

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR BOARD MEETING MINUTES
JANUARY 15, 2019**

PRESENT AND ACTING:

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

**CLAY MILTON, 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 5:00 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 January 2, 2019 Regular Meeting Minutes; vouchers for warrants: accounts payable warrants – 1901-MED, 1812-UT3, 1901-2E, 1901-2G, 1901-2L, 1901-2RD, 1901-2S, 1901-UT2, 1901-2GP payroll warrants – PR18-B37 through PR18-B43, PR111518, PR112918, PR121318, PR122718) was made by Commissioner Monlyn and seconded by Commissioner Hall. The motion passed unanimously 5-0.

BLOUNTSTOWN TOWER OPTION LEASE BY EXCELL COMMUNICATIONS

Clerk Hand stated Excell Communications has a lease on County property for construction of a cell tower in the amount of \$700 per month. Clerk Hand stated the company initially had one (1) year to construct the cell tower, but need additional time and extended the lease for another year for \$700. Clerk Hand stated she was contacted by a representative of the company asking if they could extend the lease for six (6) more months, and would pay an additional \$700 for the six (6) months and should be ready for construction by the end of this period.

- ❖ Commissioner Hunt made a motion to approve the lease extension for six (6) months in the amount of \$700. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Attorney Milton stated a simple addendum to the effect of the motion to extend the lease could be drafted to add to the lease agreement. Chairman Bailey requested the attorney draft the addendum.

IDA BOARD

APPOINTEES TO IDA BOARD

Chairman Bailey stated there are two IDA Board member positions up for reappointment, District Two (2) and District Four (4), which have been discussed previously. Chairman Bailey asked Commissioner Monlyn if he has found an appointee for District Four (4).

- ❖ Commissioner Monlyn made a motion to appoint Mr. Nicholas Paige to the IDA Board for District Four (4). Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Commissioner Hunt stated he has not spoken to anyone regarding an appointee for District Two (2).

PURCHASE OF SEAY PROPERTY

Mr. Fleck stated the IDA Board has discussed the purchase of the property at length, and approved the purchase of the property a few months ago. Mr. Fleck stated the IDA Board still recommends continuing with the purchase of the property. Clerk Hand stated the sale was to be final December 31, 2018 but the Seay's have allowed an extension to 2019, but due to some other circumstances would like to proceed with finalizing the purchase as soon as possible. Clerk Hand stated a down payment has already been made, and the County currently owes a little over \$16,000 for the property. There was further discussion about the purchase of the property.

- ❖ Commissioner Wise made a motion to move forward with the purchase of the Seay property. Commissioner Monlyn seconded the motion. The motion passed unanimously 5-0.

Clerk Hand asked if her office could proceed with payment to the Seay family. Chairman Bailey instructed Clerk Hand to proceed with payment.

Mr. Fleck stated the airport has decreased revenues at this time, as two of the hangars that were destroyed were bringing in over \$2,700 per month. Mr. Fleck stated both companies, Sunset Eagle and Skydive Panama City, would like to stay at the Calhoun County airport. Mr. Fleck stated Skydive Panama City is currently on a month-to-month agreement at Tri-County Airport, but would come back to the Calhoun County Airport if a facility could be prepared for them. Mr. Fleck stated Sunset Eagle is operating out of temporary quarters, but would like to stay as well. Mr. Fleck stated it appears there are about five (5) t-hangars that are unusable, which equates to about \$900 per month, but hopefully could be repaired. Mr. Fleck stated the sooner the two (2) large buildings that were destroyed could be removed from the property and new hangars constructed, the sooner the airport could be back to normal business. Chairman Bailey stated he expects recovery and build back efforts to begin at the airport in the next two (2) months or less. Mr. Fleck stated this would be much appreciated. Chairman Bailey stated they would also be working to get the runway cleared for use, the AWOS (Automated Weather Observing System) system running, the fuel system back online and working out of the temporary office trailer. Mr. Fleck stated since Mr. Laramore has been able to return to work they have been able to work on the fuel system, and it should be running again by Friday.

DEBORAH BELCHER, ROUMELIS PLANNING AND DEVELOPMENT SERVICES – APPOINTING OF CITIZEN ADVISORY TASK FORCE

Ms. Belcher stated at the November 26, 2018 meeting she discussed the CDBG (Community Development Block Grant) in the amount of \$750,000. Ms. Belcher stated she explained to the Board the grant category would need to be chosen, either housing or infrastructure. If infrastructure, specific projects must be identified. Ms. Belcher spoke with the Board regarding the requirements for the different projects under the grant. Ms. Belcher stated the two (2) most urgent tasks for the CDBG grant are to appoint a Citizen Advisory Task Force and supply her with a list of projects to look into and be presented to the task force when they meet. Ms. Belcher stated currently the Department of Economic Opportunity (DEO) plan is to have applications due by mid-April. Ms. Belcher stated this deadline could be later, but should be assumed the final date for submittal. Ms. Belcher stated included in the agenda packets was a form she created to document the fact that at least three (3) of the five (5) Citizen Advisory Task Force members must be in the HUD (Housing and Urban Development) determined low to moderate income category, and need to be residents of unincorporated Calhoun County. There was further discussion about the Citizen Advisory Task Force and the CDBG grant. Chairman Bailey asked the

Board if they are ready to appoint a Citizen Advisory Task Force, or if they would rather have a Special Meeting to discuss the matter. Commissioner Wise stated he would like to have a Special Meeting with Ms. Belcher in order to discuss ideas. There was further discussion regarding a Special Meeting. The Special Meeting was scheduled for February 7, 2019 at 2:00 p.m. in the regular Board meeting room. Ms. Belcher asked the Board to be prepared at the Special Meeting with names for appointees and suggestions for projects.

FUEL TANKS – WEST SIDE VFD

Chairman Bailey stated he would like to discuss the issue with the fuel tanks at a later date.

2019 LEGISLATIVE BUDGET REQUEST FORMS

Ms. Chelsea Snowden stated the County has received their 2019 Legislative Budget Request Forms for the Senate from Ms. Melissa Durham from Senator Bill Montford's office. Ms. Snowden provided the forms to each Board member, and stated the forms are due by February 11, 2017, and the session begins on March 5. Ms. Snowden stated she is here for assistance if any Board member needs help filling out the form or needs any further information.

MEDICAL EXAMINER – RECOMMENDATION FOR REAPPOINTMENT

Clerk Hand stated a letter was received from the State of Florida Medical Examiners Commission asking if the Board would recommend reappointing the current Medical Examiner for District Fourteen (14).

- ❖ Commissioner Monlyn made a motion to recommend reappointment of the current Medical Examiner for District Fourteen (14). Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

MEMORANDUM OF SUPPORT, VICTIMS OF CRIME ACT (VOCA) FY 2019-2020

Clerk Hand presented a Memorandum of Support for the VOCA Grant the Sheriff's Department receives annually. Clerk Hand stated this memorandum is for the match requirement, which is office space.

- ❖ Commissioner Monlyn made a motion to approve the Memorandum of Support for the VOCA Grant for fiscal year 2019-2020. Chairman Bailey seconded the motion. The motion passed unanimously 5-0.

PLANNING COMMISSION MEETING – FEBRUARY 5, 2019 @ 1:00 P.M.

Mr. Frank Snowden, County Planner, asked the Board if they would prefer to have Planning Meetings prior to the first or second Board meetings of the month. Chairman Bailey stated he had no issue with holding the Planning Meeting prior to the first meeting of the month. Mr. Snowden stated he would like to schedule a Planning Commission Meeting for February 5 at 1:00 p.m., prior to the Regular Board Meeting.

SCRAP CR 549 BID OPENING

Ms. Snowden stated there were only two (2) bids received for the SCRAP (Small County Road Assistance Program) CR 549 project. Ms. Snowden stated it is her experience with FDOT and the grant managers that they prefer to have at least three (3) bids for a project. Ms. Snowden suggested rejecting these bids, and re-advertising the project regionally and attempting to receive three (3) bids. Ms. Snowden stated if only two (2) bids are received the second time, FDOT would be satisfied that the County advertised adequately and would accept only two (2) bidders at that time.

- ❖ Commissioner Hall made a motion to reject the unopened bids. Commissioner Hunt seconded the motion. The motion passed unanimously 5-0.

CHELSEA SNOWDEN, PROJECTS AND GRANTS COORDINATOR

Ms. Snowden stated the County has received \$41,737.50 for the update of the County's Local Mitigation Strategy Plan. Ms. Snowden stated the Local Mitigation Strategy Plan is due in March of 2020. Ms. Snowden stated this grant is a 75/25 match grant, so the County would be responsible for \$13,912.50. Ms. Snowden stated she has spoken with Rostan Solutions, who is the Hurricane Michael consultant for the County, and the RFP the County sent out also included some LMS services. Ms. Snowden stated she has been in contact with Ms. Traci Buzbee who works for Rostan Solutions, and there is potential for in-kind services for the grant match. Ms. Snowden presented the grant for the Board's approval and execution so work could begin on the grant, and stated she would bring back before the Board for discussion later whether they would like to advertise for proposals for the project, or move forward with a task order with Rostan Solutions.

- ❖ Commissioner Hall made a motion to approve the Local Mitigation Strategy grant. Commissioner Hunt seconded the motion. The motion passed unanimously 5-0.

Ms. Snowden presented to the Board Resolution **2019-01** for the Local Agency Program (LAP) Altha Elementary School Sidewalk construction and CEI project. Ms. Snowden stated Alday-Howell Engineering is currently working on the design for this project, and anticipate completion by the end of January. Ms. Snowden stated the amount of the grant is \$436,897.00. Ms. Snowden stated this resolution would allow the Chairman to enter into and execute the agreement.

RESOLUTION NO. 2019-01

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF CALHOUN COUNTY, FLORIDA, AUTHORIZING THE CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS TO EXECUTE AND ENTER INTO THE "LOCAL AGENCY PROGRAM AGREEMENT".

WHEREAS, Calhoun County, Florida, has requested the State of Florida, Department of Transportation, for financial assistance for costs directly related to the construction of the Altha Elementary School Sidewalk project and,

WHEREAS, the State of Florida, Department of Transportation, has agreed to participate in the construction and construction engineering inspection up to the amount of Four Hundred Thirty-Six Thousand Eight Hundred Ninety-Seven Dollars and Zero Cents (\$436,897.00); and,

WHEREAS, the "State of Florida, Department of Transportation, Local Agency Program Agreement" requires that a Resolution be passed by the Board of County Commissioners of Calhoun County, Florida authorizing the Chairman of the Board of County Commissioners of Calhoun County, Florida, to execute and enter into the "State of Florida, Department of Transportation, Local Agency Program Agreement attached hereto.

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

1. The Chairman of the Board of County Commissioners of Calhoun County, Florida, is authorized to enter into and execute the "State of Florida, Department of Transportation, Local Agency Program Agreement" attached hereto as EXHIBIT "A".

- ❖ Commissioner Monlyn made a motion to approve Resolution 2019-01. Commissioner Hunt seconded the motion. The motion passed unanimously 5-0.

Ms. Snowden presented to the Board for approval and execution the LAP agreement in the amount of \$436,897 for the Altha Elementary School Sidewalk construction and CEI project.

- ❖ Commissioner Hunt made a motion to approve the LAP agreement for the Altha Elementary School Sidewalk construction and CEI project. Commissioner Monlyn seconded the motion. The motion passed unanimously 5-0.

Ms. Snowden stated the County has been notified we have been allocated an additional \$425,125 for the SHIP program. Ms. Snowden stated in order to receive these funds the County must write a letter stating a time line for the funds to be spent, and how the funding would be spent. Ms. Snowden asked the Board if they would like her to write the letter to accept the funding, and asked what time frame and how the Board would like the funds used. Ms. Snowden stated the letter is due on January 18 for consideration for the funds, and is in addition to the \$350,000 received per year for the program.

- ❖ Commissioner Wise made a motion for Ms. Snowden to write the letter accepting the additional funding, and to include all possibilities for use of the funds. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Ms. Snowden stated the new Calhoun County emails have been created.

Ms. Snowden stated at the February 5 Board meeting there would be a bid opening for the CIGP (County Incentive Grant Program) Alliance Road construction. Ms. Snowden stated a task order would also need to be issued to one (1) of the five (5) engineering firms under contract to move forward with the project. Ms. Snowden stated at prior meetings the Board has gone down the ranked list of firms on contract, and the next firm on the list would be Southeastern Consulting. Ms. Snowden stated if the Board wished, she could reach out to the company to get the task order started and ready to submit to the Board when bids are opened for the project and move forward with negotiations. Chairman Bailey suggested the Board wait until the bids are opened before moving forward with a task order.

CARLA A. HAND, CLERK OF COURT AND COUNTY COMPTROLLER

Clerk Hand she received a request today from Nettle Ridge Volunteer Fire Department regarding the fire truck they sold at the County auction. Clerk Hand stated the proceeds netted \$950, and asked the Board for permission to pay Nettle Ridge Volunteer Fire Department outside a regular Board meeting.

- ❖ Commissioner Hunt made a motion to pay Nettle Ridge Volunteer Fire Department. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Clerk Hand stated Mr. Nicholas Paige was appointed tonight to the IDA Board; Attorney Milton administered the Oath of Office to Mr. Paige.

ATTORNEY TIME

Attorney Milton stated he received an email from Attorney Fuqua stating he sent the lease agreement for the Big River Board Room, also known as the old sewing factory, to Neal Land and Timber Company's attorney and is waiting to hear back from them. Chairman Bailey stated, there has been a change since the hurricane, and Neal Land and Timber Company would be leasing the building to the County for \$1 per year. Mr. Philip McMillan stated he would contact the attorney for Neal Land and Timber Company and make sure the lease agreement is sent to Attorney Fuqua.

COMMISSIONER TIME

COMMISSIONER HUNT

Commissioner Hunt stated there is a member of his district who has not had a garbage can since the hurricane. Commissioner Hunt stated the individual has contacted Waste Pro twice, but still has not been brought a can. Commissioner Hall stated he had to call Waste Pro and intervene for a member of his district who was having the same issue, and was able to get a can delivered. Chairman Bailey stated the garbage company is thousands of garbage cans short right now due to the hurricane, and he was told they have more ordered. Chairman Bailey stated he does not mind helping to intervene and get a can delivered, and could also give Commissioner Hunt Mr. Vic Williams number to contact regarding the issue.

COMMISSIONER MONLYN

Commissioner Monlyn stated he was informed last week that inmate work crews were out in the County working, and would continue to work throughout the County. Chairman Bailey stated the inmate work crews have increased tremendously. Commissioner Monlyn asked if a work crew for each district were still being worked toward for the future. Chairman Bailey stated they are still working on this, and soon there would be two (2) more work crews available through the County at the Road Department.

COMMISSIONER WISE

Nothing to report.

COMMISSIONER HALL

Nothing to report.

CHAIRMAN BAILEY

Chairman Bailey asked Commissioner Hunt if he has found an appointee for the Apalachee Regional Planning Council. Commissioner Hunt stated he has not spoken to anyone at this time. Chairman Bailey stated any City elected official could serve on the council.

Chairman Bailey stated Waste Pro is trying to get back on schedule with their residential and commercial garbage pick-up. Chairman Bailey stated commercial pick-up is handled out of Tallahassee currently and they are trying to switch it over to Panama City.

Chairman Bailey addressed the Board regarding Mosquito Control and 911 Mapping and Addressing. Chairman Bailey stated he reached out to Jace Ford regarding the Mosquito Control program, and he would prefer a full year contract, not a monthly contract. Chairman Bailey stated that at this point he stopped negotiations with Mr. Ford. Chairman Bailey recommended to the Board that the Mosquito Control Director position be advertised. Chairman Bailey stated he has been working with Ms. Snowden, who will send a letter to the Department of Agriculture to inform them the County does intend to continue to keep running the program while they are seeking a new director. Chairman Bailey stated the same person who handles the mosquito control program or someone else would need be perform the 911 Mapping and Addressing duties. Chairman Bailey stated he has reached out to Michael DeVuyst with the Health Department who would be coming by tomorrow to discuss 911 addressing, as there are currently four (4) septic tanks that require a 911 address to be issued. Chairman Bailey asked Mr. Adam Johnson if he was familiar with the 911 Addressing system. Mr. Johnson stated he was not familiar. Attorney Milton stated he was not sure what program the County uses for the mapping and addressing system, but Washington County has a new program for their 911 mapping and addressing, and

Chairman Bailey could consider contacting Jeff Massey, the County Administrator, or Clint Ericson, their 911 Mapping and Addressing Coordinator for help with the system. Chairman Bailey stated he intended to contact the surrounding counties for assistance. There was further discussion about 911 Mapping and Addressing.

Chairman Bailey stated he knows all the Commissioners have been getting questioned about debris pickup and when the deadline for pickup would be. Chairman Bailey stated Calhoun County has not issued a deadline for debris pickup, and is still working on obtaining funding for private property debris removal. Chairman Bailey stated the County would begin advertisement for permit applications for the private property debris removal if there were no objections from any Board members, and see what happens with FEMA and the Department of Emergency Management. Commissioner Wise asked when the advertisement would be in the newspaper. Chairman Bailey stated the applications would be advertised next week, and would be available for pickup in the Emergency Management Office.

There being no further business, the meeting adjourned at 6:00 p.m., CT.



GENE BAILEY, CHAIRMAN

ATTEST:



CARLA A. HAND, CLERK