

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR MEETING MINUTES
JANUARY 12, 2016**

PRESENT AND ACTING:

**MARION "LEE LEE" BROWN, CHAIRMAN
WOODROW "LEE" SHELTON, VICE-CHAIRMAN
THOMAS G. FLOWERS
DENNIS JONES
DARRELL MCDOUGALD**

**MATT FUQUA, ATTORNEY
CARLA HAND, CLERK OF COURT AND COUNTY COMPROLLER
BECKY BROWN, DEPUTY CLERK
TAD SCOTT, DEPUTY SHERIFF**

The meeting held in the Regular Meeting Room was called to order by Chairman Brown at 6:09 p.m., CT. Commissioner Jones led the Prayer and Pledge of Allegiance to the Flag.

Chairman Brown reminded everyone to silence their cell phones and reminded those on the agenda they will have three (3) minutes to speak on their topic. The public will have an opportunity to speak on items before the Board votes on a motion.

APPROVAL OF VOUCHER

- ❖ A motion to approve the REVISED November 9, 2015 Regular Board Meeting Minutes, December 8, 2015 Regular Board Meeting Minutes, December 17, 2015 Special Board Meeting Minutes, December 30, 2015 Emergency Board Meeting Minutes, January 8, 2016 Special Board Meeting Minutes; vouchers for warrants: 1512-G2, 1512-2G, 1512-2GS, 1512-RDS, 1512-2RD, 1512-2L, 1512-2E, 1512-2S, 1512-VFD, 1512-FP, 1601-MED, 1601-1G, 1601-1RD, 1601-1L, 1601-1E, 1601-1S; payroll warrants: PR15-B33, PR15-B34, PR121715, PR 123115 was made by Commissioner Flowers and seconded by Commissioner Jones. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0. (Vouchers are available in the Clerk's Office)

KEVIN JACKSON – PROCEDURES/COUNTY COMMISSION

Mr. Jackson addressed the Board with his concerns of Board Meeting procedures.

JERRY GUILFORD – STATE HOUSING INITIATIVES PROGRAM (SHIP) CHANGE ORDERS

Mr. Guilford presented to the Board for their approval a Change Order from Chariot Construction, LLC for Ms. LeBlanc's SHIP project for an additional \$375.

- ❖ A motion to approve the Change Order in the amount of \$375 was made by Commissioner McDougald and seconded by Commissioner Flowers. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

Mr. Guilford presented to the Board for their approval a Change Order for Ms. Baker's RCMP project from Gulf Coast Home Solutions, Inc. for an additional \$500.

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- ❖ A motion to approve Change Order in the amount of \$500 was made by Commissioner McDougald and seconded by Commissioner Jones. Chairman Brown called for public comment. Ms. Baker stated Mr. Dan Clemons brought the Change Order before the Board for approval but it was never signed. Ms. Smith stated the approved change order was under Chariot Construction, LLC. but Gulf Coast Home Solutions, Inc. has taken the RCMP project over and this change order is for Gulf Coast Home Solutions, Inc. There were no further comments. The motion passed unanimously 5-0.

FRANK SNOWDEN, COUNTY PLANNER – ANNUAL UPDATE 5 YEAR CAPITAL IMPROVEMENT PLAN

Mr. Snowden advised the Board it is time to review and update the five (5) Year Capital Improvement Plan which will be adopted by Ordinance. Mr. Snowden advised the Board any ongoing projects or upcoming projects within Calhoun County need to be added to the Capital Improvement Plan, such as Altha High School, Blountstown/Altha Sewer project, South Taxiway Development Project and construction of roads. Attorney Fuqua advised the Board a Planning Commission meeting needs to be scheduled prior to the Regular Board meeting to discuss the Capital Improvement Plan and then adopt the Ordinance during the Regular Board meeting. The Board agreed by consensus to hold a Planning Commission meeting on Tuesday, February 23, 2016 at 5:00pm.

COLONEL RICKY SILCOX – CALHOUN CORRECTIONAL INSTITUTION

Colonel Silcox advised the Board he is now the Colonel at Calhoun Correctional Institution and addressed the services provided by the inmate work crews. Colonel Silcox can be reached by calling Calhoun Correctional Institution.

BID OPENING AND AWARD

DEPARTMENT OF HOMELAND SECURITY 2016 HSEEP EXERCISE PROPOSALS

Chairman Brown opened the discussion of awarding the Department of Homeland Security (DHS) 2016 Homeland Security Exercise and Evaluation Program (HSEEP) exercise proposals. Ms. Smith stated she has worked with three (3) of the five (5) applicants: TME, LLC; DSI Group, LLC and Joe Golden.

- ❖ A motion to award the DHS 2016 HSEEP exercise proposal to TME, LLC was made by Commissioner McDougald and seconded by Commissioner Jones. Chairman Brown called for public comment. Mr. Kevin Parrish asked if any of the companies were local. Ms. Smith stated there were no local applicants. Mr. John Sieh, representative of Digital Fusion Solutions, stated they own a training facility off of Flatwoods Road. Mr. Sieh advised the Board he is the Training Group Master Trainer for Kratos Special Operations Training Services Group (KSOTS-G) which is part of Digital Fusion Solutions, Inc. Mr. Sieh stated his business, a disabled Veteran owned company, was bought out by Digital Fusion Solution, Inc. which focuses on training for law enforcement, corrections and military. Mr. Sieh stated the exercises and training conducted are as close to the operational environment as possible as all Instructors have served in harm's way. Mr. Sieh stated they will be conducting a civilian training this weekend, Saturday, January 16, 2016 thru Monday, January 18, 2016. Mr. Parrish stated as a member of the Industrial Development Authority (IDA) Board he would like to see local applicants be considered. Commissioner Jones withdrew his second to the motion. Commissioner Jones stated he is a disabled Veteran and didn't realize there was a local applicant. Commissioner Shelton seconded Commissioner McDougald's motion. There were no further comments. The motion failed 2-3. (Chairman Brown, Commissioner Flowers, and Commissioner Jones opposed)

- ❖ A motion to award the DHS 2016 HSEEP exercise proposal to Digital Fusion Solutions, Inc. was made by Commissioner Flowers and seconded by Commissioner Jones. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

PROPOSALS/CDBG ADMINISTRATION/CDBG ENGINEERING/CONTINUING ENGINEERING SERVICES

Mr. Wood opened the sealed proposals for professional services and provided each Board member with a copy of each proposal and scoring sheets. The Commissioners will bring their completed scoring sheets to the next meeting; the scores will be tabulated during the January 26, 2016 meeting.

Proposals received:

CDBG GRANTS APPLICATION AND ADMINISTRATION SERVICES

1. David H. Melvin, Inc.
2. Preble-Rish, Inc.
3. Roumelis Planning & Development Services

CDBG GRANTS ENGINEERING SERVICES

1. David H. Melvin, Inc.
2. Preble-Rish, Inc.

CONTINUING ENGINEERING SERVICES (COUNTY ENGINEER)

1. David H. Melvin, Inc.
2. Preble-Rish, Inc.

DONALD STANLEY – PREBLE-RISH – COUNTY ENGINEER

Mr. Stanley gave the Board an update on ongoing County projects:

1. Cain Road – The contractor is currently working on building the shoulders and front slopes. There are 65 days remaining on the contract.
2. CR 287 SCOP – The contractor has completed road widening and installed the first course of asphalt. The contractor is currently working on the drainage extensions. There are 39 days remaining on the contract.

Mr. Stanley presented the Board with a handout of all ongoing FEMA DR 4177 projects noting several of the projects have been completed. Mr. Stanley advised the Board there are several projects that will not be completed by the contract completion date. Mr. Stanley asked the Board for their permission to bring back a Change Order at the next meeting for a time extension on several FEMA DR 4177 projects.

- ❖ A motion to authorize a time extension (contractor extensions) for several FEMA DR 4177 projects was made by Commissioner McDougald and seconded by Commissioner Flowers. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

Mr. Stanley advised the Board demolition has begun on Walter Potts Road. The contractor was scheduled to start last week but due to the high water (from rain and flooding event) they started this week and asked for a time extension. Mr. Stanley asked the Board for their permission to bring back a Change Order for a time extension. The Board agreed by consensus for Mr. Stanley to bring the time extension Change Order to the next Board meeting, January 26, 2016.

Mr. Stanley advised the Board Marianna Hi-Cal, LLC and Dolomite, Inc. have been producing lime rock. Mr. Stanley stated Marianna Hi-Cal, Inc. has been down due to the flooding issue.

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ANGIE SMITH – EMERGENCY MANAGEMENT DIRECTOR

Ms. Smith presented to the Board for their approval and execution the Florida Department of Transportation (FDOT) LAP CR 69A Paved Shoulder Project Phase I grant agreement in the amount of \$706,300.00.

- ❖ A motion to approve and execute the FDOT LAP CR 69A Paved Shoulder Project Phase I grant agreement was made by Commissioner McDougald and seconded by Commissioner Flowers. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

Ms. Smith presented to the Board for their approval and execution Resolution 2016-1 which authorizes Chairman Brown to execute the LAP agreement. (This resolution should be for construction and will be addressed at the next Board meeting for amendment.)

RESOLUTION 2016-1

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF
CALHOUN COUNTY, FLORIDA, AUTHORIZING THE CHAIRMAN OF THE
BOARD OF COUNTY COMMISSIONERS TO EXECUTE AND ENTER INTO
THE "STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY PROGRAM AGREEMENT"**

WHEREAS, Calhoun County, Florida, has requested the State of Florida, Department of Transportation, for financial assistance for costs directly related in the construction of the County Road 69A Paved Shoulders Project (Phase I); and,

WHEREAS, the State of Florida, Department of Transportation, has agreed to participate in the design up to the amount of Seven Hundred Six Thousand Three Hundred Dollars (\$706,300.00); and,

WHEREAS, the State of Florida, Department of Transportation, requested that Calhoun County enter into a "State of Florida, Department of Transportation, Local Agency Program Agreement", attached hereto; and,

WHEREAS, the "State of Florida, Department of Transportation, Local Agency Program Agreement" requires that a Resolution be passed by the Board of County Commissioners of Calhoun County, Florida, authorizing the Chairman of the Board of County Commissioners of Calhoun County, Florida, to execute and enter into the "State of Florida, Department of Transportation, Local Agency Program Agreement", attached hereto.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Calhoun County, Florida, as follows:

1. The Chairman of the Board of County Commissioners of Calhoun County, Florida, is authorized to enter into and execute the "State of Florida, Department of Transportation, Local Agency Program Agreement: attached hereto as EXHIBIT "A".

DULY PASSED AND ADOPTED by the Board of County Commissioners of Calhoun County, Florida, this **12th** day of **January**, 2016.

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- ❖ A motion to adopt Resolution 2016-1 was made by Commissioner McDougald and seconded by Commissioner Flowers. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

Ms. Smith presented to the Board for their approval and execution the Florida Department of Transportation (FDOT) LAP CR 69 Paved Shoulder Project Phase II grant agreement in the amount of \$412,394.00.

- ❖ A motion to approve and execute the FDOT LAP CR 69 Paved Shoulder Project Phase II grant agreement was made by Commissioner McDougald and seconded by Commissioner Flowers. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

Ms. Smith presented to the Board for their approval and execution Resolution 2016-2 which authorizes Chairman Brown to execute the LAP agreement. (This resolution should be for construction and will be addressed at the next Board meeting for amendment.)

RESOLUTION 2016-2

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF CALHOUN COUNTY, FLORIDA, AUTHORIZING THE CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS TO EXECUTE AND ENTER INTO THE "STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION LOCAL AGENCY PROGRAM AGREEMENT"

WHEREAS, Calhoun County, Florida, has requested the State of Florida, Department of Transportation, for financial assistance for costs directly related in the construction of the County Road 69A Paved Shoulders Project (Phase II); and,

WHEREAS, the State of Florida, Department of Transportation, has agreed to participate in the design up to the amount of Four Hundred Twelve Thousand Three Hundred Ninety-Four Dollars (\$412,394.00); and,

WHEREAS, the State of Florida, Department of Transportation, requested the Calhoun County enter into a "State of Florida, Department of Transportation, Local Agency Program Agreement", attached hereto; and

WHEREAS, the "State of Florida, Department of Transportation, Local Agency Program Agreement" requires that a Resolution be passed by the Board of County Commissioners of Calhoun County, Florida, authorizing the Chairman of the Board of County Commissioners of Calhoun County, Florida, to execute and enter into the "State of Florida, Department of Transportation, Local Agency Program Agreement", attached hereto.

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Calhoun County, Florida, as follows:

1. The Chairman of the Board of County Commissioners of Calhoun County, Florida, is authorized to enter into and execute the "State of Florida, Department of Transportation, Local Agency Program Agreement: attached hereto as EXHIBIT "A".

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DULY PASSED AND ADOPTED by the Board of County Commissioners of Calhoun County, Florida, this **12th** day of **January**, 2016.

- ❖ A motion to adopt Resolution 2016-2 was made by Commissioner McDougald and seconded by Commissioner Flowers. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

Ms. Smith advised the Board there will be Local Mitigation Strategy (LMS) meeting on Wednesday, January 20, 2016 at 10:00 a.m. in the Emergency Operations Center. The LMS will elect a new Chairman and Vice-Chairman and present any new projects for consideration to be included in the LMS list. Commissioner Flowers asked the status on the FRDAP Grant at Sam Atkins Park. Ms. Smith stated the site plans have been received from Preble-Rish, Inc. and waiting on the commencement documents from Department of Environmental Protection.

JOE WOOD – DIRECTOR OF OPERATIONS

Mr. Wood advised the Board he received a letter from June Holley with the Weatherization Assistance Program. Mr. Wood stated Ms. Holley will be in Calhoun County for a Weatherization monitoring visit on January 27-29, 2016 to review records from 2014-2015.

Mr. Wood advised the Board he and Elton McDaniel went to Birmingham to pick up the used bucket truck for the Road Department. Mr. Wood stated the bucket truck has been placed in service by the Road Department.

CARLA A. HAND – CLERK OF COURT AND COUNTY COMPTROLLER

The Clerk advised the Board the Calhoun County Sheriff's Office is requesting two (2) reimbursements from the Crime Prevention Fund: \$375 for WYBT-AM to sponsor November 2015 football games and \$5,288.05 Snowvember Event on November 21, 2015.

- ❖ A motion to pay the two invoices as presented was made by Commissioner Jones and seconded by Commissioner Shelton. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

The Clerk asked the Board to approve and execute two (2) FDLE grant applications for:

1. Two (2) computer terminals and a generator for the Communications Center in the amount of \$42,496 and
2. Drug Enforcement personnel in the amount of \$33,133.
 - ❖ A motion to approve and execute the two (2) FDLE grant applications was made by Commissioner Shelton and seconded by Commissioner Flowers. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

The Clerk asked the Board for their permission to apply for an FDLE grant application for the Sheriff's Department for seven (7) binoculars in the amount of \$1,000.

- ❖ A motion to apply for a \$1000 FDLE grant was made by Commissioner McDougald and seconded by Commissioner Shelton. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

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Sheriff Kimbrel advised the Board the Calhoun County Sheriff Department has requested funds from the Legislature in the amount of \$500,000. Sheriff Kimbrel stated the funds would be used to construct a new kitchen and possibly administrative offices.

Commissioner Flowers asked Sheriff Kimbrel what number do citizens need to call to be placed on the text alert system in case of an emergency. Sheriff Kimbrel stated citizens can call Kim Tanner at 674-9889. (citizens can also register at <https://public.coderedweb.com/cne/en-US/BF7152480A30>)

The Clerk presented the Board for their approval and execution the proposal by the Florida League of Cities, Inc. in the amount of \$6,750. The Clerk stated this to provide the actuarial calculations required by Governmental Accountings Standards Board Statement # 45 to be paid from General Fund account 01513-51331. GASB-45 is an accounting and financial reporting provision requiring government employers to measure and report the liabilities associated with other postemployment benefits such as post-retirement medical insurance.

- ❖ A motion to allow the Chairman to sign the Florida League of Cities, Inc. proposal in the amount of \$6,750 was made by Commissioner McDougald and seconded by Commissioner Jones. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

The Clerk advised the Board OneBlood is requesting permission to hold a blood drive at the Courthouse on March 2, 2016. The Board agreed by consensus to allow OneBlood to hold a blood drive at the Courthouse.

The Clerk advised the Board she received an email from Ms. Traci Hall, Blountstown City Manager, there will be a ground breaking for the Altha Force Main Project (Sewer) on Thursday, January 14, 2016 at 3:00 pm. Ms. Beverly Veress, in attendance at the Board Meeting, stated the ground breaking maybe postponed to Friday, January 15, 2016 due to Senator Montford's availability for attending. Ms. Veress stated the Commissioners will be notified once it is determined.

ATTORNEY FUQUA

Attorney Fuqua advised the Board he is working with Mr. Wood and Mr. Snowden on the road abandonment by the County for the East side of Glory Hill Road to the Scott family. Attorney Fuqua stated he received the legal description and will have the legal document ready for the next Board meeting, January 26, 2016.

COMMISSION TIME

COMMISSIONER MCDOUGALD

Commissioner McDougald advised the Board Phase I of clearing right of way on Grady Burkett Road is complete. Commissioner McDougald asked the Board for their permission to complete Phase II of the project on Grady Burkett Road. The Board agreed by consensus to allow the County to complete the project on Grady Burkett Road.

COMMISSIONER JONES

Commissioner Jones opened the discussion of cutting the trees overhanging power lines on CR 69 once the County has completed the project on Grady Burkett Road. Mr. Wood stated he will follow up with Commissioner Jones.

Commissioner Jones advised the Board a decision needs to be made regarding the Grants Administration applicants. Commissioner Shelton stated he didn't realize Mr. Guilford had stepped in and been filling in for the SHIP and Weatherization departments. Commissioner Shelton stated if Mr. Guilford is still interested in handling the SHIP, Weatherization and RCMP departments then allow him to continue and look into a position more focused toward handling grants. Mr. Wood stated the Road Department will hire someone to handle the spray program and the Airport Grants can be handled in-house until an additional employee is hired to handle grants. Commissioner Brown asked if a grant facilitator would be needed to help the County with grants. Ms. Smith stated there are numerous ongoing grants and compliance requirements are increasing and it would be helpful if there was someone with extensive grant knowledge. There was further discussion of how to handle filling the Grant Administration position.

- ❖ A motion to assign Mr. Guilford the SHIP/Weatherization/RCMP grants, if willing, and re-advertise for a grants position and allow previous applicants to be considered was made by Commissioner Shelton and seconded by Commissioner McDougald. Ms. Baker advised the Board they are missing the point when it comes to SHIP and Weatherization. Ms. Baker stated it is important to have someone to handle the pre and post inspections and surrounding counties contract their pre and post inspections out. The most important thing is grant reporting. Ms. Baker asked the Board if the position of SHIP/Weatherization/RCMP is given to Mr. Guilford does he have to meet the same requirements as the applicants. Mr. Kevin Parrish stated he is deeply saddened by how the Board is handling business within the County. Mr. Kevin Jackson asked the Board how much does it cost to advertise a position in The County Record. There were no further comments. The motion failed 2-3. (Chairman Brown, Commissioner Flowers and Commissioner Jones opposed)

Chairman Brown opened the discussion of tabling this issue until the next Board meeting, January 26, 2016 for further review. Attorney Fuqua asked if the Board would like to hear from Mr. Guilford at the next Board meeting. Ms. Smith stated Mr. Guilford is handling the pre and post inspections and Ms. Sandra Kelly is handling any change orders that may be needed.

- ❖ A motion to select Ms. Carrie Baker to handle SHIP/Weatherization/RCMP was made by Commissioner Jones. The motion died for lack of second.
- ❖ A motion to select Mr. Kevin Parrish to handle SHIP/Weatherization/RCMP was made by Chairman Brown. The motion died for lack of second.
- ❖ A motion to table any decision regarding the Grants Administration position until the next Board meeting, January 26, 2016 was made by Chairman Brown and seconded by Commissioner Flowers. Chairman Brown called for public comment. Ms. Carrie Baker stated the current SHIP/Weatherization/RCMP construction projects are near completion and until the Grants Administration position is filled there will be no new projects awarded. There were no further comments. The motion passed 3-2. (Commissioner Jones and Commissioner McDougald opposed)

COMMISSIONER SHELTON

Commissioner Shelton advised the Board an issue has arisen with the Personnel Policy and how overtime is calculated. (Holiday hours and Paid Time Off (PTO) are not counted as worked hours in calculating overtime pay per the Personnel Policy.) Commissioner Shelton explained Mr. Jody Daniels stepped up and handled the local emergency (flooding event) in Calhoun County very well during Ms.

Smith's absence. Commissioner Shelton stated a holiday fell within each week during the pay period of December 25, 2015 – January 7, 2016 and Mr. Daniels missed out on 16 hours of overtime pay because of the Personnel Policy. Chairman Brown asked Colonel Silcox to explain how the Department of Corrections (DOC) handles overtime and Holidays. Colonel Silcox stated DOC follows the Fair Labor Standards Act and if an employee works a holiday they receive compensatory time; compensatory time is earned as regular or overtime depending upon the actual time worked in a week. Mr. Wood stated the Board could amend the Personnel Policy to count Holiday hours and PTO as worked hours in calculating overtime pay.

- ❖ A motion to amend the Personnel Policy to include PTO and Holiday hours as time worked for calculating overtime and making it retroactive to when Mr. Troy Wood at the Road Department had overtime was made by Commissioner Shelton and seconded by Commissioner McDougald. Chairman Brown called for public comment. Mr. Jackson asked the Board to consider giving employees non-taxable per diem. Ms. Baker stated Mr. Daniels did an excellent job handling the emergency flooding in Calhoun County and suggested the Board make Mr. Daniels an exempt employee. Mr. Wood stated that during a State of Emergency all exempt and non-exempt employees are paid the same for their overtime. There were no further comments. The motion passed 5-0.

COMMISSIONER FLOWERS

Commissioner Flowers had nothing to report.

CHAIRMAN BROWN

The Clerk presented to the Board for their approval a letter of support to the Riparian Counties Stakeholders Coalition.

- ❖ A motion to submit a letter of support to the Riparian Counties Stakeholders Coalition was made by Commissioner Flowers and seconded by Commissioner McDougald. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

There being no further business, the Chairman adjourned the meeting at 8:08 pm.

ATTEST:


CARLA A. HAND, CLERK


MARION "LEE LEE" BROWN, CHAIRMAN