

CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
MINUTES
AUGUST 6, 2013

PRESENT AND ACTING:

THOMAS G. FLOWERS, CHAIRMAN
DARRELL MCDUGALD
LEE SHELTON
LEE LEE BROWN
WILLIE T. GRANT

BALIFF, MANUEL HIRES
MATT FUQUA, ATTORNEY
CARLA A. HAND, CLERK
CARLA PEACOCK, DEPUTY CLERK

The meeting was called to order by Chairman Flowers at 6:00 p.m., CT. The Prayer and Pledge of Allegiance to the Flag were led by Commissioner McDougald.

APPROVAL OF JULY 16, 2013 MINUTES and JULY 22 SPECIAL MEETING

A motion to approve the July 16, 2013 minutes and the July 22 Special minutes was made by Commissioner, McDougald seconded by Commissioner Shelton. The motion passed unanimously 4-0. (Commissioner Brown came in after this vote)

KEITH MCCARRON, APALACHEE REGIONAL PLANNING COUNCIL (ARPC)

Mr. McCarron came before the Board to give an update on the Florida Department of Transportation (FDOT) five year work program. Mr. McCarron explained ARPC represents county governments in the Apalachee Region and gives feedback to FDOT District Three. He also introduced Ray Kirkland with FDOT. Mr. McCarron gave each Commissioner a packet of information on the various projects and discussed the following:

- Calhoun County 5- year Work Program FY 2014-2018
- Calhoun County Work Program comments submitted in 2012
- 2013 Calhoun County Candidate Projects submitted to FDOT District 3 in 2013
- Large projects
 - SR 20 Resurfacing Project – projected to begin construction next spring
 - SR 69 Bridge Replacement –Graves Creek Bridge & Stafford Creek Bridge – projected to begin construction early next year.
 - SR 71 (Pear Street) Resurfacing to Jackson County line – 13 mile project – projected to begin construction in 2015.

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MARY DECKLE & PAUL ARNOLD– LEGAL SERVICES OF NORTH FLORIDA

Ms. Deckle introduced Paul Arnold, Senior Attorney with Legal Services. Ms. Deckle provided information on the no cost civil legal representation Legal Services provides to the citizens of Calhoun County:

- Landlord Tenant issues
- Domestic Violence
- Elder Abuse
- Foreclosure defense
- Consumer fraud
- Sexual Assault

Ms. Deckle asked the Board for \$1,669.50 in funding. She stated this request is the standard 5% increase Legal Services has received from Calhoun County for the past ten years. Ms. Deckle explained ten years ago the Legislature allowed counties to adopt an ordinance to collect a fee on traffic and criminal offenses noting Calhoun County opted to fund Legal Aid through general revenue instead of adopting the ordinance.

Attorney Arnold discussed the services he provides to Calhoun County and stated there is an emphasis on senior citizens. He further explained Legal Services comes to the Calhoun County Senior Center once a month to provide legal lectures with approximately 20-25 seniors attending. He also gave examples of cases in Calhoun County where Legal Services provided legal assistance to citizens.

BRAD WHITFIELD – PANHANDLE INSURANCE

Mr. Whitfield discussed the upcoming open enrollment for Calhoun County employees stating he obtained quotes from several companies and was able to get the same coverage at a much lower rate for certain supplemental insurance coverage. The enrollment date for Panhandle Insurance Reps to meet with employees has been determined. Mr. Whitfield informed the Board there was no change in the rate for life and accidental death and dismemberment insurance. The Clerk asked the Board to consider accepting coverage for Board provided life insurance with the current insurance carrier at the same rate.

Commissioner McDougald made the motion to accept the current insurance carrier for Board provided life insurance with no change in premium, the motion was seconded by Commissioner Brown and passed unanimously 5-0.

MAXI WALDORFF, IDA BOARD

Mr. Waldorff asked the Board to approve a commercial lease with Sunset Eagle Aviation for the large T-Hangar at Calhoun County Airport stating time is of the essence in getting approval because Sunset's lease at another facility is expiring. Mr. Waldorff reported Sunset has been in business approximately 30 years and has 4 employees. He noted they currently operate out of Tri-County Airport and their resume' is excellent. Mr. Waldorff explained Sunset is a family owned business with three certified A & P mechanics with one having AI (Aircraft Inspection) certification.

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Attorney Fuqua stated he sent Sunset Eagle Aviation a draft lease with the following terms:

- \$900.00 per month through December 31, 2013
- \$1,300 per month beginning January 1, 2014
- Lease term - 4 ½ years
- Plus sales tax
- Consumer Price Index escalation clause

A motion to approve the lease agreement with Sunset Eagle Aviation was made by Commissioner McDougald, after discussion was seconded by Commissioner Shelton and passed unanimously 5-0.

Mr. Waldorff stated there will be a ribbon cutting in a few weeks for the new business and invited everyone to attend. He stated it will be advertised.

DONALD STANLEY, COUNTY ENGINEER

Mr. Stanley gave an update to the Board on the following projects:

- Catalyst site – there has been good progress by the County and North Florida Construction considering the weather.
 - The pond at the Catalyst site was determined to be at grade with an under-run of 40,000 cubic yards on the excavation leaving approximately \$120,000 in grant funds that can be used for additional work on the Catalyst site.
 - Per Mr. Stanley, the following items can be purchased with the leftover grant funds:
 - Inlet pipe paid with grant funds instead of being purchased by the County as originally planned
 - Fencing
 - Lime-rock the road to the pond and Magnolia Fire Department
 - Prepare building sites 1 & 2 with excavated dirt from pond

Commissioner McDougald made the motion to allow the County Engineer to prepare a change order (scope of work only) to add additional items of work and deduct for unused excavation at the Catalyst Site. The motion was seconded by Commissioner Shelton and passed unanimously 5-0.

Chairman Flowers inquired about the newly constructed handicap ramp in front of the Courthouse and asked if it would be closed for public use until the front Courthouse doors were retrofitted and determined to be ADA compliant. Public Works/Grants Coordinator Wood stated the handicap ramp has been chained and orange cones placed around it until the entrance has been determined to be ADA compliant.

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DEPARTMENT HEADS MONTHLY REPORTS

TIM JENKS, MAINTENANCE SUPERVISOR

Mr. Jenks reported the Maintenance Department continues to do a lot of grass mowing, also discussing the recent installation of a new drain field at Four Mile Creek Park and his concern with the age and condition of the Courthouse HVAC system. Mr. Jenks discussed with the Board the annual maintenance contract with Trane which includes quarterly inspections, oil changes and brush tube cleaning. Mr. Jenks stated he is very concerned with the air handlers and valves further explaining he met with Chairman Flowers, Joe Wood, Clerk Hand and a Trane Representative. Mr. Jenks stated the Trane Representative submitted a price for a Trane Mechanical Engineer to complete an inspection of the current air conditioning system and write up specifications to replace/or upgrade the system for \$4,800.00. The County Engineer stated this was a very reasonable quote. Commissioner Shelton made a motion to allow Trane to complete engineering specifications on the Courthouse AC system, motion was seconded by Commissioner Brown. After much discussion the motion passed 4-1 with Commissioner McDougald voting no.

ELTON MCDANIEL – ROAD DEPARTMENT

Mr. McDaniel updated the Board on the activities of the Road Department.

Mr. McDaniel stated he was contacted by the Beaver Trapper who stated his contract with the County will expire in 27 days. Joe Wood stated the trapper has caught only three beavers for Calhoun County and charged \$1,600.00. Mr. Wood stated he is looking at other alternatives for trapping beavers.

RONNIE STONE – 911 COORDINATOR

Mr. Stone reported his activities for the month of July:

- Issued three addresses and installed 13 road signs.
- Received from Fairpoint Communications a complete download of all phone numbers in Calhoun County and compared them with the 911 data system to make sure the numbers are consistent with the subscriber name and location.
- Ordered headsets for 911 Supervisors so they can monitor 911 calls while training new dispatchers.
- Received authorized city limits boundary from the City of Blountstown City Manager and updated the mapping database accordingly.
- Attended new CAD training on August 5, 2013.
- Assisted the Supervisor of Elections in verifying addresses inside the city limits of Blountstown in preparation for the City election.
- Assisted Joe Wood as needed.

DAN CLEMONS – SHIP/WEATHERIZATION

- Three Weatherization projects are complete.

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- Two SHIP projects - one will be complete tomorrow and the second one will start at the end of the week.
- Attended the training course this week for supervision of inmates.
- Completed and passed Herbicide training – will submit application and payment for license.

DOWLING PARRISH – BUILDING OFFICIAL

ABSENT

ANGIE SMITH, EMERGENCY MANAGEMENT DIRECTOR/GRANTS ADMINISTRATOR

Ms. Smith reported the Board the last (three) DR 1831 closeouts will be submitted to FEMA this week; next week will begin submitting DR-1785 closeouts; FEMA currently has (ten) closeouts under review.

Ms. Smith asked the Board to appoint a CDGB Citizen Advisory Task Force, stating in the past the LMS Committee was used as the Advisory Task Force. Ms. Smith advised the Board that the committee must be at least five members with only one County employee and no County Commissioners; the committee duties are reviewing potential projects and giving recommendations to the Board.

A motion was made by Commissioner McDougald to appoint the Local Mitigation Strategy Committee to the CDGB Citizen Advisory Task Force. The motion was seconded by Commissioner Grant and passed unanimously 5-0.

Chairman Flowers inquired about the Courthouse Window Retro-fit project. Ms. Smith stated it should be completed by the end of September.

JOE WOOD, PUBLIC WORKS DIRECTOR/GRANTS COORDINATOR

Mr. Wood introduced Mr. Ken Shepard and turned the floor over to him for a report on the Tri-County Ag Park. Mr. Shepard gave the following report to the Board.

- Update on the electrical status with Florida Public Utilities.
- Arena for horse show has been ordered – 160 panels
- Next project is the development of RV Parking Section
- Will seek grant for bleachers around the arena
- Gulf County is scheduling to send their road graders.

Chairman Flowers inquired about having the annual Fireworks show at Ag Park. Mr. Shepard stated once they have parking and other logistics worked out, he would be interested in pursuing the event at the Ag Park.

Commissioner Brown inquired about having cattle sales/shows at the Ag Pavilion. Mr. Shepard stated his Board has joined the Calhoun-Liberty Cattlemen's Association for that purpose.

Joe Wood brought up for discussion the new flood maps that went into effect June 18th. He stated citizens are receiving letters from their lenders requiring them to obtain flood insurance. Mr. Wood invited Tony Arrant, County Planner and Frank Snowden with Snowden Surveying to attend the meeting tonight to discuss the issue.

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Mr. Arrant stated the Government doesn't require anyone to obtain flood insurance stating it is banks and financial institutions that require financial transactions to be insured. Mr. Arrant explained the County chose to go through the FEMA backed flood insurance re-evaluation so citizens could purchase FEMA backed insurance which is much less expensive. Mr. Arrant stated private flood insurance is much more expensive. Mr. Arrant suggested having a workshop between local citizens and representatives from the Florida Department of Insurance and Florida Department of Emergency Management for discussions about local ramifications to the new flood maps. Mr. Arrant stated the County held numerous workshops with little attendance from citizens regarding this issue. The new flood maps affected 67,000 acres in Calhoun County.

Chairman Flowers inquired if there were ways to save money for the citizen's required to purchase the insurance. Mr. Arrant stated a workshop would be a good idea, but the County needs to make sure that permits are issued correctly.

Chairman Flowers asked if the County had an audit by FEMA, a pre-permit audit and post permit audit that would help save the citizens money on flood insurance. Mr. Arrant answered yes. He stated the County could ask FEMA to review the current building permit process and ask FEMA to give recommendations on any changes that need to be made to the current process.

Public Works Director/Grants Coordinator Wood stated he would coordinate with Mr. Arrant and Mr. Snowden to set a date for a Board Workshop on the flood map and flood insurance issue.

Mr. Wood informed the Board that the rain has caused overgrowth on the sides of the roads and the County needs to purchase a rotary mower soon. Mr. Wood asked the Board to set aside the procurement policy and allow him to purchase the mower based on quotes. Mr. Wood obtained six quotes with the lowest quote being \$14,760.00 for a Bush Hog Rotary Mower.

After some discussion, Commissioner McDougald made a motion to set aside the procurement policy and purchase the mower. The motion was seconded by Commissioner Shelton and passed unanimously 5-0.

Mr. Wood brought before the Board a draft lease agreement with the City of Blountstown for Water Well #3 at Sam Atkins Park. Mr. Wood stated he met with the Blountstown City Manager and they worked on the draft lease together including the following terms:

- Term of lease – 25 years with opt out by either party with a 2 year notice
- City of Blountstown will furnish Sam Atkins Park up to 2 million gallons of water at no cost
- City of Blountstown will no longer pay Calhoun County \$5,000 annually.
- City of Blountstown will provide Calhoun County with a hold harmless agreement for any environmental damage
- If Calhoun County uses more than 2 million will pay standard rate of \$3.00 per gallon.

Commissioner Grant stated originally Calhoun County provided the water well to the City with the agreement the City would provide water to Sam Atkins Park at no cost.

Mr. Wood stated he would research this and report back to the Board. The Board tabled this matter.

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Mr. Wood informed the Board of asphalt milling that is available to the County from the old Panama City Airport. The only cost to the County is for hauling, labor and fuel, estimated to be \$91 per dump truck load.

Commissioner McDougald made a motion to allow the Calhoun County Road Department to pick up asphalt milling from the old Panama City County Airport. The motion was seconded by Commissioner Grant and passed unanimously 5-0.

Mr. Wood discussed selling surplus equipment at auction and provided the Board with an estimate on the cost of a new motor grader at \$230,000.00. Mr. Wood told the Board the sale of the surplus equipment at the Road Department should bring enough funds to purchase two motor graders and some mower decks. It was the general consensus of the Board for Mr. Wood to further pursue the auction process.

Mr. Wood informed the Board Mr. Gene Long has been hired to train Dan Clemons on roadside spraying also noting Mr. Long also trained him at a previous time.

CLERK HAND

Clerk Hand brought the following before the Board for approval:

- An offer from Sheriff Kimbrel to transfer a 2002 Ford (VIN: 2FAFP71W02X109487) to be used by Constitutional Officers, their staff and other County staff as needed.
- Transfer of the current vehicle used by County staff to the Road Department 1997 Ford Crown Vic (VIN: 2FALP71W4VX132519) TC6006
- Transfer of Joe Wood's old car to the Sheriff for the Sheriff to auction and keep the proceeds 1997 Mercury Marquis (VIN: 2MELM74W0VX671703) TC8965 Asset #529

A motion was made by Commissioner Shelton to accept the 2002 Ford from the Sheriff's Department, transfer the 1997 Crown Vic to the Road Department and transfer the 1997 Mercury Marquis to the Sheriff, for the Sheriff to sell and keep the proceeds. The motion was seconded by Commissioner Brown and passed unanimously 5-0.

Clerk Hand mentioned the Krizner Group will be conducting a personnel audit and Supervisor Training on August 16, 2013 at 11:00 a.m. CT in the EOC Room.

- Who should attend Supervisor Training:
 - Department Heads with employees
 - Constitutional Officers
- Purpose of the personnel audit
To review personnel procedures and give recommendations

Clerk Hand informed the Board the Value Adjustment Board will hold its Organizational Meeting on August 7, 2013 at 9:00 a.m. CT in the Board Room.

Clerk Hand stated the Engineer submitted the application for the County Incentive Grant Program (CIGP) for Willard Smith/John F Bailey Road noting this project if approved will be at least four years in the future. The

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Clerk informed the Board as the Chief Fiscal Officer of the County she submitted a request for the grant match waiver with the CIGP application.

Clerk Hand informed the Board open enrollment for supplemental insurance is August 13 – September 12, 2013 and that the insurance agent will be on hand to meet with County employees on August 13th and later as needed.

ATTORNEY FUQUA

Attorney Fuqua mentioned Clerk Hand notified him of a seminar on Ethics in Sunshine Law Seminar being held in Tampa in October by the Florida Association of Counties. He suggested the County Commissioners attend and that Clerk Hand has the information for registration.

COMMISSIONER TIME

COMMISSIONER MCDUGALD

Commissioner McDougald discussed the following:

- Commissioner McDougald updated the Board on the Keith vs. Calhoun County trial. He attended the trial last week and it has been continued until October.
- Mentioned the letter received from NWFL Water Management District regarding Paradise Estates flooding issues. The letter stated the property owners should hire a professional engineer to develop a plan to improve water drainage.
- Pine Island Water system – mentioned the 30 day notice to abandon was almost up. Chairman Flowers stated he had been in contact with DEP and Calhoun County is excluded from the provisions of water systems. (367.165, 367.171 F.S.)

COMMISSIONER BROWN

Commissioner Brown informed the Board he had received a message from a citizen who wanted him to remind the Commissioners to return phone calls.

Commissioner Brown stated he would like the County Commission to hold a public workshop on Economic Development/Job Development with the IDA Board. Attorney Fuqua reminded the BOCC they cannot speak to an IDA Board Member outside of a public forum and suggested Clerk Hand coordinate with the Commission and IDA Board on scheduling the public workshop.

CHAIRMAN FLOWERS

Chairman Flowers discussed the following:

- Health Department roof - asked the Board to give Joe Wood authority to move forward with repair of the roof if wood rot is discovered while the roof is being re-shingled without getting Board approval. This would allow him to get the repairs made quickly and avoid leaving the building unprotected while waiting to obtain Board approval. It was the general consensus of the Board to allow Joe Wood to authorize the repairs. It was also stated repairs would be kept reasonable.

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- Called for a Board Meeting to open bids on the Calhoun County Airport North Apron Extension Project:
 - August 14, 2013 at 5:00 p.m. CT in the Board Room
- Presented the Opportunity Florida Membership renewal dues -\$1462.50. A motion was made to renew the membership and pay the dues by Commissioner McDougald, seconded by Commissioner Brown and passed unanimously 5-0.
- Re-appointment of Opportunity Florida Representative for BOCC - Commissioner McDougald voted to re-appoint Ms. Vicki Montford as the BOCC representative; motion was seconded by Commissioner Grant and passed unanimously 5-0.
- Xerox invoice for TRIM Notices (laser printing, folding, inserts etc.) - \$3,243.80
Axis invoice for TRIM Notices (postage) - \$3,700.00
A motion was made to approve the invoices from Xerox and Axis for preparation and mailing of TRIM notices by Commissioner McDougald, seconded by Commissioner Shelton and passed unanimously 5-0.
- Presented a request for a letter of support from Opportunity of Florida – A motion was made to approve and execute the letter of support by Commissioner McDougald, seconded by Commissioner Brown and passed unanimously 5-0.
- Called for Budget Workshop – August 20, 2013 at 3:30 p.m. CT – Board Room
- Presented a request for a letter of support from School Superintendent Yoder for the construction of a new school in Altha. A motion was made to approve and execute the letter of support for construction of the new Altha School by Commissioner McDougald, seconded by Commissioner Shelton and passed unanimously 5-0.
- Presented for approval and execution the DOT Traffic Signal and Maintenance Compensation Agreement for FY 2015. A motion was made to approve and execute the DOT Traffic Signal and Maintenance Compensation Agreement for FY 2015 by Commissioner McDougald, seconded by Commissioner Shelton and passed unanimously 5-0.
- The draft IDA Board Resolution prepared by Attorney Fuqua. Attorney Fuqua stated the terms must be staggered. No action was taken and the matter was tabled.
- County website will be completed soon – Kristy Terry (Chamber Director) will be calling each Commissioner for their photo to place on the website.
- Chairman Flowers asked for a review of the Local Bidder Preference, it hasn't been reviewed since 2000.
- Edward Byrne Memorial JAG Grant – the original amount of the grant was \$42,480.00 – grant funds have been increased to \$44,910. The Sheriff's Department is also applying for a Drug Task Force Grant.

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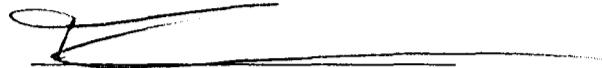
- Commissioner Shelton made a motion to appoint Commissioner McDougald to hear the employee grievance by Jacquelyn Grant; the motion was seconded by Commissioner Brown and passed 4-1. Commissioner Grant abstained from voting due to a conflict of interest presented by Ms. Grant being a relative.

MEETING ADJOURNED

There being no further business, a motion was made by Commissioner Grant to adjourn, seconded by Commissioner Brown. The motion passed (5-0) to adjourn this meeting at 9:10 p.m.

ATTEST:


CARLA A. HAND, CLERK


THOMAS G. FLOWERS, CHAIRMAN

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