

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS  
REGULAR MEETING MINUTES  
June 17, 2014**

**PRESENT AND ACTING:**

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

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

The meeting was held at the Board of County Commission Meeting Room and 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.

Chairman Flowers reminded everyone the Board recently adopted a Public Participation Policy pursuant to Florida Statute 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.

**APPROVAL OF MINUTES**

- ❖ A motion to approve the June 3, 2014 Regular Meeting minutes and vouchers for warrants: 1406-2G, 1406-2RD, 1406-2L, 1406-2E, 1405-ES, 1406-2S, 1406-2W, and Payroll Warrant 062014 was made by Commissioner Brown and seconded by Commissioner Shelton. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 4-0. *(Commissioner McDougald and Joe Wood, Director of Operations, are attending the Florida Association of Counties Conference)*

**REQUEST FOR QUALIFICATIONS (RFQ) AIRPORT GENERAL CONSULTING SERVICES**

Attorney Fuqua opened the sealed proposals from:

**AVCON, INC.  
Consolidated Design Professionals, LLC  
URS Corporation Southern**

Each of the Commissioners received a proposal to review prior to scoring at the July 1<sup>st</sup>, 2014 Regular Meeting. The Clerk kept the original proposals for the record.

**KEVIN JACKSON – BAILEY SUBDIVISION - 13720 SHUMAN FERRY RD NW ALTHA FL**

Mr. Jackson started out by stating he is an eleven year resident of Calhoun County and noted it is a nice area to live. Mr. Jackson further discussed the condition of Shuman Ferry Road and his concerns that the road condition could adversely affect emergency services (ambulance, fire and rescue) thus making

it a health safety issue. Mr. Jackson explained the garbage truck used by Waste Pro is too heavy for the road, causing damage to the road, and suggested Waste Pro use lighter trash trucks which are more economical. Commissioner Shelton asked Mr. Jackson if he had contacted Waste Pro regarding his concerns; Mr. Jackson stated no. Mr. Jackson also brought up other issues including mosquito control, drainage, and well water testing. There was no action taken by the Board.

#### **MAXI WALDORFF – IDA BOARD VICE-CHAIRMAN**

Mr. Waldorff notified the Board that IDA Chairman Bob Fleck was out of town attending a funeral. Mr. Waldorff gave updates on the ongoing projects at the airport.

1. Apron Extension – Panhandle Construction will be pouring concrete beginning Thursday. The project will be completed soon.
2. Hangar – North Florida Construction is working on the foundation and will be pouring the foundation within the next two week.

Mr. Waldorff also explained the trees need to be thinned on the 108 acres purchased in 2009 from Plum Creek for future expansion of the runway. There was discussion between the Board and Mr. Waldorff regarding the best way to proceed. Attorney Fuqua informed the Board they can select a Forester without going through the competitive negotiation process however the Chairman indicated he would rather go through the process.

- ❖ Commissioner Shelton made the motion to advertise to accept proposals for a “Forester” for the airport tree thinning project with Joe Wood preparing the request for proposal. The motion was seconded by Commissioner Grant. The Chairman called for public comment. Kevin Parrish, IDA Board member, asked whether this requires Board action since the IDA Board made a decision. The Attorney stated yes it requires Board action. There was no further public comment. The motion passed unanimously 4-0.

Attorney Fuqua recommended a mediation meeting be scheduled between a representative of the IDA Board, a representative of the BOCC, the Contractor (Clifford Newsome) and him. It was determined by consensus Chairman Flowers would represent the BOCC and the meeting time would be determined at the next BOCC Regular Meeting.

#### **DOWLING PARRISH – BUILDING OFFICIAL/STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM (SHIP) COORDINATOR**

Mr. Parrish informed the Board Ms. Dudley is in the hospital. He also stated the SHIP project is complete except for placement of vinyl in the kitchen. He also noted the contractor would have to repair or replace a chair they damaged while working in Ms. Dudley’s house. (GADCON)

#### **DAN CLEMONS – WEATHERIZATION COORDINATOR**

Mr. Clemons informed the Board two of the three weatherization projects are complete and the third project will be completed this week. Mr. Clemons also stated the grant project manager gave approval to pay for these jobs from the Weatherization grant ending May 31, 2014 also telling Mr. Clemons these projects are in compliance with the contract terms. *(The Clerk’s Office asked for clarification prior to payment since the Grant Contract ending date was May 31, 2014)* Mr. Clemons asked the Board to allow the Chairman to sign the checks paying the contractor(s) for the completed projects prior to the next BOCC meeting. Payment needs to be made by June 30, 2014.

- ❖ Commissioner Grant made the motion to allow the Chairman to sign the checks for payment to the contractor(s) upon completion of the Weatherization projects. Commissioner Shelton

seconded the motion. The Chairman called for public comment. There was no public comment and the motion passed unanimously 4-0.

Mr. Clemons discussed the Residential Construction Mitigation Program (RCMP) Gladys Miller project; the contractor on this project is GADCON (Mr. Rogers). At the last Board meeting Mr. Clemons updated the Board regarding Mr. Rogers, a General Contractor, who was expecting his roofing license; the roofing license was the holdup for the job to be completed. Mr. Clemons advised the Board Mr. Rogers still does not have his roofing license and the grant period is over next week. Attorney Fuqua advised the Board they could declare this an emergency and seek a roofer who could complete the job before the grant deadline as an exception to the procurement policy. The Chairman asked Mr. Clemons to allow the Attorney to review the contract first and discuss options with the Board before the end of the meeting.

#### **DONALD STANLEY – PREBLE-RISH, INC. – COUNTY ENGINEER**

In the last meeting the Board directed Mr. Stanley to provide them with an estimate to repair and reopen Walter Potts Road. Mr. Stanley stated the estimated cost for the permanent repair is \$15,000. There was further discussion whether or not the Board should make temporary repairs or wait until the FEMA Project Worksheet (PW) for this road is approved; if the work is performed prior to the PW approval it will not be reimbursed by FEMA. The Board directed Mr. Stanley to inform Mr. Bill Atkins, Road Superintendent, to make temporary minor repairs with dirt and lime rock further noting the road will need to be monitored if there is a large scale rain event that could cause a washout.

In the last meeting Mr. Stanley stated he would prepare a deductive change order (Silas Green Street Resurfacing) for the Board's consideration at tonight's meeting; the purpose of the deductive change order is to bring the Small County Road Assistance Program (SCRAP) project cost for Silas Green Street within the grant budget amount. The deductive change order was not prepared as Mr. Stanley decided it would be better to get the Board's input and discussed methods of reducing the contract amount. He asked the BOCC if they would consider having the Road Department purchase and install the replacement pipes and deduct this cost from the contract. The BOCC stated they would be interested in this and Mr. Stanley said he would have information for them at the next Regular meeting. (Low Bid Awarded to Roberts & Roberts, Inc. - \$132,856.70; grant award - \$99,734)

Mr. Stanley informed the Board they were awarded a \$49,000 appropriation for preservation of the Old Courthouse and he would be getting with the State Architect for input.

#### **RECESS AT 7:00 P.M.**

#### **RECONVENE AT 7:12 P.M.**

#### **RONNIE STONE – 911 COORDINATOR**

In the previous meeting Mr. Stone mentioned the mapping plotter is no longer compatible with current software and he will include a new plotter in his 2014-2015, 911 budget. Subsequently Mr. Stone found a plotter for \$4,802 and asked the BOCC for permission to amend his current budget moving funds from Road Signs into Equipment to allow for this purchase.

- ❖ Commissioner Shelton made the motion to allow the current 911 budget to be amended per Mr. Stone's request. Commissioner Grant seconded the motion. The Chairman called for public comment. There was no public comment. The motion passed unanimously 4-0.

Mr. Stone further stated he would reduce the 911 2014-2015 budget request since the plotter will be paid from the 911 2013-2014 budget.

#### **DAN CLEMONS – WEATHERIZATION COORDINATOR**

Attorney Fuqua reviewed the contract and advised the BOCC to terminate GADCON as the contractor on the RCMP job for Ms. Gladys Miller's house. He also advised them to find another roofer (Emergency Basis) and pay them from the approved project funds with any remaining funds to be paid to GADCON. The project was approved for approximately \$14,000.

- ❖ Commissioner Shelton made the motion to terminate the contract with GADCON for the Gladys Miller RCMP job and allow Mr. Clemons to find a roofer to complete the job with payment first going to the roofer. Commissioner Grant seconded the motion. The Chairman called for public comment. James Miller, brother of Ms. Miller stated GADCON was doing a terrible job. There was no further comment. The motion passed unanimously 4-0.

#### **DOWLING PARRISH – BUILDING OFFICIAL/STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM (SHIP)**

After reviewing the minutes from June 3, 2014 Chairman Flowers asked each of the Commissioners and the Attorney to read the following from the June 3<sup>rd</sup> approved minutes:

Mr. Parrish stated the contractor (GADCON) who was awarded the Pennie Dudley SHIP rehab project placed substandard cabinets in the house; the contractor is also 27 days late on the contract. It was Mr. Parrish's recommendation to the Board for them to replace GADCON on this job with the contractor having the next lowest bid. After some discussion the Attorney stated the contractor would have to be given a chance to cure the deficiencies (to be outlined in writing by Mr. Parrish).

- ❖ Commissioner McDougald made the motion to give the Contractor thirteen days to cure and complete the project (prior to the next meeting). Commissioner Shelton seconded the motion and the Chairman called for public comment. Ms. Annie Dawson asked whether the County has requirements contractors must meet prior to bidding on jobs. There was an answer by the Building Official to the affirmative. Ms. Carrie Baker stated there are problems with all of the jobs being performed on by GADCON and asked what it takes to disqualify a Contractor from being able to perform jobs in Calhoun County; further stating Mr. Rogers is not a good contractor. Chairman Flowers stated the Commissioners are working on this. Being no further public comment the motion carried unanimously 5-0.

Commissioner Grant made the motion to terminate GADCON on the Pennie Dudley SHIP rehab project and allow Mr. Parrish to contract with Bracewell's Flooring and Fencing to complete the installation of vinyl in the kitchen; deducting this amount from the contract with GADCON. The Chairman called for public comment. There was no public comment. The motion passed unanimously 4-0.

#### **ANGIE SMITH – EMERGENCY MANAGEMENT DIRECTOR**

Ms. Smith updated the Board by explaining the Presidential Declaration of a Disaster Area was received for Calhoun County, also giving a timeline of events before projects would be approved for funding. Ms. Smith explained Calhoun County met the threshold for funding and also informed them the scope of work and approved funding will be set by the approved Project Worksheets (PW).

Ms. Smith asked the Board to set aside their procurement policy and allow David Stone (Gulf Coast Home Solutions, LLC) to construct the building for housing emergency supplies; this building will be

constructed on the concrete slab on the lot behind the courthouse. Ms. Smith had previously asked to purchase a portable building but upon further inquiry and pricing it was determined a site-built building could be built for approximately \$1,000 more. Ms. Smith asked the Board to approve David Stone (Gulf Coast Home Solutions, LLC) as the contractor for \$13,610. The portable building cost quote from Atlas was \$12,495. Ms. Smith further explained her Emergency Management budget ends June 30<sup>th</sup> and Mr. Stone stated he could start on the building before the deadline.

- ❖ Commissioner Grant made the motion to set aside the procurement policy and contract with David Stone for the building requested by the Emergency Management Director for \$13,610. Commissioner Shelton seconded the motion. The Chairman called for public comment. There was no public comment. The motion passed unanimously 3-1 with Commissioner Brown voting no.

The Chairman also asked Ms. Smith to check on the life jacket sign for the Neal Landing Boat Ramp; this sign was previously discussed in an earlier meeting.

#### **CARLA A. HAND – CLERK OF COURT AND COUNTY COMPTROLLER**

The Clerk extended a request from Ms. Tracey Hall, City of Blountstown, for signs to be placed at Clay Mary and Cooper Parks informing the public these parks are owned and maintained by the Calhoun County BOCC. The City gets a lot of calls for maintenance at these parks and hopes the sign will eliminate the calls.

- ❖ Commissioner Grant made the motion for Ronnie Stone, 911 Director, to make and install signs at the Parks as requested by the City of Blountstown. Commissioner Brown seconded the motion. The Chairman called for public comment. There was no public comment. The motion passed unanimously 4-0.

The Clerk notified the Board Mr. Ellis Nichols has agreed to be the alternate citizen appointee – homestead property owner and Ms. Annie Dawson has agreed to be the citizen appointee – homestead property owner on the Value Adjustment Board.

The Clerk presented the price quote from ACS Enterprise Solutions, LLC for preparing the 2014 TRIM documents in the amount of \$3,243.80 and asked them for approval and permission for the Chairman to execute the price quotation, also noting there will be additional charges for postage approximating \$4,000.

- ❖ Commissioner Grant made the motion to approve the TRIM price quote and allow the Chairman to execute the document. Commissioner Brown seconded the motion. The Chairman called for public comment. There was no public comment. The motion passed unanimously 4-0.

The Clerk asked the Board to consider changing the procurement policy to allow the exceptions for purchases paid from State and Federal Grants as long as the exceptions do not conflict with the funding source. The Board asked the Clerk and the Attorney to bring the recommended changes to the next meeting for their consideration.

The Clerk asked the Board to approve recent purchases of lime rock and concrete for repairs after the recent rainfall events and declare them an exception to the procurement policy due to the Emergency; the Clerk noted they were not in excess of \$10,000 but were over \$5,000.

- ❖ Commissioner Grant motioned to approve the purchase of lime rock (Various locations) and concrete (Hollis Branch repairs) as an “Emergency” exception to the procurement policy due to

the rainfall event. Commissioner Shelton seconded the motion. The Chairman called for public comment. There was no public comment and the motion passed unanimously 4-0.

The Clerk presented a quote from the Road Department for repairs to a 2007 Mack Truck in the amount of \$7,906.57. Commissioner Grant reviewed the quote from Capital Truck Inc. and commented the labor for this repair is outrageous and said Neal would probably allow Phil Cobb to work on this truck which would likely save the County money on this repair. Commissioner Grant is to talk with Neal and bring the information back to the next Board meeting.

The Clerk notified the Board that the Recycling, Non-grant budget, has approximately \$800 remaining.

#### **ATTORNEY FUQUA**

Attorney Fuqua had nothing to discuss.

#### **COMMISSION TIME**

Commissioners Grant, Brown, and Shelton had nothing to discuss.

#### **CHAIRMAN FLOWERS**

The Chairman asked the Board to think about installing signage that enhances the entrance to Sam Atkins Park.

The Chairman asked the Board to consider for the 2014-2015 budget, paying off the debt with Centennial Bank from existing reserves whereby de-obligating the fuel tax for debt service and using it for grant matches.

The Chairman also asked if there was information on how Calhoun County assesses fuel taxes compared to surrounding Counties. The Clerk said she would provide this information to the Chairman prior to the next meeting.

The Chairman asked Dowling Parrish (Keep Calhoun County Beautiful) and Angie Smith (Recycling) whether there were any grant programs for tire disposal. Ms. Smith stated she would look and see, otherwise the Board could budget County funds for disposal. The County awarded bids in the past for waste tire disposal.

The Chairman asked when the proposed budget would be finalized for distribution to the Commissioners; the Clerk stated the proposed budget would be available on or before July 15, 2014. July 15, 2014 is a regularly scheduled Board meeting.

The Chairman asked the Board to reschedule the Workshop regarding Board employee pay to July 1, 2014 at 5:00 to be held at the Calhoun County Airport and to schedule a Workshop with the Chamber of Commerce regarding economic planning and strategic planning on July 15, 2014 at 5:00 to be held at the BOCC meeting room in the Extension Building.

- ❖ Commissioner Brown made the motion to schedule the two workshops requested by the Chairman. Commissioner Grant seconded the motion. The Chairman called for public comment. There was no public comment. The motion passed unanimously 4-0.

The Chairman reminded the Board and audience the Workshop (5 pm) and Regular Meeting (6 pm) on July 1, 2014 will be at the Airport, the first meeting in August (5<sup>th</sup>) will be at the Mossy Pond Library, and the mobile blood drive will be outside the courthouse on July 9, 2014 from 10:00 a.m. to 4:00 p.m.

The Chairman announced the upcoming Technical Review Committee Meeting will be held July 3, 2014 at 3 pm CT. in the EOC.

The Chairman advised the Board/Audience that a staff member from Senator Rubio's office will be at the Extension Office on June 23, 2014 from 10:00 – 11:30 am CT to meet with citizens and also there will be a Community Appreciation Event for Senator Bill Montford on June 26, 2014 from 5:30 – 7:30 at the W.T. Neal Civic Center.

The Chairman announced the October 7, 2014 Regular Meeting will be held at the Carr/Clarksville Volunteer Fire Department and also thanked St. Paul's AME Church for hosting the June 3, 2014 Regular Meeting.

The Chairman asked the Board for permission to provide letters of support for the Panhandle Pioneer Settlement and Opportunity Florida which they need for securing grant funding.

- ❖ Commissioner Grant made the motion to provide letter of support for the Panhandle Pioneer Settlement and Opportunity Florida to be signed by the Chairman. Commissioner Shelton seconded the motion. The Chairman called for public comment. There was no public comment. The motion passed unanimously 4-0.

The Chairman presented an invoice for propane at the Mossy Pond Library after it could not be determined what department was responsible for the invoice. There was discussion and it was determined the propane was for the generator which would be used during a weather event requiring a shelter. Ms. Smith stated she would pay for the propane out of her Emergency Management budget.

The Chairman asked the Clerk to let him know if any budget requests had not been remitted to the Clerk's office for inclusion in the proposed budget.

Just before adjourning the meeting Mr. Dowling Parrish announced the Walk for Liberty sponsored by the VFW would be held on July 28, 2014 at 8:00 am and would start at the Calhoun County side of the Trammel Bridge and end with a reception at the Veterans Center in Bristol. He invited all to attend and stated he was going to participate as well.

There being no further business, the Chairman adjourned the meeting at 8:10 p.m.

  
THOMAS G. FLOWERS, CHAIRMAN

ATTEST:

  
CARLA A. HAND, CLERK