

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR MEETING MINUTES
May 20, 2014**

PRESENT AND ACTING:

Commissioners:

THOMAS G. FLOWERS, CHAIRMAN
WOODROW "LEE" SHELTON, VICE-CHAIRMAN
WILLIE T. GRANT
DARRELL MCDUGALD
MARION "LEE LEE" BROWN

Others:

PATRICK CRAWFORD, DEPUTY SHERIFF
MATT FUQUA, ATTORNEY
CARLA HAND, CLERK OF COURT AND COUNTY COMPTROLLER

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

APPROVAL OF MINUTES

- ❖ A motion to approve the May 6, 2014 Regular Meeting and Workshop Minutes (ARPC) and vouchers for warrants 042514, 041114, 1405-2G, 1405-2RD, 1405-2L, 1405-2E, 1405-2MH, and 1405-2S was made by Commissioner McDougald, seconded by Commissioner Shelton. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

Chairman Flowers reminded everyone the Board recently adopted a Public Participation Policy pursuant to F.S. 286.0114 and those on the agenda will have three minutes to speak on their topic. The public will have an opportunity to speak on items before the Board for a vote before any action is taken.

BIDS – SHIP (State Housing Initiatives Partnership)

Prior to opening bids Attorney Fuqua informed the Board the bids from Gulf Coast Home Solutions, LLC did not meet the bid submittal deadline. The attorney advised the Board it was their decision whether or not to reject the bids from Gulf Coast Home Solutions, LLC.

- ❖ A motion to reject the SHIP bids from Gulf Coast Home Solutions, LLC was made by Commissioner Brown and seconded by Commissioner Shelton. Chairman Flowers called for public comment; there was none. The motion passed unanimously 5-0.

The attorney opened the bids from Crest Enterprises Building, Inc. and reported the bid package lacked the following required documentation for bidding: proof of insurance, copy of contractor license, and workers compensation exemption form.

- ❖ A motion to reject the SHIP bids from Crest Enterprises Building, Inc. was made by Commissioner Shelton and seconded by Commissioner McDougald. Chairman Flowers called for public comment; there was none. The motion passed unanimously 5-0.

The attorney opened the bids from Wallace & Sons Construction, Inc. and reported the bid package lacked the following required documentation for bidding: copy of contractor license.

- ❖ A motion to reject the SHIP bids from Wallace & Sons Construction, Inc. was made by Commissioner McDougald and seconded by Commissioner Shelton. Chairman Flowers called for public comment; there was none. The motion passed unanimously 5-0.

The attorney advised the Board the approved SHIP projects could be re-advertised for one week and awarded at the June 3, 2014 Regular Meeting. The attorney informed the Board any qualified contractor could bid on the projects. (Those that attended the pre-bid conference held prior to the May 20, 2014 meeting.)

- ❖ A motion to re-advertise the SHIP projects to be awarded at the June 3, 2014 meeting was made by Commissioner Shelton and seconded by Commissioner Grant. Chairman Flowers called for public comment; Carrie Baker asked who could bid and it was determined the same three contractors whose bids were rejected tonight. The motion passed unanimously 5-0.

LIZZIE FANT – 16548 NE CLEMONS ROAD – WEATHERIZATION PROJECT

Ms. Fant addressed the Board and read a letter outlining the deficiencies in her home and declared the deficiencies were caused by the contractor (GADCON LLC) who was awarded the Weatherization project on her home. Ms. Fant further stated the mold has caused her further breathing difficulties in addition to her chronic obstructive pulmonary disease (COPD).

Dan Clemons, Weatherization Coordinator, explained the Fant Weatherization project and provided the Board with photos before and after project completion. There was much discussion between the Board, Attorney Fuqua, James Rogers (GADCON LLC), Dan Clemons and Ms. Fant. Mr. Rogers stated the home was already leaking prior to the Weatherization project which could be verified from the job file. He stated there was a change order for replacing the rear wall of the mobile home due to moisture damage. Mr. Clemons stated the leaking roof was worse after the contractor walked on it. A previous roommate, Jessica Hazelwood, spoke to the Board and stated she has a video proving the damage statements of Ms. Fant and said she would send it to the County. Mr. Rogers (GADCON LLC) stated he has turned over this matter to his general liability insurance provider.

The Board requested Ms. Fant be placed on the agenda for the June 3, 2014 Regular Meeting to allow time for additional investigation, inquiry, and a possible solution. Ms. Fant agreed to be at the June 3, 2014 meeting.

EDNA STEPHENS, DUTCH WILKES – LIVE OAK HEIGHTS WATER DRAINAGE ISSUE

Ms. Stephens and Mr. Wilkes both live in Live Oak Heights and stated their concerns with drainage issues at Live Oak Heights and how the drainage from other locations impact the pond on Ms. Stephens' property. Mr. Wilkes explained in the past he and Mr. Stephens hand dug a ditch which alleviated the flooding problem caused by the drainage. Mr. Wilkes further explained the problem could easily be fixed by cleaning out the ditch he and Mr. Stephens hand dug; the ditch diverted the water and kept it from filling up the pond. There was discussion between the Board, Joe Wood, Ms. Stephens, and Mr. Wilkes and it was decided that Joe Wood and Donald Stanley would meet with Mr. Wilkes and Ms. Stephens on location and discuss using the ditch as a possibility for helping eliminate the pond overflow.

RICHARD FAILES – R & S ROAD

Mr. Failes asked the Board to complete the repair started to this road by grading and packing; in the roads present condition it is not possible to drive across the culvert recently installed by the County without damage to his vehicle. He stated in the past the County has failed to follow-through unless he has been placed on the agenda. Commissioner Flowers told Mr. Failes the Road Department would come and complete the project but also stated it may not be within a day or two due to other projects. Mr. Failes stated he understood.

CHAIRMAN FLOWERS CALLED A RECESS AT 7:20 P.M.

CHAIRMAN FLOWERS CALLED THE MEETING BACK TO ORDER AT 7:30 P.M.

BOB FLECK, IDA CHAIRMAN/AIRPORT MANAGER

Mr. Fleck informed the Board of several items of interest including:

1. FAA/FDOT has been provided with an update of the airport specifications which should be on websites within the next 90 days.
2. 2014 Airport Directory was given to each Commissioner noting the Calhoun County Airport is on page nine (9) of the directory. The picture shown is the old runway which will be updated in the next issue.
3. FDOT completed its annual inspection of the airport reporting four (4) minor findings.
 - a. Tree on property of close resident in need of removal – this has been taken care of thanks to Gary Shuler.
 - b. Helipad in need of pressure washing/steam cleaning – this has been corrected.
 - c. Runway must have the “hold short line” outlined in black – this has been corrected.
 - d. Tree and brush in holding pond on west side of the runway needs to be removed – bids were taken and the low bidder was awarded the project by the IDA Board. The low bidder is Panhandle Construction.
4. Work continues on the Hangar and North Apron Construction projects.
5. The hangar rentals are at 90% of capacity.

Commissioner McDougald informed Mr. Fleck he has received complaints about the noise at night from the recent military operation. Commissioner McDougald stated he thought there was to be no operations after 9:30 pm and asked Mr. Fleck to verify allowed hours of operation and notify those performing military operations in the future. Commissioner McDougald also inquired why there was a pile of dirt at the airport and Mr. Fleck stated it was used to fill in the low spots as needed.

DONALD STANLEY, COUNTY ENGINEER

Mr. Stanley presented Change Order 1 CR 274 Box Culvert Emergency Repairs – Alexander Concrete Construction Inc. to the Board for their approval and for permission for the Chairman to execute; a deductive change order of \$3,500 reducing the original contract of \$25,500 to \$22,000. Mr. Stanley further explained funding for this project was approved by USDA-Natural Resources Conservation Service (NRCS) under the Emergency Watershed Protection (EWP) Program. The project is funded 75% by USDA-NRCS and 25% local.

- ❖ A motion to approve Change Order 1 CR 274 Box Culvert Emergency Repairs – Alexander Concrete Construction Inc. was made by Commissioner McDougald and seconded by Commissioner Shelton. Chairman Flowers called for public comment; there was no public comment. The motion passed unanimously 5-0.

Mr. Wood asked the Board for permission to pay Alexander Concrete Construction, Inc. for the completed project CR 274 Box Culvert Emergency Repairs. Payment due is \$22,000 – the amount of the contract. Mr. Stanley stated the contracted project was completed this past Friday.

- ❖ Commissioner McDougald made the motion to approve payment to Alexander Concrete Construction of \$22,000 for the completed project. Commissioner Grant seconded the motion. Chairman Flowers called for public comment prior to the vote; there was no public comment. The motion passed unanimously 5-0.

Mr. Stanley updated the Board on how the contract was awarded for the emergency project. Three sealed quotes were obtained from local contractors per the Board's instruction at the May 6, 2014 meeting; the lowest quote was from Alexander Concrete Construction, Inc. Mr. Wood read the quotes received for the project: Alexander Concrete Construction Inc. \$25,500, Panhandle Construction, Inc. \$31,000, and North Florida Construction, Inc. \$34,788.

Mr. Wood also explained the 25% local match requirement on this project was earned by purchasing and hauling the rock from Panama City.

Mr. Stanley presented Change Order 1 CR 392 SCOP Project – Roberts & Roberts, Inc. to the Board for their approval and for permission for the Chairman to execute; a deductive change order of \$54,840 reducing the original contract of \$794,487.25 to \$739,647.25. Mr. Stanley further explained this change order removes thermoplastic striping from the project bringing the contract within the grant budget.

- ❖ A motion to approve Change Order 1 CR 392 SCOP Project – Roberts & Roberts, Inc. was made by Commissioner Flowers and seconded by Commissioner Grant. Chairman Flowers called for public comment; there was no public comment. The motion passed unanimously 5-0.

Mr. Stanley gave the Board an update on the CR 69S project informing them there may need to be a change order adding contract time due to weather conditions caused by all of the recent rains. Mr. Stanley stated he would present this change order at the next BOCC meeting for their approval.

Mr. Stanley asked the Board to approve and allow the Chairman to execute the task order on the CR 274 Sidewalk Project for engineering design of the project in the amount of \$29,418. Ms. Smith added that the advertising for this project must come from the \$29,418 as well which was agreed to by Mr. Stanley.

- ❖ A motion to approve and allow the Chairman to execute the task order presented by Mr. Stanley for engineering design on the CR 274 Sidewalk Project was made by Commissioner McDougald and seconded by Commissioner Shelton. Chairman Flowers called for public comment; there was no public comment. The motion passed unanimously 5-0.

Mr. Stanley asked the Board to approve and allow the Chairman to execute the task order on the CR 274 Box Culvert Emergency Repairs for engineering technical services to be paid for by USDA-NRCS at 7 ½% of the construction contract.

- ❖ A motion to approve and allow the Chairman to execute the task order presented by Mr. Stanley for engineering technical services on the CR 274 Box Culvert Emergency Repairs was made by Commissioner McDougald and seconded by Commissioner Grant. Chairman Flowers called for public comment; there was no public comment. The motion passed unanimously 5-0.

Mr. Stanley informed the Board SCRAP applications are due to DOT by Friday. The two applications being submitted are for CR 73B Widening and Resurfacing and a small project off of CR 69S. Mr. Stanley further explained SCRAP is only for resurfacing projects and not for new construction.

Chairman Flowers inquired of Mr. Stanley regarding the progress of the Pine Island Water System Project that was approved for funding. Mr. Stanley stated he is getting ready to request permitting for the project and is waiting some information on meters.

Commissioner Grant asked about the bathroom project at Neal Landing and Mr. Stanley stated the County received the notice to proceed from DEP. Ms. Smith added the bathroom would be built by the Calhoun County Maintenance Department under the supervision of Tim Jenks and would have to be scheduled by Mr. Jenks.

ANGIE SMITH, EMERGENCY MANAGEMENT DIRECTOR

Ms. Smith presented to the Board for approval and execution the Contract with Arcadis U.S. Inc. for \$14,500 to conduct the 2014 Department of Homeland Security (DHS) exercise that was held in April; funding from the Division of Emergency Management (DEM). *(Arcadis was approved by the Board to provide Emergency Management Contractual Services on February 28, 2014.)*

- ❖ A motion to approve and execute the Contract with Arcadis U.S. Inc. for \$14,500 was made by Commissioner Grant and seconded by Commissioner McDougald. The Chairman called for public comment; there was no public comment. The motion passed unanimously 5-0.

Ms. Smith presented to the Board for approval and execution a Contract for \$3,500.00 with the Apalachee Regional Planning Council (ARPC) for the verifications of small quantity generators (SQG) identified in the County's SQG assessment roll.

- ❖ A motion to approve and execute the Contract with ARPC for \$3,500 was made by Commissioner McDougald and seconded by Commissioner Brown. The Chairman called for public comment; there was no public comment. The motion passed unanimously 5-0.

Ms. Smith presented to the Board for approval and execution the 2014/2015 Emergency Management Preparedness and Assistance Grant – EMPA Base Grant (State funded) for \$105,806. The agreement begins July 1, 2014 and ends June 30, 2015 and funding is the same as 2013/2014.

- ❖ A motion to approve and execute the EMPA Base Grant for \$105,806 was made by Commissioner Shelton and seconded by Commissioner Brown. The Chairman called for public comment; there was no public comment. The motion passed unanimously 5-0.

Ms. Smith presented to the Board for approval and execution the 2014/2015 Emergency Management Performance Grant Program – EMPG Base Grant (Federal funded) for \$43,655, which is a \$232 increase from last year. (Federal funded). The agreement begins July 1, 2014 and ends June 30, 2015.

- ❖ A motion to approve and execute the EMPG Base Grant for \$43,655 was made by Commissioner Grant and seconded by Commissioner McDougald. The Chairman called for public comment; there was no public comment. The motion passed unanimously 5-0.

JOE WOOD, DIRECTOR OF OPERATIONS

Mr. Wood presented a request by Judge Grover for safety modifications to his office further explaining there will be an inmate crew available to perform the labor on this project. Mr. Wood also stated the funds for this project would not come from County General Fund but from the Judges funds.

- ❖ A motion to approve the request by Judge Grover to make safety modifications to his office at no cost to the County was made by Commissioner McDougald and seconded by Commissioner Grant. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

Mr. Wood also informed the Board he often gets requests from individuals on non-county owned roads for the County to make repairs to their private roads. There was a lot of discussion regarding these requests. The attorney stated a "Special Service District" could be created allowing the County to maintain private roads with the property owners paying for the maintenance but all landowners affected would have to agree to the "Special Service District".

Mr. Wood stated a credit card would be useful to make certain types of purchases that require immediate payment; these would be internet purchases, etc. Mr. Wood suggested the credit card would remain in the Clerk's office and all purchases would be by Purchase Order.

- ❖ A motion was made by Commissioner Shelton and seconded by Commissioner Grant to accept the recommendation for obtaining a County credit card to be housed in the Clerk's Office. Chairman Flowers called for public comment. There were no comments from the public. The motion passed 4-1 with Commissioner Flowers voting no.

Mr. Wood informed the Board that Tim Jenks, Maintenance Superintendent, met with the Postmaster regarding the central mail box. Mr. Jenks has determined where the central mail box will be located at the front of the courthouse between the two front doors.

Mr. Wood also informed the Board the doors at the front of the Courthouse are now ADA compliant with automatic openers. There will also soon be two ADA parking areas soon as required close to the ramp.

The Chairman clarified with Mr. Wood that the funds being used for the Judge's office modifications are the Courthouse Facility funds generated from the Courts. The Clerk also stated these are Board funds that can only be used for specific purposes related to Court Facilities but still must comply with the Board procurement policy.

CLERK TIME

The Clerk recapped the letter recently sent from The Florida Department of Revenue advising the Board of certain deadlines for:

- 1) Changing the distribution percentages for the proceeds of local option fuel tax between the County and eligible municipalities within the county and informed the BOCC the current distribution percentages are approximately 80% to the County, City of Blountstown 19% and Town of Altha 1%.
 - a. Based on a quickie analysis on the past five year history for Transportation Expenditures for each of the entities the County would yield an 84% distribution rate of these local option fuel taxes. The total change would be an increase of approximately \$11,000.
 - b. A detailed analysis would have to be performed and the Department of Revenue would have to be notified of any change in the distribution percentages by October 1, 2014 with an effective date of January 1, 2015. The Clerk asked the Board if they would like for the Clerk's Office to prepare the detailed analysis for submittal to DOR changing the distribution of local option fuel tax.
- ❖ After some discussion Commissioner Shelton made a motion for the Clerk's Office to prepare the detailed analysis to be sent to the Department of Revenue as the basis for changing the distribution rates for the local option fuel taxes with Commissioner Brown seconding the motion. The Chairman called for public comment; there was no public comment. The motion passed 4-1 with Commissioner McDougald voting no.

- 2) Any rate changes to the local option fuel taxes (#of cents per gallon) – increase or decrease in the tax – must be adopted by Ordinance by July 1st 2014.
- 3) The Clerk spoke to the Board about her letter to them regarding the proposed five (5) year Department of Juvenile Justice lease. After some conversation the Board concluded they were not in favor of a five (5) year lease and would rather agree to a one year lease.
 - ❖ Commissioner McDougald made a motion to offer a one year lease agreement to the Department of Juvenile Justice for space in the Courthouse. Commissioner Shelton seconded the motion. The Chairman called for public comment; there was no public comment. The motion passed unanimously 5-0.
- 4) The Clerk informed the Board that each year the Healthy Families of North Florida ask for a Memorandum of Support and Commitment for the Office Space provided to them in the Calhoun County Courthouse. The proposed Memorandum of Support is for the period July 1, 2014 to June 30, 2015. The Clerk asked the Board if they wished to execute the Memorandum of Support with Healthy Families of North Florida.
 - ❖ Commissioner Brown made the motion to execute the Memorandum of Support to Healthy Families of North Florida for the Office Space in the Calhoun County Courthouse. Commissioner Shelton seconded the motion. Chairman Flowers called for public comment; there was no public comment. The motion passed unanimously 5-0.
- 5) The Clerk stated it is time for appointments to the Value Adjustment Board (VAB) and noted last year the appointees from the BOCC were Commissioners McDougald and Shelton. Also, the Citizen appointed by the BOCC (Homeowner) was Mr. Ellis Nichols. The Clerk mentioned the need to hold the first meeting of the VAB (organizational meeting) was prior to mailing of the TRIM notices and asked the Board to have their appointees by the next Board meeting, June 3, 2014. The Clerk also stated it is advisable to have an alternate citizen (Homeowner) for making certain there is a quorum at VAB meetings. By consensus the Board agreed for Commissioners McDougald and Shelton to be their appointees on the VAB. Commissioner Shelton stated he would ask Mr. Nichols if he would like to be reappointed as well. The Chairman asked Commissioner Grant to find the alternate citizen (homeowner) by the June 3, 2014 meeting.
- 6) The Clerk asked for permission to junk and dispose of asset #1199, a printer in the Clerk's office that is no longer functional.
 - ❖ Commissioner McDougald motioned to allow the Clerk to junk and dispose of asset #1199 with the second by Commissioner Grant. The Chairman called for public comment; there was no public comment. The motion passed unanimously 5-0.
- 7) The Clerk mentioned budgets are due in the Clerk's office by June 2, 2014.
- 8) The Clerk asked for clarification of the effective date of the payroll change approved in the May 6, 2014 meeting. The Commissioners agreed the change was effective retroactively to 04/04/2014.

ATTORNEY TIME

Attorney Fuqua stated there is no issue with the Cochran's as the extra RV's have been removed. The Attorney also stated he asked the Cochran's attorney, Ms. Bowman, for details of where the Cochran's RV's are located.

COMMISSION TIME

COMMISSIONER MCDUGALD

Commissioner McDougald asked the Board for a Letter of Support on behalf of the Chipola Primitive Baptist Church as requested by Mr. Bill Peacock in his efforts to renovate the historical building.

- ❖ Commissioner McDougald made a motion to write a Letter of Support to be signed by the Board Chairman on behalf of the Chipola Baptist Church. The motion was seconded by Commissioner Brown. Chairman Flowers called for public comment. There were not comments from the public. The motion passed 5-0.

Commissioner McDougald asked the Board to pass Resolution 2014-11 in support of the Chipola Baptist Church preservation project.

- ❖ Commissioner McDougald made a motion to adopt Resolution 2014-11 on behalf of the Chipola Baptist Church. The motion was seconded by Commissioner Brown. Chairman Flowers called for public comment. There were not comments from the public. The motion passed 5-0.

**RESOLUTION OF CALHOUN COUNTY, FLORIDA
RESOLUTION NO. 2014-11**

**RESOLUTION OF SUPPORT TO PRESERVE THE CHIPOLA PRIMITIVE BAPTIST
CHURCH**

WHEREAS, The Calhoun County Board of County Commissioners has an interest in preserving Calhoun County's heritage. The buildings in Calhoun County which served as meeting places and landmarks are an intricate part of that heritage. One such building is the Chipola Primitive Baptist Church.

WHEREAS, the Board supports efforts to preserve the Chipola Primitive Baptist Church, the first and oldest church in Altha, Florida. The Chipola Primitive Baptist Church was founded in 1870 by Tyus Lundy Hansford, a doctor and a minister. He contracted with Daniel I. Richards to build the church in 1873. Mr. Richards also built a pulpit during this time. The pulpit presently remains in the church.

WHEREAS, the Board recognizes that the church is a part of the County's heritage.

WHEREAS, the Board supports the efforts of the committee formed to seek the preservation of the Chipola Primitive Baptist Church and supports the committee's efforts to secure grant funding for the renovation of the church.

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Calhoun County, Florida that the Board hereby expresses earnest support for the preservation of the Chipola Primitive Baptist Church.

DULY PASSED AND ADOPTED BY THE Board of County Commissioners, Calhoun County, Florida this 20th day of May 2014.

COMMISSIONER GRANT

Commissioner Grant reminded everyone that the June 3, 2014 Board Meeting will be held at St. Paul's Church on River Street.

COMMISSIONER BROWN

Commissioner Brown asked for the first meeting in July (July 1, 2014) to be held at the Airport. There was general consensus for the meeting to be held at the Airport.

CHAIRMAN FLOWERS

The Chairman recommended Mary McKenzie be reappointed to the Chipola Workforce Board; she has agreed to accept the reappointment.

- ❖ Commissioner McDougald made the motion to reappoint Mary McKenzie to the Chipola Workforce Board with the second by Commissioner Brown. Chairman Flowers called for public comment. There were not comments from the public. The motion passed 5-0.

The Chairman asked the Board if they would agree for a blood drive to be held at the Courthouse in July; this was requested by Tammy Bevis of Oneblood. It was the consensus of the Board to allow the blood drive.


The Chairman announced the barrel racing event to be held at the Tri-County Agricultural Pavilion on Saturday beginning at 8:00 am.

The Chairman mentioned the improvements to the sound system thanking Joe Wood and Claude McGill for making the improvements. The audience agreed they could hear much better.

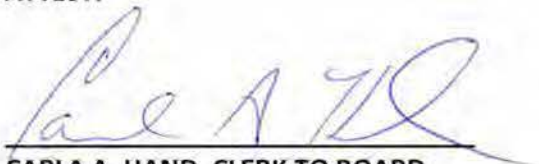
Dowling Parrish reminded everyone about the Memorial Day ceremony on the Courthouse steps May 26, 2014, beginning at 9:00 a.m.

There being no further business, the Chairman adjourned the meeting at 8:40 p.m.

ATTEST:



THOMAS G. FLOWERS, CHAIRMAN



CARLA A. HAND, CLERK TO BOARD

RESOLUTION OF CALHOUN COUNTY, FLORIDA
RESOLUTION NO. 2014-11

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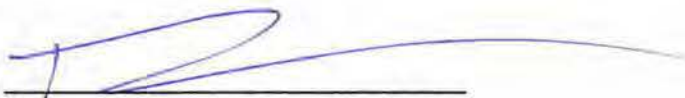
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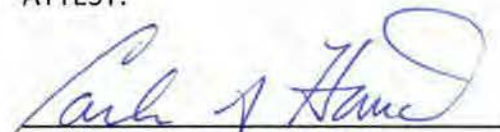
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Thomas G. Flowers, Chairman BOCC

ATTEST:



Carla A. Hand, Clerk BOCC