

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR BOARD MEETING MINUTES
September 3, 2019**

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
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 August 20, 2019 Regular Meeting Minutes, August 29, 2019 Special Budget Meeting, August 30, 2019 Special Meeting; Vouchers for Warrants: Account Payable Warrants –1909-MED, 1908-UT2, 1908-3S, 1908-UT3, 1908-1G, 1909-1E, 1909-RD, 1909-1L, 1909-1S, PR19-B26, PR19-B27 and Payroll Warrants –PR080819, PT082219. (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 Hunt and seconded by Commissioner Monlyn. The motion passed unanimously 5-0.

IDA Board Oath of Office

Attorney Fuqua swore in Mr. Scott Snyder to the Industrial Development Authority (IDA) Board.

SARAH HIBBARD – APALACHEE REGIONAL PLANNING, GIS PRESENTATION

Ms. Hibbard stated the Apalachee Regional Planning Council has created a Geographic Information System (GIS) online resource which includes Calhoun County. Ms. Hibbard stated the project is funded by the Department of Economic Opportunity Community Technical Systems Support Grant. Ms. Hibbard demonstrated the website for the Board. (www.apalacheeonline.org)

INLAND MARINE COVERAGE

Clerk Hand stated Florida Municipal Insurance Trust has agreed to cover the County's Inland Marine equipment for an annual premium of \$18,424.

- ❖ A motion to approve obtaining Inland Marine coverage through the Florida Municipal Insurance Trust for a premium of \$18,424 was made by Commissioner Hall and the motion was seconded by Commissioner Monlyn. The motion passed unanimously 5-0.

PERMISSION TO DISPOSE ASSETS

Clerk Hand stated the Supervisor of Elections is requesting items #1553, #1696, #1839 and #1840 to be removed from inventory as they are no longer useable. Clerk Hand stated the Clerk's office has items #1680 and #1681 to be removed from inventory as obsolete.

- ❖ A motion to declare obsolete and remove assets #1553, #1696, #1839, #1840, #1680 and #1681 from inventory was made by Commissioner Bailey and the motion was seconded by Commissioner Hall. The motion passed unanimously 5-0.

HURRICANE HOUSING RECOVERY PROGRAM (HHRP)

Chairman Bailey stated he attended a Florida Housing Coalition conference last week in Orlando. Chairman Bailey stated the conference was very informative and the main topic was affordable housing for individuals. Chairman Bailey stated the program has been extended to three (3) years instead of the year to year and half as previously instructed. Chairman Bailey stated meetings will need to be scheduled in the near future to begin the planning process.

Commissioner Monlyn stated Dr. Daaku and some of his students from West Florida University will be at the September 17, 2019 Board meeting and will partner with the County to help in the process of locating sites to build homes for the Hurricane Housing Recovery Program (HHRP).

SHIP CERTIFICATION

Chairman Bailey stated the State Housing Initiative Partnership (SHIP) annual report needs to be certified. Clerk Hand stated the report could be accepted contingent upon completion.

- ❖ A motion to accept the SHIP annual report contingent upon completion was made by Commissioner Monlyn and the motion was seconded by Commissioner Hall. The motion passed unanimously 5-0.

TIM JENKS – MAINTENANCE DEPARTMENT

Not present

CLIFFORD EDENFIELD – ROAD DEPARTMENT

Not present

RITA MAUPIN – DIRECTOR OF LIBRARY SERVICES

Ms. Maupin stated library attendance was down the month of August. Chairman Bailey asked Ms. Maupin about the broken glass at the Mossy Pond Library and Ms. Maupin responded the glass has been fixed and replacing of the awning is proceeding. Chairman Bailey asked Ms. Maupin about the fence that needs to be replaced and Ms. Maupin responded the quote from Bracewell Fencing had been given to Tim Jenks. Ms. Maupin stated the fence had been reported to FEMA under a maintenance department project. Chairman Bailey asked Ms. Maupin about the roof leaks and Ms. Maupin gave an update. Chairman Bailey asked Ms. Maupin about the repairs to the floor in the meeting room FEMA used while here and Ms. Maupin stated she has contacted FEMA and they have not responded.

DOWLING PARRISH – BUILDING OFFICIAL

Mr. Parrish stated the building department has been busy issuing permits and making inspections.

WHITNEY CHERRY – COUNTY EXTENSION OFFICE

Ms. Cherry stated Mr. Daniel Leonard will be the new County Extension Director and begins the position on September 16th. Ms. Cherry stated the Extension Building is not ready for occupancy. Chairman Bailey stated Representative Shoaf sent his appreciations for being able to house an office in the Extension Building.

CHELSEA RANEW – PROJECTS AND GRANTS COORDINATOR

Ms. Ranew stated she has bids to open for the Kinard Community Center repairs due to Hurricane Michael. Attorney Fuqua opened and read the bids.

Kinard Community Center		
Contractor	TOTAL BID ITEMS	TOTAL BID ITEMS
	1,2,3,4,5,7,8 &10	1,2,3,4,6,7,8,9 &11
Cribb Philbeck Weaver Group	\$402,545	\$440,235
Gulf Coast Home Solutions	\$375,950	\$413,950

- ❖ A motion to table bids and allow Ms. Ranew time to review and discuss at the next meeting was made by Chairman Bailey. The motion was seconded by Commissioner Hunt and the motion passed unanimously 5-0.

Attorney Fuqua stated one bid for Pole Barns had been received. Ms. Ranew stated since only one bid had been received she suggested the bid be advertised again. Chairman Bailey instructed Attorney Fuqua not to read the bid.

- ❖ A motion to reject the bid and advertise the bid again was made by Chairman Bailey and the motion was seconded by Commissioner Hunt. The motion passed unanimously 5-0.

Ms. Ranew presented Mr. Jake Melvin with David Melvin Engineers to speak concerning the CR549 project. Mr. Mathis presented the Board a change order which decreased the project for CR 549 in the amount of \$8,477.90. Mr. Mathis presented the Board a final request for payment in the amount of \$99,593.21. Commissioner Hunt inquired of Mr. Mathis concerning the problem in the road going off of Highway 69 onto CR 549. Mr. Mathis stated the problem is being fixed today. Commissioner Hunt stated the project needs to be finished before payment is released.

- ❖ A motion to approve the change order decreasing project CR549 in the amount of \$8,477.90 and make final payment contingent upon the road problem off of Highway 69 being completed was made by Commissioner Hunt and the motion was seconded by Commissioner Monlyn. The motion passed unanimously 5-0.

Ms. Ranew stated Modification #Z0361-3 had been received which is a modification of Sub-Grant Agreement between the County and Division of Emergency Management for the DR4337 Project which is Hurricane Irma. Ms. Ranew stated this modification allows for no further modification and will expedite payment.

- ❖ A motion to execute Modification #Z0361-3 and allow for the Chairman to sign was made by Commissioner Monlyn and the motion was seconded by Commissioner Hall. The motion passed unanimously 5-0.

Ms. Ranew presented for approval and execution the Contract and Task Authorization for The Management Experts LLC in the amount of \$52,000 for a Local Mitigation Strategy Update. Ms. Ranew stated 75% of funding will be through the Division of Emergency Management and FEMA and 25% will be through the local Emergency Management funds.

- ❖ A motion to approve and execute the Contract and Task Authorization for the Management Experts LLC in the amount of \$52,000 was made by Commissioner Hunt and the motion was seconded by Commissioner Hall. The motion passed unanimously 5-0.

Ms. Ranew presented for approval and execution the federally funded Community Development Block Grant (CDBG) sub-grant agreement H2395 in the amount of \$750,000 contingent upon all forms being completed by our consultant Ms. Belcher.

- ❖ A motion to approve and execute the CDBG sub-grant agreement H2395 in the amount of \$750,000 was made by Commissioner Hunt and the motion was seconded by Commissioner Hall. The motion passed unanimously 5-0.

Ms. Ranew stated she had received the fully executed Department of Environmental Protection (DEP) submerged land lease permit for Neal Boat Landing. Ms. Ranew stated she is waiting for a response from Florida Wildlife Commission (FWC) on additional funding for the Neal Boat Landing project.

CLERK TIME

Clerk Hand presented for approval and execution an agreement with Florida League of Cities for the preparation of the Governmental Accounting Standards Board Statement No.75 (GASB 75) actuarial valuation and disclosures for Calhoun County in the amount of \$6,600.

- ❖ A motion to approve and execute the agreement with Florida League of Cities to prepare the GASB 75 required reports in the amount of \$6,600 was made by Commissioner Hall and the motion was seconded by Commissioner Hunt. The motion passed unanimously 5-0.

Clerk Hand requested permission to carry over unspent funds from this fiscal year to purchase new Records Management Software in the amount of \$21,194.

- ❖ A motion to carry over unspent funds from this fiscal year for the purchase of new Records Management Software in the amount of \$21,194 was made by Commissioner Hunt and the motion was seconded by Commissioner Hall. The motion passed unanimously 5-0.

Clerk Hand stated the Calhoun County Legislation Delegation will meet tomorrow, September 5, at 5:00 in the EOC meeting room.

Clerk Hand stated the first Truth in Millage (TRIM) meeting will be on September 9, 2019 at 5:01PM in the EOC meeting room.

Chairman Bailey called for a Special Board Meeting following the TRIM meeting on September 9, 2019.

ATTORNEY TIME

Regular Board Meeting September 3, 2019

Attorney Fuqua stated he was waiting on the original scope of the conditional use permit for the Raceway purchased by Charlie Johnson and would update the Board to his findings at the next meeting in regards to the concerns of Ray Goodwin.

COMMISSIONER WISE

Commissioner Wise had nothing to discuss at this time

COMMISSIONER HALL

Commissioner Hall stated he had a complaint concerning the dumping of metal in a residential area. Attorney Fuqua responded the County does not have code enforcement.

COMMISSIONER HUNT

Commissioner Hunt stated he was still receiving garbage complaints in his district and debris is still being placed beside the roadway. Chairman Bailey stated the only way to stop the illegal dumping is to prosecute the individuals.

COMMISSIONER MONLYN

Commissioner Monlyn had nothing to discuss at this time.

CHAIRMAN BAILEY

Chairman Bailey stated the County had received a complimentary letter concerning a retirement audit that had been completed by the Department of Management Services with no findings.

Chairman Bailey brought up for discussion the questions concerning the width of Coley Road. Attorney Fuqua stated with the information he had received he is not able to determine the width of the road to adequately satisfy Ms. Rodriquez's request. There was further discussion.

Chairman Bailey handed out drawings showing the fence and road locations concerning the viewing hindrance on to Demont Road at the Dollar General store in Clarksville. Chairman Bailey stated Dollar General wants the County to give a letter of release if they are forced to put up the fence and hinder the view. Attorney Fuqua stated he would read the Conditional Use Permit and report back to the Board. There was further discussion.

Chairman Bailey stated he is working with Vertical Bridge on relocating back to the Frink tower. Chairman Bailey stated the height of the tower should improve radio coverage.

There being no further business, the meeting adjourned at 3:05PM

Gene Bailey, Chairman

ATTEST

Carla A. Hand, Clerk of Court