

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
AGENDA
REGULAR BOARD MEETING
JUNE 4, 2019
2:00 P.M.**

(ESTIMATED TIMES)

2:00PM – CALL MEETING TO ORDER

2:02PM – PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG

2:03PM – APPROVAL OF THE MAY 21, 2019 REGULAR MEETING MINUTES; VOUCHERS FOR WARRANTS: ACCOUNTS PAYABLE WARRANTS – 1905-GS, 1905-1A, 1906-1G, 1906-1RD, 1906-UTL, 1906-1E, 1906-1L, 1906-1S AND PAYROLL WARRANTS – PR19-B12, PR19-B14, PR19-B15, PR051619, PR053019. (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) (NEEDS SIGNATURE)

2:05PM – Kristy Terry, Long Term Recovery Update

2:08PM – Sandy Kelly – SHIP Bids

2:11PM – Bid Opening: SCOP Silas Green Road

2:14PM – Bid Opening: Annual Lime Rock Bid

2:17PM – Change Order, Airport – T.C.A. Electrical Contractors

2:20PM – Tabled 5/21/19 – Damaged Sign Replacement Bid

2:23PM – Tim Jenks – Maintenance Department

2:26PM – Clifford Edenfield – Road Department Superintendent

2:29PM – Rita Maupin – Director of Library Services

2:32PM – Dowling Parrish – Building Official

2:35PM – Whitney Cherry – County Extension Office

2:38PM – Adam Johnson – Interim Emergency Management Director

2:41PM – Chelsea Ranew – Projects and Grants Coordinator

- Update on low bid on Calhoun County Senior Citizens Center

2:51PM – CLERK TIME

- Budget Resolution 2019-27

3:01PM – ATTORNEY TIME

- Update on Coley Road Public Hearing originally scheduled for June 18

3:11PM – COMMISSIONER TIME: HUNT, MONLYN, WISE, HALL, CHAIRMAN

3:21PM – Visit to Courthouse to look for Board meeting space

MEETING ADJOURN @ 3:41PM

Anyone who may wish to appeal any decision which may be made at this meeting will need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal will be based.

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR BOARD MEETING MINUTES
MAY 21, 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**

Chairman Bailey called the meeting held in the regular Board meeting room to order at 5:00 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 agenda (May 7, 2019 Regular Meeting Minutes and May 9, 2019 Budget Workshop Minutes; vouchers for warrants: accounts payable warrants – 1905-GR, 1905-2G, 1905-2RD, 1905-2E, 1905-2L, 1905-UT2, 1905-2S. (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.

CONNIE BARTON – ROAD ABANDONMENT REQUEST 19189 NE HAYES SUBDIVISION ROAD

Ms. Barton explained why she is requesting the Board abandon a portion of Hayes Subdivision Road stating it is a dead-end road (her residence is located at the end of the road) and everyone uses her yard/driveway to turn around resulting in damage to her grass, etc. She is requesting the road abandonment so she can fence a portion of the road. There was Board discussion about whether her neighbor uses the portion of the road she is petitioning the Board to abandon. Ms. Barton was provided with the steps she must take to formally request the abandonment which includes a deposit of \$500 to cover the estimated publication cost and legal fees. The Board also told Ms. Barton there is no guarantee the Board will approve the abandonment petition. Ms. Barton said she would confer with her husband and they would determine whether or not they would proceed with the abandonment request.

VICTOR CORA, US CENSUS BUREAU – RESOLUTION 2019-26 (Creating a Census 2020 Complete Count Committee)

Mr. Cora stated he is reaching out to local governments to ensure there is a complete and accurate count in the April 2020 census. Mr. Cora stated the 2020 Census will determine federal funding and Congressional representation. Mr. Cora stated the purpose of the Complete Count Committee is to educate and promote the census through locally based, targeted outreach efforts. Mr. Cora explained the different methods of completing the census including online, over the phone, mail, and in-person interview. Mr. Cora stated the US Census Bureau is hiring local people from \$12 to \$19 per hour plus .58 cents per mile to help with the address canvassing and to help with the non-response calls and work will begin in August 2019. Mr. Cora anticipated a workshop soon with the Complete County Committee to identify strategies for Calhoun County.

- ❖ Commissioner Monlyn made the motion to adopt Resolution 2019-26 creating a Census 2020 Complete County Committee. Commission Hall seconded the motion. The motion passed unanimously 5-0.

RESOLUTION #2019-26

A RESOLUTION CREATING A CENSUS 2020 COMPLETE COUNT COMMITTEE TO PLAN AND CONDUCT LOCAL EDUCATIONAL INITIATIVES, PUBLICITY AND PROMOTIONAL ACTIVITIES TO INCREASE COMMUNITY AWARENESS AND PARTICIPATION IN THE 2020 CENSUS

WHEREAS, the United States of America has performed a nationwide census every ten years since 1790, with the last census being in 2010; and

WHEREAS, an accurate census is essential for the allocation of representatives to serve in the legislative bodies of the U.S. House of Representatives, the Florida State Legislature, and within the City of Blountstown, Town of Altha, and Calhoun County voting districts; and

WHEREAS, accurate census information is critical to planning for future growth, development, and the social needs of Calhoun County; and

WHEREAS, the more informed that residents become about the 2020 census operations, the better their understanding of the census process becomes, thus increasing their willingness to the 2020 census; and

WHEREAS, the Census Bureau is not permitted to publicly release responses furnished by any individual, or on behalf of an individual, or release information to other governmental agencies, including the Internal Revenue Service, the Immigration and Naturalization Service, law enforcement agencies or welfare agencies. In addition, per the Federal Cybersecurity Enhancement Act of 2015, census data is protected from cybersecurity risks through screening of the systems that transmit this data; and

WHEREAS, the purpose of the Complete Count Committee will be to advise and assist Calhoun County, the City of Blountstown, and the Town of Altha in obtaining the most accurate and complete population count for Census 2020 by increasing the number of County responses through a focused, structured neighbor to neighbor program. The committee will also utilize the local knowledge, expertise and influence of each committee member to design and implement a census awareness campaign targeted to the Calhoun County community.

THEREFORE, BE IT HEREBY RESOLVED by the Board of Commissioners of Calhoun County, Florida that:

1. A Census 2020 Complete Count Committee is hereby established to advise and assist Calhoun County, the City of Blountstown, and the Town of Altha in obtaining the most accurate and complete population count for Census 2020.
2. The Committee shall discuss and formulate strategies and techniques, working with City and County staff and census bureau officials, to enhance and increase the response rate to Census 2020. The Committee shall be responsible for planning and conducting local educational initiatives, and for preparing of obtaining posters, flyers and handouts for use by the media and others. The Committee will also prepare materials for public service announcements on radio and social media.
3. The Committee shall consist of representatives from the local media, Calhoun County Board of County Commission, Calhoun County Constitutional Officers, Calhoun County Schools, Calhoun Chamber of Commerce, the City of Blountstown, and the Town of Altha; each shall appoint a staff member to serve of said Committee.
4. The Committee members shall serve from June 2019 through and including June 2020 at which time the Committee, having completed its work, shall dissolve, unless extended by the Board of County Commission. No resolution dissolving or rescinding the committee is necessary.
5. Meetings. The Committee shall meet at least every three months (quarterly) but may meet more often as needed.

This Resolution passed, approved, and adopted this 21st day of May 2019.

WHITNEY CHERRY – INTERIM DIRECTOR COUNTY EXTENSION

Mrs. Cherry asked the Board for permission to allow the part-time temporary employee hired for the summer of 2019 as the 4-H program assistant to work over 30 hours per week as needed. The hours were previously set at a maximum of 30 hours per week. Ms. Cherry stated budget funds are available from the vacant County Extension Director position for the additional hours. The Board agreed by consensus for the 4-H summer program assistant to work over 30 hours per week as needed. (It was also noted this position ends at the end of August 2019.)

FRANK SNOWDEN – COUNTY PLANNER

Mr. Snowden informed the Board that effective June 2, 2011, local governments have more discretion in determining whether they need to update their local comprehensive plan. As such, local governments no longer need to submit evaluation and appraisal reports to the department for a sufficiency determination. Instead, local governments must follow these new provisions:

1. At least every seven years, pursuant to Rule Chapter 73C-49, Florida Administrative Code, determine whether the need exists to amend the comprehensive plan to reflect changes in state requirements since the last time the comprehensive plan was updated.
2. Notify the State Land Planning agency by letter of this determination.

Mr. Snowden stated Calhoun County is compliant and no amendments to the comprehensive plan are necessary; however, the state land planning agency must be notified in writing.

- ❖ Commissioner Hunt made a motion for the County Planner to draft a letter to the State Land Planning Agency notifying them there are no needed amendments to the comprehensive plan for execution and submittal by the Board Chairman. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

COUNTY LOCAL PARTICIPATION – HMGP TROY MCCROAN ROAD

The Chairman discussed the Board's local match for Troy McCroan Road of approximately \$24,000 and stated the Board needs to appropriate the funds for this match from available funds. (Funds are available in account 12541-34000.)

- ❖ Commissioner Hunt made the motion to amend the budget for Troy McCroan Road County match from funds available in account 12541-34000. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

BID OPENING – DAMAGED SIGN REPLACEMENT

One sealed bid was received for replacement of damaged road signs from Emerald Coast Striping LLC in the amount of \$95,125 for replacement of 600 road signs.

- ❖ Commissioner Hunt made the motion to table the bid for further review. Commissioner Hall seconded the motion. There was Board consensus that the bid would be adjusted downward for signs already replaced by the Road Department. The motion passed unanimously 5-0.

BID OPENING – DAMAGED GUARDRAIL REPLACEMENT

No sealed bids were received for replacement of damaged guardrails.

- ❖ Chairman Bailey made the motion to re-advertise for guardrail replacement. Commissioner Hunt seconded the motion. The motion passed unanimously 5-0.

BID OPENING – AIRPORT LIGHTING AND WINDSOCK REPLACEMENT

One sealed bid was received for replacement of airport runway and taxiway lighting and windsock replacement from TCA Electrical of Omega Georgia in the amount of \$11,475.

- ❖ Commissioner Wise made the motion to table awarding the bid to TCA Electrical for \$11,475. Commissioner Hunt seconded the motion. The motion passed unanimously 5-0.

CHELSEA RANEW – PROJECTS AND GRANTS COORDINATOR

Ms. Ranew presented for payment outside of the normal payment cycle Small County Road Assistance Program (SCRAP) CR 549 John G. Bryant Road Pay Application #1 (received today) for \$85,503.20 to Roberts and Roberts, Inc.

- ❖ Commissioner Hunt made the motion to pay Roberts and Roberts, Inc. \$85,503.20 for SCRAP CR 549 John G. Bryant Road Pay Application #1 outside of the normal payment cycle. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Ms. Ranew explained that four projects were bid according to our procurement policy by Synergy for Board approved turn-key projects. There is a recommendation to award the project to the lowest bidder for each of these projects. Ms. Ranew provided the low bids as follows:

1. Overhead doors at the Road Department – low bidder - Hill Enterprises \$13,388
 - ❖ Commissioner Monlyn made the motion to award the overhead door replacement at the Road Department to the low bidder. Commissioner Wise seconded the motion. There was discussion of how many doors were bid. The motion passed unanimously 5-0.

2. Overhead doors at Carr-Clarksville Volunteer Fire Department – low bidder – Hill Enterprises \$15,289
 - ❖ Commissioner Wise made the motion to award the overhead door replacement at the Carr-Clarksville Volunteer Fire Department to the low bidder. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.
3. Roof replacement at the Calhoun County Senior Citizens Center – low bidder – Garrison Construction – low bidder - \$143,159 (Name/amount is not the low bid and will be corrected June 4, 2019 Regular Meeting)
 - ❖ Commissioner Wise made the motion to award the roof replacement at the Calhoun County Senior Citizens Center to the low bidder. Commissioner Monlyn seconded the motion. The motion passed unanimously 5-0.
4. Roof replacement at the Calhoun County Extension Building – low bidder - Cribb Philbeck Weaver Group (CPWG) - \$43,370
 - ❖ Commissioner Hall made the motion to award the roof replacement at the Calhoun County Extension Building to the low bidder. Commissioner Monlyn seconded the Motion. The motion passed unanimously 5-0.

The Chairman explained the reason the Board's procurement policy was followed on a portion of the repairs at each of these buildings is so the deductibles can be claimed as a FEMA reimbursable cost. The remainder of repairs at these buildings will be paid from the Florida League of Cities insurance proceeds and all repairs at these buildings are turn-key projects managed by SynergyNDS.

Ms. Ranew presented the following projects that are eligible for the turn-key program administered by SynergyNDS.

1. Hangar #7
 2. Hangar #8
 3. T-hangar #2
- ❖ Commissioner Wise made the motion to award the hangar (7, 8, 2) projects to SynergyNDS for repairs. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

ATTORNEY TIME

Attorney Fuqua stated there is a Public Hearing for the Coley Road closing on June 18, 2019 at 5:00 PM CT. The Attorney provided the Chairman with the Notice to the Newspaper for his signature. (The public hearing was subsequently cancelled by the petitioners until further notice.) The Chairman stated in 1985 a previous Board did not close the road.

COMMISSIONER TIME

The Chairman provided the Board with a list of planes at the airport that were removed from the destroyed hangars and those with no rent being paid. They have been moved out of the hangar(s) and are tied-down. Some of the owners are unknown. The Attorney stated you can look up the owners by the tail numbers. Tools and miscellaneous items are remaining from Sunset Eagle and Skydive. The Chairman asked the Attorney to proceed with having the planes and items removed so the repairs can be made at the airport. The Attorney stated he would write letters according to the Florida Statute pertaining to abandoned aircraft.

COMMISSIONER HUNT

Commissioner Hunt stated he has several roads with large potholes in his district and the Road Superintendent stated he needs hot asphalt to repair these potholes. The Road Superintendent informed him he didn't have funds in his budget to make these repairs. It was discussed hot asphalt costs \$80 per ton. There was discussion of how to make these repairs. The Chairman stated it will take \$6,000 to \$8,000 to make these repairs. The Chairman stated he will look and see if there are funds available in the budget for these repairs.

Commissioners Wise and Hall stated they also have roads that need repairs. The Chairman committed to find funding for these repairs. Justin Ford, Dewberry Engineering, stated he would develop quantities by the next Board Meeting.

Commissioner Hunt asked if anyone has looked for a Commissioner meeting room in the courthouse and asked when the Board could meet at the courthouse to find a Board room. The Attorney suggested using the EOC for a Board meeting room. Commissioner Hunt does not think the EOC is a good solution since people are going in and out of the EOC. It was determined a walk through the courthouse will be done during the next Regular Board Meeting.

COMMISSIONER MONLYN

Commissioner Monlyn discussed the FRDAP Grant application for Hugh Creek which was not funded during the last grant cycle. Ms. Ranew stated funding is contingent upon Legislative appropriation. It will be July before funding is known.

COMMISSIONER WISE

Commissioner Wise did not have anything to discuss at this time.

COMMISSIONER HALL

Commissioner Hall did not have anything to discuss at this time.

CHAIRMAN BAILEY

Chairman Bailey discussed the email from Adam Johnson, Interim Emergency Director, regarding FEMA trailers that may possibly be donated to the County; this would require an agreement between DEM and Calhoun County. An example of a possible agreement was Included in the email from Mr. Johnson. (Memorandum of Understanding between the (DEM) Florida Division of Emergency Management and Bay County which outlined and memorialized obligations and responsibilities of parties with respect to the donation of travel trailers to the County.)

Commissioner Bailey reminded the Board of their decision on May 1, 2019 when they voted to hire a full time temporary (1-year position) funded with State Housing Initiatives Partnership Program (SHIP) disaster administrative funds. The position would support the current SHIP program by providing inspections, write ups, and other duties necessary in administering and managing SHIP projects. The Chairman informed the Board that Mr. J.K. Newsome applied for the position as a lateral transfer from the Library. The Chairman read a job description for this position he recently drafted.

- ❖ Commissioner Monlyn made a motion to hire Mr. Newsome as a lateral transfer to the position for 1-year with duties assigned per the job description provided by the Chairman.
- Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

The Chairman discussed the progress of the Congressional Hurricane Michael federal disaster relief bill and also mentioned the County is asking FEMA to provide additional funds for “hardening” Sam Atkins Park, Mossy Pond Volunteer Fire Department, and to provide funding for the pavilion at Cooper Park.

There being no further business, the meeting adjourned at 6:19 p.m., CT.

Gene Bailey, Chairman

ATTEST:

Carla A. Hand, Clerk

6-4
CALHOUN COUNTY BOCC
VENDOR PAYMENTS
MAY

AP runs: PR19-B12, PR19-B14, PR19-B15

Payroll warrants: PR051619, PR053019

Vendor	Amount	Comments
AFLAC-Employee Deductions	\$ 1,069.52	PR19-B14
Allstate Benefits - Employee Deductions	\$ 252.48	PR19-B14 change due to Ee leavng
American General-Employee Deductions	\$ 200.84	PR19-B14
Ameritas-Employee Deductions	\$ 1,163.88	PR19-B14
CHP	\$ 29,366.80	PR19-B14
Colonial-Employee Deductions	\$ 76.90	PR19-B14
Florida Retirement System (FRS)	\$ 18,078.79	PR19-B12
IRS-Tax Dep	\$ 13,868.35	PR19-B14



T.C.A. Electrical Contractors, Inc.

Main Office/Shipping/Receiving:

2209 Leslie Locke Road

Tifton, GA 31793

Telephone: 229-387-7097

Fax: 229-387-7191

Correspondence/Remittance:

P.O. Box 345

Omega, GA 31775

May 29, 2019

Calhoun County Clerk's Office
2059 Central Avenue, Room 130
Blountstown, FL 32324

CHANGE ORDER

Our quote for the single channel PAPI box at the Calhoun County Airport is as follows:

1	Single Channel PAPI box, style B, on existing concrete base using existing power transformer	<u>\$6,500.00</u>
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TOTAL CHANGE ORDER	<u>\$6,500.00</u>
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Please let me know if you wish for us to proceed with procurement for these materials.

Sincerely,

Marty Bennett
Project Manager

MB/psm

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:

		Current <u>Budget</u>	Increase <u>Decrease</u>	Revised <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
		<u>100,000</u>	<u>-</u>	<u>100,000</u>
<u>County Transportation Trust Fund II</u>				
Revenues:				
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
12541LPA-63SI2	LAP - Altha School Sidewalk (Construction)	-	436,897	436,897
		<u>236,581</u>	<u>436,897</u>	<u>673,478</u>
<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
		<u>-</u>	<u>42,384</u>	<u>42,384</u>

Expenditures:

54526-64000	Equipment - ambulance	\$	-	42,384	42,384
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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
			-	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
57542-63TAX2	DOT - Taxiway A Dev., South Extension and 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:

ATTEST:

Gene Bailey
Chairman

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