

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR MEETING MINUTES
OCTOBER 23, 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 2:00 P.M.; CT. Commissioner Jones 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 September 24, 2018 Final TRIM Hearing Minutes, the September 24, 2018 Special Meeting Minutes, the September 25, 2018 Public Hearing Minutes, the September 25, 2018 Regular Meeting Minutes, the October 1, 2018 Special Meeting Minutes, the October 8, 2018 Emergency Meeting Minutes, the October 12, 2018 Emergency Meeting Minutes, the October 14, 2018 Emergency Meeting Minutes, the October 15, 2018 Emergency Meeting Minutes, and the October 16, 2018 Emergency Meeting Minutes; vouchers for warrants: accounts payable warrants – 1810-2EC, 1810-2GC, 1810-2GP, 1810-2LC, 1810-2LP, 1810-2MI, 1810-2RC, 1810-2RP, 1810-2S, 1810-2EP, 1810-UTP, 1810-CCP payroll warrants – none) was made by Commissioner Jones and seconded by Commissioner Bailey. The motion passed unanimously 5-0.

ASSET DISPOSAL (ASSET #270 – 1985 DODGE FIRETRUCK, ASSET #1133 – 2006 FORD F350 AMBULANCE)

- ❖ Commissioner Jones made a motion to declare obsolete and dispose of asset #270 and asset #1133. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

TIM JENKS, MAINTENANCE DEPARTMENT

Mr. Jenks stated they have been busy securing all County buildings, have met with several different representatives from the Florida League of Cities to get estimates of damages, and he has given them a list of local contractors who could work on the damaged structures. Commissioner McDougald stated he appreciates all the hard work done by the County employees during this time. Commissioner McDougald asked if the Tri-County Ag Pavilion is insured. Clerk Hand stated the Tri-County Ag Board, not the County, insures the building. Mr. Jenks stated many of the doors on the volunteer fire departments were blown off and temporary barn style doors would be placed on the buildings to secure them until new doors could be installed. Commissioner Bailey asked how much uninsured property the County owns. Mr. Jenks stated the parks and park buildings are uninsured. There was further discussion about insurance. Commissioner Bailey asked if there are contractors working on any of the County buildings. Mr. Jenks stated there are no contractors currently working on any repairs. Mr. Jenks stated it has been discussed

with the Florida League of Cities to put a wall up inside the damaged area at the Kinard Community Center and dehumidify the building, and do the same thing at the historic courthouse with the damaged chimneys. Mr. Jenks stated if there is anyone working at the Kinard Community Center, he is unaware. Commissioner Bailey stated a company began work today on the building. Clerk Hand stated she emailed the Florida Municipal Insurance Trust after concerns were expressed about the company beginning to work on the building. Clerk Hand stated they informed her the work is at no cost to the County and does not count toward the stated limits. Clerk Hand stated FMIT provides this service to keep any damage from worsening. Commissioner Bailey stated he would like notification to the Board or to Mr. Jenks when any work was scheduled to be performed on the County buildings. Commissioner Bailey asked if this service would be provided to the volunteer fire departments as well. Clerk Hand stated she believes they would be trying to work on the fire departments with missing doors. There was further discussion about repairs. Clerk Hand stated they have also spoken about moving a trailer to the airport for temporary office space. Chairman Wise asked if a permit must be pulled to work on County property. Mr. Dowling Parrish stated a permit does not have to be pulled to work on any of the County buildings.

CLIFFORD EDENFIELD, ROAD DEPARTMENT SUPERINTENDENT

Mr. Edenfield stated they have been working hard to clear driveways and roadways in the County. Mr. Edenfield stated FDOT has been working on the main roads, and have been acquiring crews every day for debris removal. Commissioner McDougald stated he knows the Road Department has put in many overtime hours and appreciates their hard work. Commissioner Bailey asked if any progress has been made with the debris pick-up. Mr. Edenfield stated there is so much debris, and it is being put out so fast, progress has not been apparent. Mr. Edenfield stated there are companies working on debris clean up and maybe by next week some progress would be able to be seen. Commissioner Bailey asked if there is a booth set up anywhere for contractors to sign up for debris pick-up. Mr. Edenfield stated he knows they are signing up contractors in Chipley, but he does not know if there is a place to sign up in Calhoun County. There was further discussion about debris clean up. Commissioner Bailey asked how many passes the debris removal teams would make through the County. Mr. Edenfield stated the contract states multiple passes would be made, and the amount of passes would be determined by the state. There was further discussion about debris removal. Chairman Wise asked if the Road Department is to a point where employees could resume their normal work hours. Mr. Edenfield stated he sent most of his employees home over the weekend, but had to call in a few as needed when calls about blocked driveways were received. There was further discussion about overtime hours. Commissioner Bailey asked where the debris sites are located. Mr. Edenfield stated the debris site he visited is the old DOT pit, and was told they are working on getting more sites permitted. There was further discussion about debris sites and removal. Mr. Edenfield stated he would make sure he was updated via email of the progress of the debris removal and would forward the emails to the Commissioners. Mr. Edenfield stated he has rented a skid steer, and would just need to send the certificate of liability insurance to show the equipment would be covered by the County and could be picked up tomorrow.

Mr. JK Newsome asked if it has been advertised how homeowners should separate their debris and where to put the debris. Mr. Edenfield stated the debris should be separated into six (6) separate piles and placed on the road right of way for pick up: electronics, large appliances, hazardous waste, vegetative debris, construction debris, and household garbage. Commissioner Bailey stated if the power company has not come to work on power lines yet to let people know not to place any debris in the way of any power lines because they would push the debris out of the way in order to work on the lines. There was further discussion about debris pick up. Mr. Newsome stated Waste Pro is only picking up their dumpsters, and if there are bags around the dumpsters, they do not pick these up. Mr. Newsome

asked if there would be another company picking up excess garbage. Chairman Wise stated normally Waste Pro only picks up what is in the can and what does not fit into the dumpster should be put in after it has been emptied. There was further discussion about debris pick up. Mr. Edenfield stated he is still looking to fill the open positions at the Road Department. Clerk Hand asked Mr. Edenfield if he would like to resume the search for applicants since they were placed on hold. Mr. Edenfield stated he would like advertisement to resume for the open positions.

RITA MAUPIN, DIRECTOR OF LIBRARY SERVICES

Ms. Maupin stated the Blountstown Library would open on Thursday and would be helping citizens with FEMA applications. Ms. Maupin stated the two (2) FEMA units behind the library are providing the library with WIFI.

Ms. Maupin stated she was informed today that Red Cross is planning to close the Mossy Pond Library shelter tomorrow morning. Ms. Maupin stated if the Board would like to keep the shelter open arrangements would need to be made by 9:00 tomorrow morning. Ms. Maupin stated there would need to be at least two (2) employees at the shelter during the night, and three (3) employees during the day. Ms. Maupin stated Red Cross would continue to provide meals at Mossy Pond Library. Ms. Maupin stated there were twenty-nine (29) people at the shelter Sunday night, and the shelter was full as of today. There was further discussion about the shelter location at Mossy Pond Library. Commissioner Bailey stated he would rather not close the shelter tomorrow, but to keep it open and phase it out by the weekend. Commissioner Bailey stated anyone who really needed shelter could be relocated to the shelter location at the old sewing factory in Blountstown. Ms. Maupin asked what time the shelter would close on the weekend. Commissioner Bailey stated they could let the citizens know the shelter would close on Saturday. Ms. Maupin asked what time she should have her staff ready to take over the shelter. Mr. Johnson stated Red Cross has informed them they would be leaving the shelter by 9:00 tomorrow morning. There was further discussion about the shelter.

Commissioner McDougald stated he had business to attend to and requested to move Ms. Chelsea Snowden up on the agenda so the business items could be taken care of before he left the meeting. Chairman Wise granted Commissioner McDougald's request.

CHELSEA SNOWDEN, PROJECTS AND GRANTS COORDINATOR

Ms. Snowden stated on October 3 proposals were opened for CDBG (Community Development Block Grant) application and administration, as well as engineering services. Ms. Snowden stated one (1) proposal was received for each of these services; Dewberry Engineers submitted a proposal for engineering services and Roumelis Planning and Development Services submitted a proposal for application and administration services. Ms. Snowden recommended awarding the engineering services to Dewberry Engineers and the application and administration services to Roumelis Planning and Development Services.

- ❖ Commissioner McDougald made a motion to award engineering services to Dewberry Engineers and the application and administration services to Roumelis Planning and Development Services. Commissioner Hall seconded the motion. Commissioner Bailey asked which grant cycle these services would be regarding. Ms. Snowden stated this would be for the 2019/2020 grant cycle. The motion passed unanimously 5-0.

Ms. Snowden stated included in the agenda packet was the contract for Roumelis Planning and Development Services, which includes a \$12,000 application fee and \$40,000 for administration of the grant, to be paid out only if the County receives funding.

- ❖ Commissioner Bailey made a motion to approve the contract for Roumelis Planning and Development Services. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Ms. Snowden stated she would anticipate receiving a contract from Dewberry Engineers for approval and execution by the next regular Board meeting.

CARLA A. HAND, CLERK OF COURT AND COUNTY COMPTROLLER

Clerk Hand stated she received two (2) payment requests, one from Roberts and Roberts, Inc. for work on the HMGP (Hazard Mitigation Grant Program) project in the amount of \$53,316.90 and another for the paving of the Health Department parking lot in the amount of \$28,440.35. Clerk Hand requested permission to pay the pay requests.

- ❖ Commissioner Bailey made a motion to approve payment of the two (2) payment requests. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Clerk Hand stated the County's personnel policy referencing personnel pay was sent to Mr. Michael Esposito with Flagler County for review because he is very familiar with FEMA reimbursements, and he was asked to advise the County on how he would interpret the policy because it seems unclear. Clerk Hand read the personnel pay policy aloud for the Board, noting in local states of emergency, emergency pay, which is deemed double time, begins when County offices are officially closed and the Department Head releases employees from their job site and the employee is reassigned to a task related to the emergency. Clerk Hand asked how long double pay would continue, and stated this must be specified or FEMA would not reimburse the County. There was further discussion about emergency pay. Clerk Hand stated all employees need to keep detailed logs of work done in relation to emergencies for reimbursement purposes. Mr. Edenfield stated most of his staff is back to their normal hours, and are keeping detailed time sheets for their work done throughout the day. There was further discussion about emergency pay.

- ❖ Commissioner Bailey made a motion, as the County continues to be under a "State of Local Emergency Declaration", effective as of now, employees will be paid at their regular pay rate for the first forty hours worked in the pay week (Friday through the following Thursday) and any additional hours over the regular forty hours will be paid at double time, for emergency / Hurricane Michael work only. In two weeks, the Commission will re-evaluate the overtime pay for emergency work / Hurricane Michael. Commissioner McDougald seconded the motion. The motion passed unanimously 5-0.

Commissioner McDougald exited the meeting.

DOWLING PARRISH, BUILDING OFFICIAL

Mr. Parrish stated he has been very busy the past couple weeks and has been working to make sure permits are being pulled for repairs being done throughout the County. Commissioner Bailey stated it has been discussed to try to find help from another County for the Building Department, and asked if the help would be welcomed. Mr. Parrish stated help with permitting would be greatly welcomed. Mr. Parrish stated Mr. Neal Brooks from Tallahassee has been donating his time working in Calhoun County to repair weather heads, meter bases, and masts, and these efforts are much appreciated.

JUDY BISS, COUNTY EXTENSION OFFICE

Ms. Biss stated the Extension Office has primarily been busy with agriculture related business regarding hurricane damage. Ms. Biss stated other Extension Office agents from unaffected counties have been

coming in to assist local Extension Office agents. Ms. Biss stated the agriculture industry in the affected area has been devastated, and assessments are being conducted to assist with FEMA and USDA final allocation of funds on programs for restoration. Ms. Biss stated they have put together fact sheets on post storm food safety, water safety, and assistance information.

ADAM JOHNSON, INTERIM EMERGENCY MANAGEMENT DIRECTOR

Mr. Johnson expressed his gratitude to all County employees for their efforts during this time. Mr. Johnson provided the Board with a summary of the emergency and recovery efforts for the County. Mr. Johnson stated a new incident management team would be coming into the County to continue helping the County through this time of crisis. There was further discussion about the summary of emergency and recovery efforts. Mr. Johnson asked if there were any questions or concerns from the Board. Commissioner Bailey asked how the showers at the shelter would be serviced. Mr. Johnathan Lord stated the National Guard could keep an eye on the showers, and as long as they are there as a point of contact while the shelter is still open, the State would continue to service them. Mr. Lord stated the State contract for the showers is supposed to include servicing, but would need to be followed up on regularly to be sure they are doing what they are supposed to do. Commissioner Bailey asked how the mission for the dumpsters at the distribution sites were canceled. Mr. Lord stated he believes the State canceled the mission in an effort to scale back, and sometimes are overly aggressive in their efforts. There was further discussion about garbage services at the distribution sites. Clerk Hand asked if the mission could be re-requested. Mr. Lord stated as long as there is a functioning point of distribution (POD) site being run by the State, a dumpster paid for by the State could be requested and placed at the site. Mr. Lord stated the request has already been submitted for the replacement of the dumpsters.

Mr. Johnson stated his wife is due to have a baby this week, and asked the Board's status on the Director of Emergency Management position advertised for internally. Commissioner Bailey asked how long Mr. Johnson would be out of the office. Mr. Johnson stated if there are no major medical complications he would be out anywhere from five (5) days to one (1) week. Chairman Wise asked what the Board's recommendation would be for an Emergency Management Director while Mr. Johnson is absent. Chairman Wise stated the previous EOC Director is still on staff with the County, Ms. Angie Smith, and if Mr. Edenfield could do without Ms. Smith for a week or two, she could fill in during Mr. Johnson's absence.

- ❖ Chairman Wise made a motion to allow Ms. Smith to fill in as EOC Director while Mr. Johnson is absent. Commissioner Bailey seconded the motion. Commissioner Bailey asked Mr. Edenfield if his office would be able to function without Ms. Smith for a short period of time. Mr. Edenfield stated his office could manage for a week or two (2) if Ms. Smith is willing to fill in as EOC Director. Chairman Wise stated he has already spoken to Ms. Smith who has agreed. The motion passed unanimously 4-0.

JOHN MORGAN DAVIS, IDA BOARD

Mr. Davis stated the temporary office should be delivered to the airport one day this week. Mr. Davis stated the airport is currently housing Alabama Power. Mr. Davis stated the airport sustained much damage from Hurricane Michael, and the insurance adjuster was out last week to inspect the damage. Mr. Davis stated the adjuster was concerned some of the hangars that are still standing could have internal damage, and would like to determine if the frames of the buildings sustained any damage. Mr. Davis stated if there is structural damage to the standing buildings, all five (5) of the large hangars could be lost. Mr. Davis stated there was heavy damage to the other hangars and buildings. Mr. Davis stated they would know more about the damage next week. Mr. Davis stated they met with Mr. John Collins, an engineer from AVCON, yesterday afternoon who got photos and damage information to put together

in a packet for the State. Mr. Davis stated representatives from the State would be coming to inspect the damage to the airport, and would work on finding funding for repairs. Mr. Davis stated they have decided to postpone the construction of the North Taxiway A Extension for two (2) to three (3) weeks due to the damage to the airport and the housing of Alabama Power. There was further discussion about the airport.

CARLA A. HAND, CLERK OF COURT AND COUNTY COMPTROLLER

Clerk Hand stated Ms. Cynthia Kelly from the Governor's Office is working with the County to gather information to substantiate the request letter to the State to supply mutual aid to the County. Clerk Hand stated they are working to accommodate the County. Clerk Hand stated information is being gathered from the Property Appraiser and Tax Collector on estimates of revenue reductions and expenditures that would be incurred, and would use most of the County funds. Clerk Hand stated since the hangars at the airport have been destroyed or damaged, there would not be as much revenue generated from hangar leases, so a budget amendment may be needed. Clerk Hand stated the County has not completed the sale of the eight (8) acres beside the airport, but the down payment has been issued. Clerk Hand stated funds to buy this land might become an issue.

ATTORNEY TIME

Attorney Fuqua presented a formal resolution entailing the information in the letter sent from Clerk Hand to the State requesting mutual aid.

RESOLUTION 2018-31

A RESOLUTION FORMALIZING THE REQUEST FOR ASSISTANCE FOR CALHOUN COUNTY FROM THE STATE OF FLORIDA FOR DAMAGES RELATING TO HURRICANE MICHAEL.

WHEREAS, Calhoun County, Florida and its citizens have been devastated by the ravages and aftermath of Hurricane Michael; and

WHEREAS, due to the economic condition of Calhoun County and the devastation caused by Hurricane Michael the State of Florida has agreed to directly fund, procure and manage the debris removal process in Calhoun County.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COMMISSION OF CALHOUN COUNTY, FLORIDA, THAT;

1. Any and all assistance that can be provided by the State of Florida to Calhoun County and its cities, communities and citizens included but not limited to direct contracting for emergency services including debris monitoring, debris removal and handling be directly contracted by the State of Florida on behalf of the Calhoun County.
2. This resolution is to be read in conjunction with the letter from Clerk of Court, the Honorable Carla Hand and with any request entered directly through the State's WebEOC.
3. Calhoun County is grateful and appreciative of all the support, guidance, and resources which have been provided to date by the State of Florida, other communities, church and civic groups and public and private supporters. Without these resources, many citizens would be in greater danger of life threatening perils.

- ❖ Commissioner Bailey made a motion to adopt Resolution 2018-31. Commissioner Hall seconded the motion. The motion passed unanimously 4-0.

Attorney Fuqua stated he received a draft lease agreement for the Neal Land and Timber Company owned old sewing factory building, and presented the agreement to the Board for approval. Attorney Fuqua stated the agreement would be for \$1 and triple net rent.

- ❖ Commissioner Bailey made a motion to approve the lease agreement with Neal Land and Timber Company. Commissioner Jones seconded the motion. The motion passed unanimously 4-0.

Attorney Fuqua asked the Board's wishes regarding procuring a public assistance grant administrator to handle the FEMA submissions and to tie together property insurance, FEMA funds, and deductible issues for the County. Chairman Wise stated he would like more time to think about procuring a public assistance administrator, and revisit the topic at the next regular Board meeting. There was further discussion about public assistance grant administrators.

Attorney Fuqua stated a Planning Commission meeting regarding adopting the Comprehensive Plan Amendment was scheduled for today at 5:00, but recommended to postpone the meeting until before the regular Board meeting scheduled for November 27. There was Board consensus to postpone the Planning Commission Meeting to 5:00 on November 27. Attorney Fuqua stated there were no objections from the State regarding the Comprehensive Plan Amendment.

COMMISSIONER TIME

COMMISSIONER JONES

Nothing to report.

COMMISSIONER BAILEY

Commissioner Bailey expressed his thanks to all the people who have come together and worked hard through the aftermath of the hurricane.

COMMISSIONER HALL

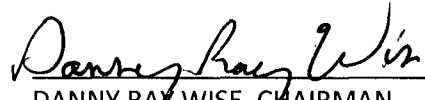
Commissioner Hall thanked all the County employees for all their hard work.

CHAIRMAN WISE

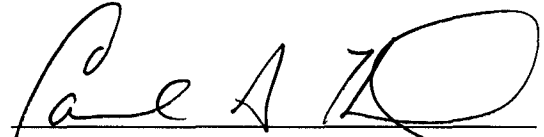
Chairman Wise thanked everyone for their hard work.

Mr. Jenks introduced Mr. Kenneth Brown with the Florida League of Cities to the Board to provide them with more information regarding insurance. Mr. Brown stated a company called Florida Air Recovery would be coming to the airport tomorrow to remove the airplanes from the destroyed hangars, begin clean-up efforts, and set up the temporary office. Mr. Brown stated they are working on accountability at other County building locations and getting numbers from other contractors so they can progressively move forward and make sure contractors are not using a lot of money for the temporary fixes so there would be enough money for long-term fixes. There was further discussion regarding the Florida League of Cities.

There being no further business, the meeting adjourned at 4:04 p.m., CT.


DANNY RAY WISE, CHAIRMAN

ATTEST:


CARLA A. HAND, CLERK

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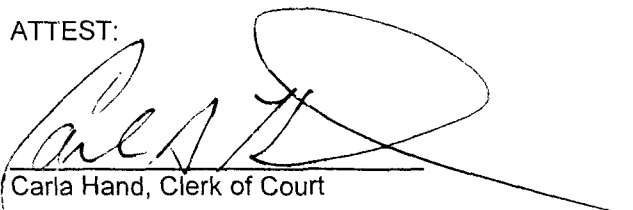
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PASSED AND ADOPTED THIS 23rd DAY OF OCTOBER, 2018.

CALHOUN COUNTY, FLORIDA


Danny Ray Wise, Chairperson

ATTEST:


Carla Hand, Clerk of Court

¹ Calhoun County is a fiscally constrained county which exists in an area of rural economic opportunity and has an assessed millage of 9.9 mils and a small ad valorem tax base. It is anticipated the tax base will decrease and there will be drops in sales, fuel and other tax revenues due business failures caused by Hurricane Michael. Calhoun County's revenue sources and revenue balances will be severely impacted by the results of Hurricane Michael.