permit being moved to the bottom of their pile.

Chairman Bailey stated at the last Board meeting, the contract for the SCRAP (Small County Road Assistance Program) Live Oak Heights/Frank Williams Lane project was tabled.

- ❖ Chairman Bailey made a motion to award the SCRAP Live Oak Heights/Frank Williams Lane project to Dewberry Engineers, Inc. Commissioner Wise seconded the motion. The motion passed unanimously 5-0.

Chairman Bailey asked the Commissioners to keep in mind roads they would like to place on the list for the CDBG program for Ms. Belcher in January, and roads to submit to FDOT for their next grant cycle.

Chairman Bailey stated the Emergency Management Director position was advertised in house and three (3) applications were received, but two (2) applicants have withdrawn their applications. Chairman Bailey stated since this only leaves one (1) application, he would like to recommend moving forward with advertising externally for the position.

- ❖ Commissioner Wise made a motion to advertise externally for the Emergency Management Director position. Commissioner Hunt seconded the motion. The motion passed unanimously 5-0.

There being no further business, the meeting adjourned at 8:04 p.m., CT.


GENE BAILEY, CHAIRMAN

ATTEST:


CARLA A. HAND, CLERK