

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR BOARD MEETING MINUTES
JUNE 4, 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**

Chairman Bailey called the meeting (held in the regular Board meeting room) to order at 2:00 P.M.; CT. Commissioner Monlyn 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 June 4, 2019 Regular Meeting Agenda (May 22, 2019 Regular Meeting Minutes; vouchers for warrants: accounts payable warrants – 1905-GS, 1905-1A, 1906-1G, 1906-1RD, 1906-UTL, 1906-1E, 1906-1L, and 1906-1S and payroll warrants PR19-B12, PR19-B14, PR19-15, PR051619, and PR053019) was made by Commissioner Monlyn and seconded by Commissioner Hall. The motion passed unanimously 5-0. (A check register is on file in the Clerk's Department of Finance and Accounting to the Board for all checks and warrants approved by the Board at this meeting.)

KRISTY TERRY – NORTH FLORIDA INLAND LONG TERM RECOVERY GROUP

Ms. Terry, Executive Director, gave an update to the Board of the progress of the North Florida Inland Long Term Recovery Group in setting up their systems and processes for matching individual unmet needs with resources.

Ms. Terry also stated they are in need of warehouse space to house donations (semi-loads) of construction materials and cleaning supplies for Calhoun and Jackson County citizens and asked for space in the old "sewing" factory leased by the County from Neal Land and Timber Co. Ms. Terry is to provide the Chairman with a summary of this request and a Letter of Agreement between North Florida Inland Long Term Recovery Group and Calhoun County.

❖ Commissioner Hunt made a motion to enter into an agreement with North Florida Inland Long Term Recovery Group for storage space at the old "sewing" factory for approval at the next meeting. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

BID OPENINGS:

STATE HOUSING INITIATIVE PROGRAM (SHIP)

Attorney Milton opened and read aloud the sealed State Housing Initiatives Partnership Program (SHIP) bids:

| CLIENT NAMES | HOME REHABILITATIVE BIDS | |
|-----------------------------------|--------------------------------|---------------------------|
| | GULF COAST HOME SOLUTIONS, LLC | CHARIOT CONSTRUCTION, LLC |
| JAMES BRACEWELL, \$28,890 maximum | \$28,950.00 | - |
| BETTY MOSLEY, \$8,640 maximum | \$8,900.00 | \$10,000.00 |
| KARENE SIMMONS, \$23,700 maximum | - | \$23,200.00 |
| PAUL BAUMER, \$25,920 maximum | - | \$27,050.00 |
| ETHEL MORRIS, \$17,520 maximum | - | \$ 17,550.00 |

- ❖ Commissioner Hunt made a motion to award the low bid for each project if within the set maximum amount and to negotiate with the lowest bidder down to the set maximum amount if the bid was in excess of the maximum amount. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

SMALL COUNTY OUTREACH PROGRAM (SCOP) SILAS GREEN ROAD CONSTRUCTION

Attorney Milton opened and read aloud the sealed bids for the SCOP Silas Green Road construction project:

| Contractor | Total Base Bid |
|----------------------------------|----------------|
| Roberts & Roberts, Inc. | \$ 679,636.83 |
| C.W. Roberts Contracting, Inc. | \$ 643,766.50 |
| North Florida Construction, Inc. | \$1,194,742.00 |

Brandon Purvis, Dewberry Engineering, Inc. stated the grant awarded by the Florida Department of Transportation (FDOT) is \$621,000 for Construction and Engineering (CEI) noting that the bids received for construction exceed the grant of \$621,000. Mr. Purvis recommended that the Board table awarding the project and see if FDOT will provide additional grant funding.

- ❖ Commissioner Hunt made a motion to table awarding the project. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

LIME ROCK

There were no sealed bids received for the advertised annual lime rock contract.

- ❖ Commissioner Hunt made the motion to purchase lime rock by lowest quote. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

CHANGE ORDER – T.C.A. ELECTRICAL CONTRACTORS

A change order (included in the agenda packet) increasing the contract with T.C.A. Electrical Contractors by \$6,500 for a single channel PAPI box was presented by the Chairman for the Board's consideration. (The original bid was awarded on 05/21/2019 for \$11,475.)

- ❖ Commissioner Monlyn made the motion to approve the \$6,500 change order with T.C.A. Electrical Contractors. Commissioner Wise seconded the motion. The motion passed unanimously 5-0.

AWARD OF SEALED BID FOR DAMAGED SIGN REPLACEMENT TABLED ON 05/21/2019

Mr. Brandon Purvis, Dewberry Engineering Inc. stated the bid tabled on 05/21/2019 was reviewed and he recommends the Board award the bid of \$95,125 to Emerald Coast Striping LLC for replacement of 600 road signs.

- ❖ Commissioner Hall made the motion to award the bid to Emerald Coast Striping LLC for replacement of 600 road signs in the amount of \$95,125. Commissioner Hunt seconded the motion. The motion passed unanimously 5-0.

TIM JENKS – MAINTENANCE DEPARTMENT MONTHLY REPORT

Mr. Jenks updated the Board on the work being performed in the County by the Maintenance Department and provided the Board with the approximate cost (\$2,500) to replace the metal on the Cooper Park pavilion and stated the band stage at Sam Atkins Park needs rebuilding prior to Goat Day in October. The Board, by consensus, approved these projects.

Mr. Jenks stated he would have a price tomorrow for the new well at Kinard (Old Fire Station) and he has a quote on repairing the cupola at the Blountstown Library of \$6,500 (Gulf Coast Home Solutions, LLC)

- ❖ Commissioner Wise made the motion to set aside the procurement policy for the new well at Kinard and for repair of the cupola at the Blountstown Library. Commissioner Hunt seconded the motion. The motion passed unanimously 5-0.
- ❖ Commissioner Monlyn made the motion to award the repair on the cupola at the Blountstown Library to Gulf Coast Home Solutions for \$6,500. Commissioner Hunt seconded the motion. The motion passed unanimously 5-0.
- ❖ Chairman Bailey made the motion to award the well at the old Kinard Fire Station to Capps Well Drilling. Commissioner Monlyn seconded the motion. The motion passed unanimously 5-0.

CLIFF EDENFIELD – ROAD DEPARTMENT

Mr. Edenfield updated the Board on the work being performed in the County by the Road Department. Mr. Edenfield informed the Board of the catastrophic failure of the lowboy trailer and of the need to purchase another trailer for hauling heavy equipment. Mr. Edenfield provided the Board with a State Contract for the procurement of a trailer in the amount of \$32,000.

- ❖ Commissioner Monlyn made the motion to set aside the procurement policy for the purchase of the lowboy trailer on state contract. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.
- ❖ Commissioner Hall made the motion to purchase the lowboy trailer on state contract for \$32,000. Commissioner Monlyn seconded the motion. There was discussion regarding the funding of the trailer. Mr. Edenfield stated there were remaining budget funds in the workers' compensation line item and auction proceeds. The motion passed unanimously 5-0.

The Board was provided with a handout (prepared by Dewberry Engineering Inc.) of a cost estimate of road patching of Flatwoods Road, Silas Whitfield Road, Iola Road, 11th Street, and Amaziah Peacock Road for \$47,938.75.

- ❖ Commissioner Hunt made the motion to advertise for receipt of sealed bids for road patching of Flatwoods Road, Silas Whitfield Road, Iola Road, 11th Street, and Amaziah Peacock Road. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Mr. Edenfield informed the Board he is currently making a list of debris remaining on County Roads stating it is not as extensive as it was.

RITA MAUPIN – DIRECTOR OF LIBRARY SERVICES

Ms. Maupin told the Board the property between the Library and the Blountstown Elementary School has been cleared as discussed during the Special Board Meeting April 22, 2019 and thanked the Board and the Road Department for their help in maintaining the free internet services provided by the Calhoun County Schools. Ms. Maupin provided the Board with updates at various branches of the Library.

DOWLING PARRISH – BUILDING OFFICIAL

Mr. Parrish stated he has been busy issuing permits and performing building inspections. The Board had no questions for Mr. Parrish.

WHITNEY CHERRY – INTERIM EXTENSION AGENT

Ms. Cherry informed the Board of the summer activities and asked the Board for their approval of a Letter of Support for the Apalachee Regional Planning Council (ARPC) as an applicant for the USDA Farmers Market Promotion Program.

- ❖ Commissioner Hall made the motion to provide the Letter of Support to USDA on behalf of the ARPC. Commissioner Hunt seconded the motion. The motion passed unanimously 5-0.

Ms. Cherry updated the Commissioners regarding the current stage of hiring a new Extension Agent for Calhoun County. Ms. Cherry provided the Board with two options for their level of participation in the hiring process.

- ❖ Commissioner Hunt made the motion for the Board to interview the top three candidates for the vacant Calhoun County Extension Agent/Director position. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

ADAM JOHNSON – INTERIM EMERGENCY MANAGEMENT DIRECTOR

Mr. Johnson updated the Board on activities of the Emergency Management Office: shelter training, food drive, and the halt of debris clean-up by the State of Florida.

CHELSEA RANOW – PROJECTS AND GRANTS COORDINATOR

Ms. Ranow corrected the name and amount of the low bid/bidder (originally announced Regular Board Meeting May 21, 2019) of the roof replacement at the Calhoun County Senior Citizens Center. The low bid was awarded to Lewis Walker Roofing in the amount of \$72,136.

Ms. Ranow updated the Board on the expiration of the Local Mitigation Strategy (LMS) and of the deadline for submitting a new plan. Ms. Ranow stated the County was awarded a 75% federal /25% local match grant in the amount of \$41,737 for preparing a new LMS.

- ❖ Commissioner Wise made the motion to advertise for request for proposals for preparation of the Calhoun County LMS. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Ms. Ranew discussed the lighting at Sam Atkins Park may not meet the 406 Public Assistance Mitigation benefit-cost ratio and stated alternative quotes are necessary such as increasing pole diameter and adding a concrete base to determine eligibility as a 406 project. Mr. Jenks stated he is in the process of providing the alternative estimates.

Ms. Ranew requested a Special Board Meeting on June 20, 2019 at 2:00 PM CT for opening and awarding sealed bids for the repair and replacement of Hurricane Damaged guardrails. The Board agreed by consensus to hold the meeting as requested by Ms. Ranew.

CARLA HAND, CALHOUN COUNTY CLERK OF COURT AND COUNTY COMPTROLLER

Clerk Hand presented Budget Resolution 2019-27 for the Board's approval amending the 2018-2019 budget.

RESOLUTION 2019-27
OF THE BOARD OF COUNTY COMMISSIONERS
OF CALHOUN COUNTY, FLORIDA

WHEREAS, the Calhoun County Board of County Commissioners of Calhoun County, Florida has unanticipated revenue in fiscal year 2018-2019 in the County Transportation Trust Fund II, Library Fund, Health Grants Fund and Industrial Development Authority Fund. As well as reallocated expenditures between line items in the General Fund and County Transportation Trust Fund II.

WHEREAS, said revenue is needed to help pay certain expenditures incurred in fiscal year 2018-2019,

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The fiscal year 2018-2019 budget be amended as follows:

| | | <u>Current</u> | <u>Increase</u> | <u>Revised</u> |
|----------------------------|-------------------------|----------------|-----------------|----------------|
| | | <u>Budget</u> | <u>Decrease</u> | <u>Budget</u> |
| <u>General Fund</u> | | | | |
| Expenditures: | | | | |
| General Government | | | | |
| Building Operations: | | | | |
| 01519-46000 | Repairs & Maintenance | \$ 100,000 | (24,894) | 75,106 |
| 01519-62000 | Building & Improvements | - | 24,894 | 24,894 |
| | | 100,000 | - | 100,000 |

County Transportation Trust Fund II

Revenues:

| | | <u>Current Budget</u> | <u>Increase Decrease</u> | <u>Revised Budget</u> |
|-----------------|---|---------------------------|------------------------------|---------------------------|
| 12331LAP-049SI2 | LAP - Altha School Sidewalk (Construction) | \$ - | 436,897 | 436,897 |

Expenditures:

| | | | | |
|----------------|---|----------------|----------------|----------------|
| 12538-63TRO | HMGP - Troy McCroan Road | \$ - | 24,469 | 24,469 |
| 12541-34000 | Other - Contractual Services | 236,581 | (24,469) | 212,112 |
| 12541LAP-63SI2 | LAP - Altha School Sidewalk (Construction) | - | 436,897 | 436,897 |
| | | <u>236,581</u> | <u>436,897</u> | <u>673,478</u> |

Library Fund

Revenues:

| | | | | |
|----------------|--|------|-------|-------|
| 47366HMR-07000 | Florida Library Association (FLA) Hurricane Michael Disaster Relief Grant | \$ - | 2,000 | 2,000 |
|----------------|--|------|-------|-------|

Expenditures:

| | | | | |
|----------------|-----------------------|------|-------|-------|
| 47571HMR-52000 | Operating Supplies | \$ - | 2,000 | 2,000 |
|----------------|-----------------------|------|-------|-------|

Health Grants

Revenues:

| | | | | |
|-------------|--------------------------|----------|---------------|---------------|
| 54334-06100 | EMS Grant #M5026 | \$ - | 34,299 | 34,299 |
| 54366-00000 | Contributions (hospital) | - | 8,085 | 8,085 |
| | | <u>-</u> | <u>42,384</u> | <u>42,384</u> |

Expenditures:

| | | | | |
|-------------|-----------------------|------|--------|--------|
| 54526-64000 | Equipment - ambulance | \$ - | 42,384 | 42,384 |
|-------------|-----------------------|------|--------|--------|

Industrial Development Authority

Revenues:

State Grants:

| | | | | |
|--------------|--|----------|------------------|------------------|
| 57334-041MPU | DOT - Master Plan & ALP Update | \$ - | 150,000 | 150,000 |
| 57334-041THD | DOT - T-Hangar Development (G1797) | - | 800,000 | 800,000 |
| 57334-41TAX2 | DOT - Taxiway A Dev., South Extension and Runway Improvements | - | 60,618 | 60,618 |
| | | <u>-</u> | <u>1,010,618</u> | <u>1,010,618</u> |

| Expenditures: | | <u>Current Budget</u> | <u>Increase (Decrease)</u> | <u>Revised Budget</u> |
|----------------------|--|---------------------------|--------------------------------|---------------------------|
| 57542-31MPU | DOT - Master Plan & ALP Update | \$ - | 150,000 | 150,000 |
| 57542-62THD | DOT - T-Hangar Development (G1797) | - | 800,000 | 800,000 |
| 57542-63TAX2 | DOT - Taxiway A Dev., South Extension and Runway Improvements | - | 60,618 | 60,618 |
| | | - | 1,010,618 | 1,010,618 |

- ❖ The Chairman made the motion to adopt Budget Resolution 2019-27. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Clerk Hand presented for payment the invoice from The County Record for advertising 2019 delinquent property taxes in the amount of \$10,674.61.

- ❖ Commissioner Hunt made the motion for the Clerk to pay the invoice to The County Record in the amount of \$10,674.61. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

ATTORNEY TIME

Attorney Milton notified the Board the Coley Road Public Hearing originally scheduled for June 18, 2019 has been cancelled as requested by the petitioners.

Attorney Milton stated he and Attorney Fuqua have drafted an application for road abandonment for the Board's consideration at the next meeting.

Attorney Milton also discussed the draft Resolution prepared by his firm implementing a burn ban for the Board's consideration. There was discussion regarding the difference between County burn bans and the State's decision not to issue burn permits. The County will consider this resolution at a later date.

Attorney Milton discussed the proposed ordinance relating to the reassessment of a six-cent per gallon gasoline and fuels tax, also known as the "Local Option Gas Tax" which must be advertised prior to adoption. There is a July 1, 2019 deadline to provide the adopted ordinance to the Florida Department of Revenue. There was discussion regarding the tax and whether or not to reassess. The Attorney stated the determination at this time is not to reassess the "Local Option Gas Tax" but whether or not to advertise.

- ❖ Commissioner Monlyn made the motion to advertise the proposed Ordinance for reassessing the six-cent per gallon gasoline and fuels tax. Commissioner Hunt seconded the motion. The motion passed unanimously 5-0.

The Attorney also reminded the Board they may want to consider soliciting a debris contractor before the onset of the hurricane season.

COMMISSIONER TIME

COMMISSIONER WISE

Commissioner Wise stated he would like to discuss debris remaining from Hurricane Michael that has not be disposed of by the FDOT contractor.

COMMISSIONER HALL

Commissioner Hall stated the Mossy Pond Volunteer Fire Department is requesting the insurance proceeds from their destroyed volunteer fire department building so they can begin construction of their new fire department building. Commissioner Bailey explained certain steps must be taken to be assured FEMA funding of funds needed in excess of the insurance proceeds for completion of the building.

COMMISSIONER MONLYN

Commissioner Monlyn stated the "Scout Hut" grounds on Pear Street need maintenance since children use the playground at this location. Mr. Jenks stated he would take of Commissioner Monlyn's request.

COMMISSIONER HUNT

Commissioner Hunt stated he would like to discuss debris remaining from Hurricane Michael that has not be disposed of by the FDOT contractor.

CHAIRMAN BAILEY

Chairman Bailey discussed the meeting he, Cliff Edenfield, and Commissioner Hunt attended in Jackson County and stated the State indicated they are no longer picking up debris on the County road right of ways. He also stated the County is now responsible for remaining debris. Jackson County has hired a contractor to complete their debris removal and FEMA should reimburse the County for debris removal expenditures. There was discussion regarding whether to hire a debris removal contractor or to use County employees and County equipment. There was discussion regarding whether the County was still authorized to use Watson Pit for a vegetative debris dumpsite and Mr. Adam Johnson stated he would inquire.

The Board discussed the deadline for FEMA eligible debris pickup is July 11th and it was stated the County needs to apply for an extension to October 11, 2019.

- ❖ Commissioner Hunt made the motion to apply for an extension to the FEMA eligible debris pickup deadline to October 11, 2019. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.
- ❖ Commissioner Wise made the motion to advertise (Request for proposal) for a debris removal contractor for the upcoming Hurricane season. Commissioner Hunt seconded the motion. The motion passed unanimously 5-0.


It was discussed that each Commissioner should ride around in their districts and see where debris remains on County road right of ways.

A Special Meeting was set for Friday 9:00 AM CT in the Regular Board Meeting Room to discuss debris removal options.

There being no further business, the meeting adjourned at 3:53 p.m., CT.


Gene Bailey, Chairman

ATTEST:


Carla A. Hand, Clerk

RESOLUTION 2019-27
OF THE BOARD OF COUNTY COMMISSIONERS
OF CALHOUN COUNTY, FLORIDA

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WHEREAS, said revenue is needed to help pay certain expenditures incurred in fiscal year 2018-2019,

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The fiscal year 2018-2019 budget be amended as follows:

| | | <u>Current</u> <u>Budget</u> | <u>Increase</u> <u>Decrease</u> | <u>Revised</u> <u>Budget</u> |
|---|---|---------------------------------|------------------------------------|---------------------------------|
| <u>General Fund</u> | | | | |
| Expenditures: | | | | |
| General Government | | | | |
| Building Operations: | | | | |
| 01519-46000 | Repairs & Maintenance | \$ 100,000 | (24,894) | 75,106 |
| 01519-62000 | Building & Improvements | - | 24,894 | 24,894 |
| | | <hr/> 100,000 | <hr/> - | <hr/> 100,000 |
| <u>County Transportation Trust Fund II</u> | | | | |
| Revenues: | | | | |
| 12331LAP-049S12 | LAP - Altha School Sidewalk (Construction) | \$ - | 436,897 | 436,897 |
| Expenditures: | | | | |
| 12538-63TRO | HMGP - Troy McCroan Road | \$ - | 24,469 | 24,469 |
| 12541-34000 | Other - Contractual Services | 236,581 | (24,469) | 212,112 |
| 12541LPA-63S12 | LAP - Altha School Sidewalk (Construction) | - | 436,897 | 436,897 |
| | | <hr/> 236,581 | <hr/> 436,897 | <hr/> 673,478 |
| <u>Library Fund</u> | | | | |
| Revenues: | | | | |
| 47366HMR-07000 | Florida Library Association (FLA) Hurricane Michael Disaster Relief Grant | \$ - | 2,000 | 2,000 |
| Expenditures: | | | | |
| 47571HMR-52000 | Operating Supplies | \$ - | 2,000 | 2,000 |
| <u>Health Grants</u> | | | | |
| Revenues: | | | | |
| 54334-06100 | EMS Grant #M5026 | \$ - | 34,299 | 34,299 |
| 54366-00000 | Contributions (hospital) | - | 8,085 | 8,085 |
| | | <hr/> - | <hr/> 42,384 | <hr/> 42,384 |

Expenditures:

| | | | | | |
|-------------|-----------------------|----|---|--------|--------|
| 54526-64000 | Equipment - ambulance | \$ | - | 42,384 | 42,384 |
|-------------|-----------------------|----|---|--------|--------|

Industrial Development Authority

Revenues:

State Grants:

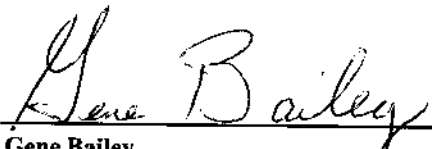
| | | | | | |
|--------------|---|----|---|-----------|-----------|
| 57334-041MPU | DOT - Master Plan & ALP Update | \$ | - | 150,000 | 150,000 |
| 57334-041THD | DOT - T-Hangar Development (G1797) | | - | 800,000 | 800,000 |
| | DOT - Taxiway A Dev., South Extension and | | | | |
| 57334-41TAX2 | Runway Improvements | | - | 60,618 | 60,618 |
| | | | - | 1,010,618 | 1,010,618 |

Expenditures:

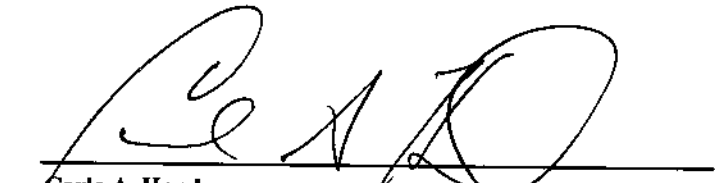
| | | | | | |
|--------------|---|----|---|-----------|-----------|
| 57542-31MPU | DOT - Master Plan & ALP Update | \$ | - | 150,000 | 150,000 |
| 57542-62THD | DOT - T-Hangar Development (G1797) | | - | 800,000 | 800,000 |
| | DOT - Taxiway A Dev., South Extension and | | | | |
| 57542-63TAX2 | Runway Improvements | | - | 60,618 | 60,618 |
| | | | - | 1,010,618 | 1,010,618 |

THIS RESOLUTION ADOPTED by the Calhoun County Board of County Commissioners at their regular meeting this 4th day of June, 2019

BOARD OF COUNTY COMMISSIONERS
CALHOUN COUNTY, FLORIDA:


Gene Bailey
Chairman

ATTEST:


Carla A. Hand
Clerk of Court and County Comptroller
Calhoun County, Florida