

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR BOARD MEETING MINUTES
October 1, 2019**

PRESENT AND ACTING:

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

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

Chairman Bailey called the meeting held in the EOC room to order at 2:00 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 (September 17, 2019 Regular Meeting Minutes, September 17, 2019 Planning Commission Meeting, September 23, 2019 Final Trim Hearing; vouchers for warrants: accounts payable warrants – 1910-1GP, 1910-1GC, 1910-1RP, 1910-1LP, 1910-1EP, 1910-1SP and payroll warrants –. (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) was made by Commissioner Hall and seconded by Commissioner Hunt. The motion passed unanimously 5-0.

ANTENNA SITE LICENSE AGREEMENT

Chairman Bailey stated the antenna site license agreements with the Harris Corporation and Vertical Bridge have been sent to Attorney Fuqua for his review. Sheriff Kimbrel stated the fire department would prefer using the tower in Frink as it is a higher tower and the department is on an analog system. Chairman Bailey stated the County is working with Vertical Bridge on an agreement with the Frink tower. Attorney Fuqua recommended limiting the indemnification language and provisions to end contract with a 90-day notice.

- ❖ A motion to table the discussion and readdress at the next board meeting was made by Commissioner Monlyn and the motion was seconded by Commissioner Hunt. The motion passed unanimously 5-0.

ROAD SUPERINTENDENT HIRING

Chairman Bailey stated Mr. Troy Wood was the only internal applicant for the Road Superintendent position. Chairman Bailey stated the need to retroact his Superintendent position pay to coincide with the pay period (September 27, 2019).

- ❖ A motion to hire Troy Wood as new Road Superintendent and to make his salary retroactive was made by Commissioner Hunt and the motion was seconded by Commissioner Monlyn. The motion passed unanimously 5-0.

Mr. Wood gave an update on the activity with the Road Department.

- ❖ A motion to approve removing the house debris on Hwy 71 was made by Commissioner Wise and the motion was seconded by Commissioner Hunt. The motion passed unanimously 5-0.

Chairman Bailey stated a Right of Way entry form needs to be signed by the landowner giving the County permission to access his property. Chairman Bailey stated this is debris being picked up from the State Right of Way.

Commissioner Hunt stated all the roads need to be cleaned up. Commissioner Monlyn suggested each commissioner making a list of pick-up spots in each district for Mr. Wood.

COUNTY AUDIT

Clerk Hand stated the County auditors, Carr Riggs & Ingram, LLC, have proposed a fee of \$90,000 for the 2018-2019 audit due to the increase workload caused by Hurricane Michael.

- ❖ A motion to accept the proposed fee of \$90,000 for the 2018-2019 audit and advertise for Request for Proposals (RFP) in the Spring of 2020 was made by Chairman Bailey and the motion was seconded by Commissioner Wise. The motion passed unanimously 5-0.

SHIP BIDS

Attorney Fuqua opened and read the State Housing Initiative Partnership (SHIP) bids.

Client Names	County Estimate	Chariot Construction
James Ivory	\$7,500.00 20% cap \$1,500.00 \$9,000.00	\$7,950
Lindell McClain	\$16,105.00 20% cap \$3,221.00 \$19,326.00	\$16,050.00
Katrena Walker	\$13,205.00 20% cap \$2,641.00 \$15,846.00	\$13,150.00
Shirley Womble	\$9,755.00 20% cap \$1,951.00 \$11,706.00	\$11,050.00
Robert Wood	\$23,805.00 20% cap \$4,761.00 \$228,566.00	\$19,450.00

- ❖ A motion to award all bids to Chariot Construction was made by Commissioner Monlyn and the motion was seconded by Commissioner Hunt. The motion passed unanimously 5-0.

Chairman Bailey reported there is an estimated balance of \$11,000 in the 2018-2019 SHIP grant funding and \$340,000 in the SHIP Disaster Recovery Funds.

TIM JENKS – MAINTENANCE DEPARTMENT

Mr. Jenks gave an update for the maintenance department. Mr. Jenks stated Sam Atkins Park is ready for Goat Day and Kinard Park is ready for their Fall Carnival.

RITA MAUPIN – DIRECTOR OF LIBRARY SERVICES

Mr. Maupin gave an update on usage of the libraries and repairs to the different locations.

DOWLING PARRISH – BUILDING OFFICIAL

Mr. Parrish stated the building department has been busy issuing permits and performing inspections. Mr. Parrish turned in his resignation letter to the Board effective December 31, 2019.

DANIEL LEONARD – COUNTY EXTENSION DIRECTOR

Mr. Leonard stated the extension office is back in their official office. Mr. Leonard stated he has formed an advisory committee and has been making site visits throughout the county. Mr. Leonard stated there is a need for a truck for the extension office in the near future.

CHELSEA RANREW – PROJECTS AND GRANTS COORDINATOR

Ms. Ranew requested Attorney Fuqua open and read the Airport Fencing Bid. Ms. Ranew stated only one (1) bid had been received and it is from Bracewell Inc. Attorney Fuqua stated the bid is for \$49,400.

- ❖ A motion to award the bid to Bracewell Inc. in the amount of \$49,400 for fencing at the airport was made by Commissioner Wise and the motion was seconded by Commissioner Hunt. The motion passed unanimously 5-0.

Ms. Ranew stated roof repair bids from Synergy Turn Key Program have been received for Nettle Ridge, Kinard, West Side and Scotts Ferry volunteer fire departments. Ms. Ranew presented the low bids as follows:

Ms. Ranew stated CPWG roof repair bid for Nettle Ridge Volunteer Fire Department is \$52,270 with a deductible of \$5,610.

- ❖ A motion to accept the CPWG bid for Nettle Ridge Volunteer Fire Department roof repair was made by Chairman Bailey and the motion was seconded by Commissioner Hall. The motion passed unanimously 5-0.

Ms. Ranew stated Lewis Walker Roofing roof repair bid for the Kinard Volunteer Fire Department is \$85,519 with a deductible of \$5,070.

- ❖ A motion to accept Lewis Walker Roofing bid for the Kinard Volunteer Fire Department roof repair was made by Chairman Bailey and the motion was seconded by Commissioner Hall. The motion passed unanimously 5-0.

Ms. Ranew stated CPWG roof repair bid for West Side Volunteer Fire Department is \$48,543 with a deductible of \$6,566.

- ❖ A motion to accept CPWG bid for West Side Volunteer Fire Department was made by Commissioner Monlyn and the motion was seconded by Commissioner Hunt. The motion passed unanimously 5-0.

Ms. Ranew stated Lewis Walker Roofing roof repair bid for Scotts Ferry Volunteer Fire Department is \$68,845. Ms. Ranew further stated there is a Synergy management charge in the amount of \$3,870 and a deductible of \$3,442.25.

- ❖ A motion to accept Lewis Walker Roofing bid for the Scotts Ferry Volunteer Fire Department roof repair was made by Chairman Bailey and the motion was seconded by Commissioner Hunt. The motion passed unanimously 5-0.

Ms. Ranew stated the Recycle Warehouse has not been bid and is subject to a 17% coinsurance penalty.

Ms. Ranew stated four (4) proposals have been received for the CEI Sidewalk Altha project. They are AE Engineering, Inc., EXP US Services, Panhandle Engineering and Southeastern Consulting Engineers. Ms. Ranew asked the Board members to rank the proposals and have them ready for the October 15th meeting.

Ms. Ranew stated proposals for the Emergency Management Consulting Services were received today and they are from APTIM Environmental and Infrastructure LLC, The Management Experts, LLC and Integrity Group/Blue Sky Florida. Ms. Ranew asked the Board members to rank the proposals and have them ready for the October 15th meeting.

Ms. Ranew stated we are in the process of proceeding with the Florida Recreational Development Assistance Program (FRDAP) application. Ms. Ranew presented Mossy Pond and Hugh Creek projects for consideration.

- ❖ A motion to move forward with the FRDAP application for Mossy Pond and Hugh Creek was made by Commissioner Monlyn and the motion was seconded by Commissioner Hall. The motion passed unanimously 5-0.

Ms. Ranew stated a public hearing will be held October 8, 2019 at 2:00pm for the proposed projects (FRDAP) at Mossy Pond and Hugh Creek.

Ms. Ranew stated she has sent to the Department of Emergency Management (DEM) and Federal Emergency Management Assistance (FEMA) an April 11, 2020 extension request for debris removal.

CLERK

Clerk Hand stated there are ten (10) county held tax certificates from the 2014 and 2015 tax rolls with property values of \$5,000 or more. Clerk Hand stated Florida Statute 197.502 reads Counties shall apply

for tax deeds on these properties with values of \$5,000 and more. Ms. Hand stated the cost to apply for a tax deed is \$225 per property.

- ❖ A motion to apply for tax deed only on the ten (10) properties valued at \$5,000 or more and not on Tax Certificates with property values of less than \$5,000 or mineral rights was made by Chairman Bailey and the motion was seconded by Commissioner Hunt. The motion passed unanimously 5-0.

Clerk Hand stated the Supervisor of Elections received a Security Grant in the amount of \$9,290 for the fiscal year 2018-2019 and this needs to be added to her budget.

- ❖ A motion to approve the Supervisor of Elections' budget amendment of \$9,290 was made by Commissioner Monlyn and the motion was seconded by Commissioner Hall. The motion passed unanimously 5-0.

Clerk Hand turned the floor over to County Planner Mr. Snowden.

Mr. Snowden stated he had received a request from Innovative Solar concerning a time extension on their Conditional Use Permit. Mr. Snowden advised the company to send a formal letter to the Clerk stating their request. Mr. Snowden requested of the Board direction on how to proceed with the request. Attorney Fuqua stated to proceed with Board action.

- ❖ A motion to extend the Conditional Use Permit one (1) year for Innovative Solar was made by Chairman Bailey and the motion was seconded by Commissioner Hall. The motion passed unanimously 5-0.

Clerk Hand stated Ms. Rachel Bryant with the Health Department is requesting the County send a representative for training on some new legislation concerning a needle exchange program. Chairman Bailey stated he would go if his schedule permits.

ATTORNEY

Attorney Fuqua stated the public hearing to close that portion of NW North Avenue which lies west of NW 22nd Street is scheduled during the next regular board meeting on October 15, 2019 at 5 PM.

WISE

Commissioner Wise discussed the SHIP application process and the delays in completing the application with income verification and wants changes. He recommended a checklist be provided with the application. Mr. Newsome responded a checklist is now in place with the newer applications. Mr. Newsome stated verifying income with employers can be time consuming.

The Commissioners requested they be informed of any prolonged problems with applications from constituents in their districts.

HUNT

Commissioner Hunt stated he had received prices to repair the engine for the Road Department's Ford F-250. Commissioner Hunt stated the cost of a used engine is \$2,450 and a re-manufactured engine with a three (3) warranty is \$3,500.

Commissioner Hunt stated there are still a lot of stumps by the roads that need to be picked up. Mr. Wood stated he doesn't have the man power to cover that project every day.

HALL

Chairman Bailey stated Mossy Pond Volunteer Fire Department received a donation in the amount of \$1,500 from John and Nona Reed of Hazelwood, Alabama. The Chairman directed Ms. Ranew to write a letter of thanks to the Reeds for their generous donation to be signed by all of the Commissioners.

MONLYN

Commissioner Monlyn stated he would like to have an advertisement in the County Record concerning the Hurricane Housing Recovery Program (HHRP). Chairman Bailey stated there will be a workshop held October 10, 2019 concerning HHRP training. Chairman Bailey stated applications cannot be taken until the program is advertised and advertising cannot happen until the County receives the funding. Chairman Bailey instructed Mr. Newsome to have an advertisement ready for the next meeting to run in the newspaper explaining the program.

BAILEY

Chairman Bailey stated the fence has been installed at the Dollar General store in Clarksville.

Chairman Bailey stated he and others will be meeting with Senator Montford on Thursday concerning ways the Department of Emergency Management can help our County. Chairman Bailey stated the leaning trees and yard debris is a major concern.

Chairman Bailey stated he County is in need of an Emergency Management Director.

- ❖ A motion to advertise for an Emergency Management Director was made by Chairman Bailey and the motion was seconded by Commissioner Hunt. The motion passed unanimously 5-0.

Chairman Bailey stated he would like to amend the County's Procurement Policy.

- ❖ A motion to add the words from the 2019 Florida Statutes 255.05 (d) "at the discretion of the official or board awarding such contract when such work is done for any county, city, political subdivision, or public authority, a person entering into such a contract that is for \$200,000 or less may be exempted from executing the payment and performance bond" to be added on page six (6) after item A was made by Chairman Bailey and the motion was seconded by Commissioner Monlyn. The motion passed unanimously 5-0.

Chairman Bailey stated the new Procurement Policy will have an effective date of 10/1/19.

Chairman Bailey indicated there is a need to rebid the Kinard Community Center.

- ❖ A motion to rebid the exterior portion of the Kinard Community Center was made by Chairman Bailey and the motion was seconded by Commissioner Monlyn. The motion passed unanimously 5-0.

Chairman Bailey opened the floor to the audience.

Ms. Sierra Anderson, Northwest Florida District Director for Senator Scott, introduced herself to the Board.

Chairman Bailey reminded each Board member as we begin a new year to assess roads in need of paving.


Mr. Johnny O'Bryan stated garbage pickup is still a problem for him. Commissioner Monlyn stated this problem needs to be resolved and moved the County look elsewhere for garbage service.

Chairman requested of Ms. Ranew to create a Request for Proposal (RFP) for garbage collection.

There being no further business, the meeting adjourned at 3:17pm.


Gene Bailey, Chairman

ATTEST:


Carla A. Hand, Clerk