

CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR MEETING
October 1, 2013
6:00 P.M.

THOMAS FLOWERS, CHAIRMAN
LEE LEE BROWN, VICE-CHAIRMAN
DARRELL MCDOUGALD
LEE SHELTON
TRUMAN GRANT

MANUEL HIRES, DEPUTY
MATT FUQUA, ATTORNEY
CARLA HAND, CLERK
CARLA PEACOCK, DEPUTY CLERK

The meeting was called to order by Chairman Flowers at 6:00 P.M.

Prayer and pledge were led by Joe Wood, Public Works Director/Grants Coordinator.

A motion to approve the September 17, 2013 Regular minutes, to approve the September 23, 2013 Budget Hearing minutes, and to approve vouchers for Warrants 1309-3GS, 1309-RDS, 1309-ES, 1310-1GP, 1310-1RP, 1310-1LP, 1310-1EP, and 1310-1CG was made by Commissioner McDougald, seconded by Commissioner Brown and passed unanimously 5-0.

BIDS –SHIP PROJECTS

Attorney Fuqua opened and read aloud the sealed bids for SHIP projects.

CLIENT NAME	VISION BUILDERS INC	CASTLEBERRY HOMES	WALLACE & SONS	GULF COAST HOME SOLUTIONS	PANHANDLE CONTRACTING
Bruce Glaze	\$15,560.00	\$21,325.00	\$14,700.00	\$11,375.00	\$23,565.00
Wendy Smith	\$22,070.00	No bid	\$28,750.00	\$24,450.00	\$37,900.00
J.B. Porter	\$4,560.00	\$10,114.00	\$8,880.00	\$5,259.00	No bid

Building Official, Dowling Parrish stated home owner Wendy Smith needed to provide proof of ownership before contractors could begin repairs to her home.

A motion was made by Commissioner McDougald to accept the apparent low bids contingent upon home owner Wendy Smith providing proof of ownership, seconded by Commissioner Shelton and passed unanimously 5-0.

There was discussion among the Commissioners regarding the process for homeowners to obtain assistance through the SHIP program.

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Dan Clemons explained eligibility for the SHIP program is based on income and other criteria set forth by the State. To apply for assistance, a homeowner should contact the Building Department to obtain information and complete the application process. The applications are reviewed by the Building Department staff and those applications meeting the eligibility requirements are placed on a waiting list.

Commissioner Brown asked if there are situations that would put a home at the top of the waiting list. Mr. Clemons responded the emergency repair strategy would place a home at the top of the list depending on the condition of the well, septic or roof.

BIDS – CALHOUN COUNTY AIRPORT HANGARS

Maxi Waldorff, IDA Board informed the Board URS Corporation reviewed the bids for the Airport Hangars and recommended apparent low bidder North Florida Construction be awarded the full contract for the construction of a 60' x 60' Storage Hangar and a 100' x 60' Commercial Hangar for a total contract amount of \$589,025.00.

Mr. Waldorff stated funds are available for this contract from FDOT Joint Participation Agreements in the amount of \$595,245.00.

A motion was made to award the bid for the construction of a 60' X 60' Storage Hangar and a 100' x 60" Commercial Hangar at the Calhoun County Airport to the apparent low bidder North Florida Construction by Commissioner McDougald, seconded by Commissioner Brown and passed unanimously 5-0.

Commissioner Brown asked Mr. Waldorff about the funding source for Airport grants. Mr. Waldorff responded most grants are funded by the Florida Department of Transportation (FDOT) and some are funded by the Federal Aviation Administration (FAA).

Commissioner Brown asked if Calhoun County was a funding source for Airport Grants. Mr. Waldorff responded Calhoun County does not provide funds for Airport grants.

KUNTRY KARTER – DIXIE PHONICS MUSIC REVUE, TALLAHASSEE

Mr. Karter presented to the Board for approval and execution a Proclamation to recognize Dixie Phonics as a new musical concept for expansion and development in Calhoun County.

A motion was made to approve and execute a Proclamation recognizing Dixie Phonics as a new musical concept for expansion and development in Calhoun County by Commissioner McDougald, seconded by Commissioner Grant and passed unanimously 5-0.

JOHN & NELLIE MARTS -10350 BAGGETT LOOP RD, CLARKSVILLE

Mr. and Mrs. Marts spoke to the Board about an issue with flooding on their property. The Marts stated the flooding started after the County completed work on the road. Ms. Marts stated the contractor destroyed survey markers on her property.

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After much discussion between the Marts, County Commissioners, County Attorney and Public Works Director, the Attorney recommended the County Engineer look at the property to determine if construction of the road changed the natural flow of the property and report back to the Board.

Chairman Flowers asked Donald Stanley, County Engineer to meet with the Marts the following morning to look at the road and the Marts' property. Both the Marts and Mr. Stanley agreed to the meeting.

KEN SHEPARD, TRI-COUNTY AG PARK

Mr. Shepard came before the BOCC to give an update on the progress at the Tri-County Ag Park.

- Gulf County came out last week to start grading, but it was too wet –they will come back next week
- Tri-County Ag Board met last month and set a scheduled opening date of May 2014
- Tri –County Ag Board will host a meet and greet for Commissioners from Gulf, Calhoun and Liberty County in April 2014
- Pedestrian fencing has been ordered
- Arena has been purchased
- Have portable buildings for ticket booths and concession booths
- Will have Event Coordinator in place once Park opens to coordinate events.
- Tri-County Ag Board plans to have two community events per year for the Park
- Sent letter to all local utility providers to request used utility poles to build stock pens and place lighting in certain areas.

DONALD STANLEY, COUNTY ENGINEER

Mr. Stanley updated the Board on the following projects:

- Calhoun County Catalyst Site
 - North Florida Construction is 75% complete with the project
 - The County has finished their portion of the project
- CR 392 – surveying underway
- SR 69 – surveying completed
- The roof replacement has been completed on the Calhoun County Health Department and the Hugh Creek Library.

Mr. Stanley stated he would prepare the Water Management grant application for the Pine Island Water System contingent upon the outcome of the meeting between the BOCC and the City of Blountstown.

The Attorney and Chairman are coordinating a meeting with the City of Blountstown to discuss the Pine Island Water System.

TIM JENKS, MAINTENANCE SUPERINTENDENT

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- Took a break from mowing grass to rake and gather straw
- Raked straw at Sam Atkins Park – delivered to Courthouse, Old Courthouse, Parks, City of Blountstown, anywhere Keep Calhoun County Beautiful has a flower bed
- Will assist the Rotary Club with preparing for Goat Day on October 19th
- Will assist with the Kinard Halloween Carnival
- Youth Football practice is going well at Sam Atkins Park

Chairman Flowers asked Mr. Jenks if he had a problem with employees using personal cell phones on the job. Mr. Jenks responded yes.

JUDY LUDLOW, IFAS EXTENSION DIRECTOR

4-H Youth Development Program

- Judy Ludlow and Whitney Cherry spent last week at UF North Florida Research and Education Center in Quincy teaching 4th graders from Calhoun and surrounding counties about agriculture in our area. This event reaches 900-1000 kids each year and provides hands on experience with cotton, peanuts, corn, soils, pumpkins, etc.
- Pumpkins have been planted in the big 4-H garden. Weather, white flies and mole crickets have been a problem.

Agriculture, Horticulture, and Natural Resources Programs

- The Sunbelt Ag Expo in Moultrie, GA is October 15, 16, 17th. UF Extension will be well represented, and Florida agriculture is the “spotlight” state this year.
- Beekeeping Club and other clubs across the panhandle are growing steadily. The Beekeeping club will be attending the Florida State Beekeepers Association annual conference in Chipley, FL.
- Calhoun County Extension will be participating in the UF/IFAS Trade Show on Saturday – over 200 are expected to attend

Administration & Other Programming

- On October 2nd Ms. Ludlow will attend the RiverWay South Tour of the Apalachicola River region providing information for journalists and other members of the group. RiverWay South is a group whose focus is developing and promotion eco-tourism in our area.
- The Family Nutrition Program Assistant’s position is grant funded via the US Farm Bill. There is a chance nutritional education funding may be cut. Shellie King, Family Nutrition Program Assistant, reaches thousands of youth and adults in Liberty and Calhoun counties, providing education on making healthy choices. Details of the finalized US Farm Bill are still unknown at this time.

Chairman Flowers asked Ms. Ludlow if she had any problems with employees using personal cell phones on the job. Ms. Ludlow responded no.

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ELTON MCDANIEL, OFFICE MANAGER /ROAD DEPARTMENT

Mr. McDaniel updated the Board on the activities of the Road Department and provided a printout of his monthly report.

- Catalyst Site – digging out retention pond
- Grading and shaping roads in District 1,2, 3, & 5
- Mowed grass on shoulders of roads in District 3
- Picked up tree debris in Districts 1 & 2
- Cleaned out ditches in District 3

State Inmate Crews:

- Mowed roads and ditches Districts 1, 2 & 5
- Trimmed and cleaned up debris in Districts 2 & 5
- Cleaned out ditches & culvert pipes in District 3
- Removed Beaver Dam on SW River Rd.
- Chipped up tree debris from downed tree on SW CR 275S.
- Patched potholes in District 1
- Cleaned pine straw off drain grates on SW South St. and NW Woodman Rd.

Road Dept. State Inmate Crew:

- Repaired washout in ditch on SW Silas Green Rd.

No State Inmate Crews on 9/06/13, 9/23/13 and 9/30/13

This Month Road Department is Working On:

- Repairing, grading and shaping roads - NW White Pond Rd, NW Tommy Tucker Rd, NW Sam Duncan Rd, NW Womble Rd, NW Indian Pass Rd, NW Red Level Rd, NE Grady Burkett Rd, NE JW Alexander Rd, NE Terry Varnum Rd.
- Repairing entrance into NW Coppock Dr. of NW CR 287
- Mowing grass on shoulders of roads in Districts 5
- Cleaning out existing out-fall ditch off NW Ashley Shiver Rd
- Finished cutting round in all Districts – back at shop servicing tractors and mowing decks

State Inmate Crews:

- Mowed and trimmed roads & ditches in SE Scott Ferry Community

Road Dept. State Inmate Crew:

- Mowed and trimmed road & ditches on NW Nichols Rd.

Equipment Update

- Gradall -Shop Supervisor installed transfer pump, but relay switches need to be replaced.
- Mower Tractor # 61 & # 62 –Tractors were taken to Well's Tractor in Dothan, AL for repairs.
 - Tractor # 62 –Not operable - losing power again. Well's Tractor is closing on September 30, 2013 and will be under new ownership on October 1, 2013. Tractor #62 will be repaired under new ownership.

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- Tractor #61 – Repaired with new injector pump and returned to Road Department on September 26, 2013.
- Truck # 14 is down- possibly motor
- # 4 Grader - wheel bearing going out or brakes locking up
- D4G Cat bulldozer - repair broken bolts in back sprocket of drive line

RONNIE STONE, 911 COORDINATOR

- Issued 4 new 911 addresses
- Erected 14 road signs
- Made 115 telephone updates in the 911 database
- Attended a 911 Coordinator meeting in Liberty County with West area 911 Coordinators and State Coordinator – was provided information on new legislation and funding.
- Applied for 3 different grants for 911 equipment
 - Data Master Maintenance Grant - \$6,799.00
 - Voice Recorder Maintenance Grant - \$2,632.00
 - Net Clock Grant – stamps 911 calls \$9,816.50
 - Total amount of grants \$19,247.50
 - No Match required

Mr. Stone informed the Board he requested one week vacation starting Nov 4, 2013 and was approved by Joe Wood.

DOWLING PARRISH, BUILDING OFFICIAL

Mr. Parrish gave the Board a report for the month of September.

- Issued 14 permits \$1,988.00
- Surcharge tax collected \$ 88.96
- Issued 72 licenses \$4,150.00
- Attended one County Commission meeting
- Prepared three (3) SHIP projects for bids
- Conducted inspections on footers, roofs, and floor systems
- Worked on Planning and Zoning issues – referred to County Planner as needed

Chairman Flowers asked how often Mr. Parrish referred questions for Planning and Zoning to the Planner.

Mr. Parrish responded two to three times per week.

Chairman Flowers asked Mr. Parrish if he had problems with employees using personal cell phones on the job. Mr. Parrish responded no.

DAN CLEMONS, WEATHERIZATION

Mr. Clemons reported the following:

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- Two (2) Weatherization projects ready to begin
- Will attend State Weatherization Meeting tomorrow in Tallahassee
- Approximately \$12,000 left in budget – should be enough for two more homes

Chairman Flowers asked once a home is repaired with Weatherization funds, is the home eligible for additional repairs at a later date? Mr. Clemons responded homes that had Weatherization repairs completed after September 30, 1994 are not eligible for additional repairs.

Chairman Flowers asked Mr. Clemons if he had a problem with employees using personal cell phones on the job. Mr. Clemons responded no.

ANGIE SMITH, EMERGENCY MANAGEMENT DIRECTOR/GRANTS ADMINISTRATOR

- Ms. Smith presented to the Board for approval and execution Residential Construction Mitigation Program (RCMP) Grant Agreement for \$150,000.00. This funding is to retrofit residential structures and must be completed with the close out submitted by May 15, 2014.
 - A motion was made to execute and approve the Residential Construction Mitigation Program (RCMP) Grant Agreement for \$150,000 by Commissioner Brown, seconded by Commissioner Shelton and passed unanimously 5-0.
- Ms. Smith reported Emergency Management is down one staff member for the next 2 to 4 weeks.
- Ms. Smith informed the Board that she and Amy Hall will be attending the Current Issues in Emergency Management Conference CIEM in Tallahassee next week on October 8th, 9th and 10th and Mr. Ronnie Stone will assist in the Emergency Management office while they are in training.
- Five DR-1785 projects have been submitted for closeout. There are approximately 30 projects remaining to be submitted for closeout.
- Chairman Flowers asked Ms. Smith if she had a problem with employees using personal cell phones on the job. Ms. Smith responded yes.

RITA MAUPIN, CALHOUN COUNTY LIBRARY

- Informed the Board the Panhandle Public Library Cooperative System (PPLCS) has hired Susan Hughes as Administrator. Ms. Maupin stated the position had been open for approximately 6 months and Ms. Hughes is very well qualified.
- Ms. Wretha Webb has agreed to continue to serve on the PPLCS Board through December.
- Assisting the public with questions about the Affordable Health Care Act
- Ms. Maupin stated the Library has a “no cell phone policy” for patrons and staff and there haven’t been any issues.

JOE WOOD, PUBLIC WORKS DIRECTOR/GRANTS COORDINATOR

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- Previously the Board approved the purchase of two utility trailers for inmate work squads in 2012-2013 but the vendor was not able to build and deliver the trailers by 09/30/2013 so the trailers will be purchased in 2013-2014:
 - One trailer will be purchased with 2013-2014 funds from the non-grant portion of the Recycling Fund which is restricted and carries over each year. (No budget amendment will be necessary)
 - The second trailer will be purchased from the 2013-2014 Maintenance Department budget and a supplemental budget amendment may be necessary later in the year to increase the 2013-2014 cash carry forward and increase the 2013-2014 Maintenance Department budget for the trailer purchase.
- The Calhoun County Health Department's contract to provide inmate medical care ended on 9/30/13. PanCare who was awarded the Federally Qualified Health Center (FQHC) contract, is scheduled to open operations in Liberty County on September 30, 2013 and November 1, 2013 in Calhoun County.
 - PanCare has not opened operations in Calhoun County yet – but has agreed to provide the inmate medical care free of charge for the month of October if the Calhoun County Sheriff's office will transport the jail inmates to Liberty County. Mr. Wood stated Sheriff Kimbrel has agreed to transport the jail inmates to Liberty County.

Commissioner McDougald questioned the 72 loads of dirt hauled to the Sheriff's hangar. Mr. Wood explained the cost was minimal because of the close proximity to the Airport.

Chairman Flowers inquired about the equipment auction. Mr. Wood stated he would provide information at the next meeting.

CLERK HAND

Clerk Hand asked the Board for permission to dispose of obsolete legal reference books that are taking up space in the Clerk's office. Clerk Hand said this information is now available online.

- A motion was made to clean out the obsolete legal reference books in the Clerk's office by transfer, donation or destruction by Commissioner McDougald, seconded by Commissioner Brown and passed unanimously 5-0.

Clerk Hand stated at the next few meetings she will have a list of additional items for surplus, donation sale, or destruction from several departments.

Clerk Hand stated the County has 60 days to amend last year's budget for things that were not originally anticipated in the 2012-2013 budget including upcoming FEMA closeouts. It may be necessary to advertise and hold a supplemental budget hearing before the 60 day period ends.

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Clerk Hand said she is working with Rita Maupin, Library Director, to make necessary amendments to the Board personnel policy for leave matters that affect Library employees. At one time the Library had a separate personnel policy. Clerk Hand was advised by the County Attorney and the Labor Attorney that the Library should be part of the Board's personnel policy. Clerk Hand anticipates having the amendment to the Board's personnel policy by the next Board meeting.

ATTORNEY FUQUA

Attorney Fuqua updated the Board on the following:

- Watford lawsuit - waiting on paperwork from Watford's attorney
- Cochran lawsuit – Waiting on hearing date for trial – will need the County Planner, Tony Arrant to testify.
- County Planner fees– Attorney Fuqua said Mr. Arrant indicated he would not agree to \$15,000 annually. Mr. Arrant agreed to assist Attorney Fuqua in drafting a Request for Professional Services (RFP) for the County Planner position.

There was some discussion between the Commissioners regarding the County Planner fees. Chairman Flowers said at a previous meeting the County Planner stated he was paid \$30,000 - \$40,000 by Liberty County for the last couple of years. Chairman Flowers said amounts provided by the Liberty County Clerk were approximately 30% less than what the County Planner quoted.

Chairman Flowers asked Attorney Fuqua to draft the RFP for the County Planner position for the Board to review.

COMMISSIONER TIME

COMMISSIONER MCDUGALD

Commissioner McDougald reported the garbage company is working on a quote for holding Amnesty Days for non-household garbage.

Commissioner McDougald presented to the Board information he said gathered from presently employed County staff. He stated this information is for informational purposes only.

Commissioner McDougald stated at the last budget hearing there was discussion about a loan in the amount of \$726,000 and he wanted to give some clarification on what the loan was for. He stated the loan was for the following HMGP road projects:

- Lee Farm Rd
- Melvin New Grade Rd
- Martin Sewell Rd
- Iola Rd

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Commissioner McDougald stated the total amount of the grants equals \$5,000,000. \$2,100,000 is FEMA money with no match. \$2,891,000 is Hazard Mitigation Grant Program funds with a 25% match – which is why the \$726,000 loan was incurred. Commissioner McDougald stated the County benefitted by the road improvements listed above and also the change orders that came about from these road projects that resulted in road improvements for the following:

- Flanders Rd
- CR 1 & 2
- Porter Grade Rd
- Camp Head Rd
- Shorty Segers Rd
- Jim Durham Rd
- Hanna Tower Rd

Commissioner McDougald stated when these projects were completed the roads were prepared for paving, all that was needed was asphalt. He stated by combining the two grants the roads were improved, widened and paved. Commissioner McDougald stated this was a really good deal for the County.

COMMISSIONERS BROWN AND SHELTON

Nothing to report

CHAIRMAN FLOWERS

- Chairman Flowers asked the Commissioners to select a date and location for the roving Board meetings.
 - Commissioner Shelton said he spoke to Principal Taylor at Carr School and all that is needed is a date.
 - Commissioner Grant said he will speak to Rev. Wilson about the Church on River Street.
- Deposits required by vendors for goods and services rendered – Clerk Hand stated occasionally the Clerk's office is asked to pay money in advance for materials, etc. and she would like clarification and direction on payments in advance.
 - Attorney Fuqua advised a policy is needed. Clerk Hand stated she would draft a policy for the Board's review.
- Sheriff's request to pay WPHK/WYBT invoice for radio ads from Crime Prevention funds
 - A motion was made by Commissioner McDougald to approve the WPHK/WYBT invoice for radio ads by Sheriff Kimbrel, seconded by Commissioner Shelton and passed unanimously 5-0.

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- Invoices - Rowe Roofing/Health Department - \$29,300 and C & C Construction/Hugh Creek Library - \$5,472
 - A motion was made by Commissioner Grant to approve the invoices for Rowe Roofing and C & C Construction, seconded by Commissioner McDougald and passed unanimously 5-0.

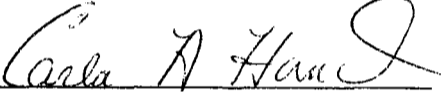
- Contractual Services Agreement for Mosquito Control Agreement and Execution
 - A motion was made to approve and execute the Contractual Services Agreement for Mosquito Control between Calhoun County and Florida Department of Health by Commissioner McDougald, seconded by Commissioner Grant and passed unanimously 5-0.

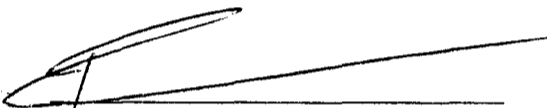
- Chairman Flowers asked for permission for himself, Attorney Fuqua, Clerk Hand and Joe Wood to meet with the Hospital Attorney, Hospital Board and Hospital Administrator to discuss the Hospital Ambulance Contract.
 - It was the general consensus of the Board to allow Chairman Flowers, Clerk Hand, Attorney Fuqua and Joe Wood to meet with the Hospital Attorney, Hospital Board and Hospital Administrator.

MEETING ADJOURNED

There being no further business, a motion was made by Commissioner Grant to adjourn, seconded by Chairman Flowers. The motion passed 5-0 to adjourn this meeting at 7:50 p.m.

ATTEST:


CARLA A. HAND, CLERK


THOMAS FLOWERS, CHAIRMAN

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