

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR MEETING MINUTES
MARCH 8, 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 COMPTROLLER
TAD SCOTT, DEPUTY SHERIFF**

The meeting held in the Regular Meeting Room was called to order by Chairman Brown at 6:00 p.m., CT. Chairman Brown 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.

APPROVAL OF VOUCHER

- ❖ A motion to approve the minutes and vouchers as published on the agenda (February 23, 2016 Planning Commission Meeting Minutes, February 23, 2016 Emergency Board Meeting Minutes and February 23, 2016 Regular Board Meeting Minutes; vouchers for warrants: 1602-BCC, 1603-MED, 1603-1G, 1603-1RD, 1603-1L, 1603-1E, 1603-1S; payroll warrants: PR15-B40 and PR022516) was made by Commissioner Flowers and seconded by Commissioner Shelton. The motion passed unanimously 5-0. (Vouchers are available in the Clerk's Office)

RALPH YODER – CALHOUN COUNTY SCHOOL SUPERINTENDENT

Mr. Yoder advised the Board the Calhoun County School Board has approved a contract for enhanced internet service for the school district which includes the Calhoun County School Board district office which is located in the basement of the Courthouse. Mr. Yoder asked the Board for their permission for Southern Light, the fiber optic cable installation contractor, to install fiber to the communication room in the basement of the Calhoun County Courthouse.

- ❖ A motion to allow Southern Light to install fiber to the communication room in the basement of the Calhoun County Courthouse was made by Commissioner McDougald and seconded by Commissioner Shelton. The motion passed unanimously 5-0.

PUBLIC HEARING – ORDINANCE 2016-01 (5-YEAR CAPITAL IMPROVEMENTS OF THE COMPREHENSIVE PLAN)

Attorney Fuqua read Ordinance 2016-01 by title.

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ORDINANCE 2016-01

AN ORDINANCE OF THE CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS, AMENDING THE BOARD OF COUNTY COMMISSIONER'S 5-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS OF THE CALHOUN COUNTY COMPREHENSIVE PLAN PURSUANT TO THE LOCAL GOVERNMENT COMPREHENSIVE PLANNING AND LAND DEVELOPMENT REGULATION ACT (Chapter 163, Part II, FLORIDA STATUTES); INCLUDING THE FIVE YEAR WORK PLAN FOR THE CALHOUN COUNTY SCHOOL BOARD: PROVIDING FOR PURPOSE AND INTENT; PROVIDING FOR THE ADDITION OF SPECIFIC INFRASTRUCTURE CAPITAL IMPROVEMENTS; PROVIDING FOR APPLICABILITY AND EFFECT; PROVIDING FOR A COPY ON FILE; PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED by the Calhoun County Board of County Commissioners:

WHEREAS, Chapter 125, Florida Statutes, empowers Calhoun County Board of County Commissioners to prepare and enforce comprehensive plans for the development of the Town; and

WHEREAS, Section 163.3161 through 163.3215, Florida Statutes, the Local Government Comprehensive Planning and Land Development Regulation Act, empowers and requires the Calhoun County Board of County Commissioners to (a) plan for the County's future development and growth; (b) adopt and amend the comprehensive plans, or elements or portions thereof, to guide the future growth and development of Calhoun County; and

WHEREAS, pursuant to Section 163.3174(1), Florida Statutes, the Calhoun County Board of County Commissioners has designated themselves as the Local Planning Agency for the Calhoun County; and

WHEREAS, supporting data and analysis documentation was prepared as background and justification for the revised Capital Improvements Schedule amendment; and

WHEREAS, the Calhoun County Board of County Commissioners has prepared and proposed amendment and recommended approval of the amendment to the Calhoun County Board of County Commissioners; and

WHEREAS, pursuant to Section 163.3177(3)(b), Florida Statutes, the Calhoun County Board of County Commissioners acting as the planning agency, Florida held a public hearing the date of adoption below, on the proposed amendments to the Capital Improvements Schedule, with due public notice having been provided, to obtain public comments; and

WHEREAS, in exercise of its authority, the Calhoun County Board of County Commissioners, has determined it necessary and desirable to adopt the amended Capital Improvements Schedule to encourage the most appropriate use of land, water and resources, consistent with the public interests; and deal effectively with future issues that may result from the use and development of land within Calhoun County, Florida.

NOW, THEREFORE, BE IT ORDAINED BY CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS, FLORIDA, that:

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Section 1 – Purpose and Intent This Ordinance is enacted to carry out the purpose and intent of, and exercise the authority set out in it, the Local Government Comprehensive Planning and Land Development Act, Sections 163.3161 through 163.3215, Florida Statutes, and Chapter 125, Florida Statutes, as amended.

Section 2 The Calhoun County, Florida's 5-Year Schedule of Capital Improvements of the 2016-2020 Calhoun County Comprehensive Plan is hereby amended and updated to include the following:

5-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS

See Exhibit "A" which is inclusive of the Calhoun County School Board's five-year plan. Said School Board work plan shall be funded with funds from the Calhoun County School Board.

Section 3 – Applicability and Effect The applicability and effect of the Calhoun County Comprehensive Plan shall be as provided by the Local Government Comprehensive Planning and Land Development Act, Sections 163.3161 through 163.3215, Florida Statutes, and this Ordinance

Section 4 – Severability If any section of this ordinance or any portion hereof be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder as a whole or as to any part, other than the part declared to be invalid.

Section 5 – Copy on File A certified copy of the enacting Ordinance, as well as certified copies of the Calhoun County Comprehensive Plan and Future Land Use Map as amended, shall be filed with the Clerk of Court, and copies shall be made available to the public for a reasonable publication charge.

Section 6 – Effective Date Pursuant to Section 163.3184, Florida Statutes, this Ordinance and the amended version of the Calhoun County Comprehensive Plan shall not become effective until the Plan has been determined to be In-Compliance; the 21-day period for affected parties to file a petition has expired, and the Ordinance has been officially filed with the Secretary of State.

PASSED AND DULY ADOPTED, WITH A QUORUM PRESENT AND VOTING, THIS THE 8TH DAY OF MARCH, 2016 BY A VOTE OF 5 TO 0 OF THE CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS.

- ❖ A motion to approve Ordinance 2016-01 for the 5-Year Capital Improvement Comprehensive Plan was made by Commissioner McDougald and seconded by Commissioner Flowers. The motion passed unanimously 5-0.

DEBBIE BELCHER – FAIR HOUSING "WORKSHOP"

Ms. Belcher presented a fair housing information session. It consisted of

1. Introduction to fair housing laws
2. Federal fair housing laws and enforcement
3. Florida fair housing laws and enforcement
4. Local fair housing ordinance
5. Housing discrimination complaints
6. Fair housing literature
7. Questions and answers

Ms. Belcher provided the Board and the audience with a page on the Florida Commission on Human Relations Fair Housing Services, a 2-page "Basic Facts About the Federal Fair Housing Act", gave examples of discrimination, and told how the laws are enforced.

Ms. Belcher invited questions from the audience. Ms. Teresa Boyd asked if Ms. Belcher was talking about housing. Ms. Belcher stated she was talking about housing.

CDBG GRANT APPLICATION PUBLIC HEARING

Chairman Brown opened the CDBG Grant Application Public Hearing.

Ms. Belcher announced that the Calhoun County Board of County Commissioners is eligible to apply to the Florida Department of Economic Opportunity for a federal fiscal year 2015 Small Cities Community Development Block Grant of up to \$750,000. The money comes from the U. S. Department of Housing and Urban Development (HUD) to the state, and the state has a highly competitive process for small cities and counties to apply. Projects must be in the unincorporated areas of the County. The odds of receiving the grant are not very good this year, due to the County's Community Wide Needs Score of only 99.17. However, the County should try because last year the County missed funding by only about 3 points.

There are 4 CDBG grant categories: Neighborhood Revitalization, Housing, Commercial Revitalization, and Economic Development. The County would not be competitive in the Commercial Revitalization category. The Economic Development category can be applied for if an eligible job-producing or job-saving project arises. The County must choose whether to apply for Neighborhood Revitalization or Housing.

The Housing category grant is for rehabilitating or replacing homes occupied by income eligible residents. Neighborhood Revitalization grants mainly fund water, sewer, drainage and new paving in neighborhoods where a majority of the residents have incomes less than 80% of the area median income.

Ms. Belcher reported that the County has submitted applications during the past 3 cycles for paving dirt roads that have been damaged by storms. She provided a list of what was included in the last application, noting that some of the FEMA repairs have been made. Cost estimates will have to be updated. Some of the scheduled FEMA DR4177 projects and staff time may be counted as all or a portion of the \$50,000 leverage funding.

Chairman Brown asked for Public Comments:

Mr. Jesse Boyd asked about why nothing has been done on the south side. Ms. Belcher asked if he was referring to the City of Blountstown, and when told that he was, Ms. Belcher suggested that he contact the City because the state rules do not allow the County to work in the City. Commissioner McDougald said the City has received CDBG funds.

Ms. Kelly Dunn said she thought money should be provided for down payments on new homes. Ms. Belcher said the County SHIP program can fund down payments, and CDBG does not provide funding for new home construction except as replacement housing. Ms. Dunn stated the County should fund improvements to rental housing, and Ms. Belcher said rehabilitation of rental housing is eligible but some owners do not like the constraints placed on use of CDBG funds.

Ms. Dunn stated property could be rehabilitated and “flipped” to bring in more money for projects and raising the tax base. Ms. Belcher said the housing must benefit low/moderate income people, and prices must be affordable, and that CDBG program income has to be returned to the state.

Ms. Carrie Baker asked if Calhoun County has ever applied for CDBG funding for housing rehabilitation. Ms. Belcher stated Calhoun County has applied for CDBG funding for housing rehabilitation several years ago but she is not sure what has been done since then.

REPORT FROM CDBG CITIZEN ADVISORY TASK FORCE (CATF)

Ms. Belcher reported that the County’s CDBG grant Citizen Advisory Task Force met this afternoon at 4:00 p.m. All (5) five members were present. They considered the grant application categories, and various community development needs. After detailed discussion about the last CDBG application, the members voted to recommend that the County apply for a Neighborhood Revitalization CDBG grant, to include the road paving projects previously submitted, to the extent feasible.

Chairman Brown called for final comments.

Ms. Carrie Baker asked who is on the Citizen Advisory Task Force. Ms. Belcher gave the names of the five members: Angie Smith (Staff), Durwin Goodman, Greg Burkett, June Clemons, and Melissa Pitts.

There being no further comments, Chairman Brown closed the public hearing.

SELECTION OF CDBG PROJECT FOR FEDERAL FISCAL YEAR 2016 FUNDING

Ms. Belcher asked the Board to consider the comments from the public hearing, the CATF recommendation, and other requests by citizens, and decide which grant application category to apply for.

- ❖ A motion to accept the Citizen Advisory Task Force recommendation to apply for a Neighborhood Revitalization CDBG grant, to include the road paving projects from the previous application to the extent feasible was made by Commissioner McDougald and seconded by Commissioner Shelton. The motion passed 4-1. Commissioner Jones opposed.

JAMES COOPER – ANNUAL CAR SHOW

Mr. Cooper asked the Board to continue to allow the Car Show at Cooper Park for the children. Mr. Cooper stated they plan on having a security detail which will consist of deputies to assist with any issues that may arise.

TERESA BOYD – 6TH ANNUAL CAR SHOW-COOPER’S PARK

Ms. Boyd asked the Board for their approval to hold the 6th Annual Car Show at Cooper’s Park on March 27, 2016 (Easter Sunday) from 4:00pm – 9:00pm.

MARGARET BUSH – DISCUSSION OF ANNUAL CAR SHOW

Ms. Bush expressed concerns with how the Board handled the decision making of the Annual Car Show.

Mr. Jesse Boyd asked the Board why can’t they hold the Annual Car Show. Mr. Boyd stated the County holds Goat Day, Annual Wildflower Festival, and Black History.

Ms. Black stated it is important the children of the community realize there are adults on whom they can depend. Ms. Black stated there is nothing for the children to do.

Ms. Marjorie Peterson stated the Annual Car Show could be a very good thing if handled right.

KEVIN JACKSON – PROPOSED POLICY AND RULES USED DURING FEBRUARY 23RD BOARD MEETING

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

Chairman Brown called for break at 7:10 p.m.; the meeting reconvened at 7:26 p.m.

SANDRA KELLY – STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM (SHIP) AND RESIDENTIAL CONSTRUCTION MITIGATION PROGRAM (RCMP) PROCEDURES

Ms. Kelly presented the Board with a Change Order (SHIP Project) from Gulf Coast Home Solutions, LLC for the L. Prescott project for an increase of \$2,200. (new contract amount \$28,100.00) Ms. Kelly stated the change order is for materials and labor to install a handicap ramp.

- ❖ A motion to accept the SHIP Change Order with Gulf Coast Home Solutions, LLC 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. Kelly asked the Board for their permission to put into place temporary procedures for expediting the procurement of contractors for approved RCMP projects as recommended by the State of Florida Department of Emergency Management. Ms. Kelly explained DEM approves the bids/scope of work submitted by the contractor (lowest responsive bidder). (The mandatory grant closeout date is June 30, 2016 and time is of the essence.)

- ❖ A motion to accept the RCMP recommendation was made by Commissioner McDougald and seconded by Chairman Brown. Chairman Brown called for public comment. Ms. Carrie Baker asked how will the County be notified of the application process. Ms. Kelly stated they will go through the applications on hand and if funds are still available solicit for more applications. Ms. Baker stated she will help find applicants. There were no further comments. The motion passed unanimously 5-0. Commissioner Brown asked Ms. Kelly to email him the procedures recommended by DEM for RCMP.

ANDY WALDORFF – AMBULANCE DIRECTOR

Commissioner Flowers stated the Board is in support of the Ambulance Service and the Calhoun-Liberty Hospital. Commissioner Shelton opened the discussion of the substantial increase in the salaries compared to the prior year. Mr. Andy Waldorff stated the increase is due to bringing on and staffing a third Ambulance for the County. Mr. Waldorff stated Mr. Nathan Ebersole, Chief Financial Officer of Calhoun-Liberty Hospital, is better qualified to explain the financial information. Commissioner Flowers recommended inviting Mr. Ebersole to attend the next Board meeting on March 22, 2016 and give an Ambulance Financial Report.

The Board agreed by consensus to ask Mr. Ebersole to come to the second Regular Meeting in April to discuss the March 31, 2016 Quarterly Financial Report.

Commissioner Shelton stated he has received several reports of ambulances being used for other than work with sightings at the Dollar Store and at homes of relatives when the ambulance is not on a call. Commissioner Shelton asked what is the Ambulance Services policy regarding this issue. Mr. Waldorff

2. CR 287 SCOP – The contractor has completed applying the surface course of asphalt throughout entire project and is currently working on punch list items. There are 11 days remaining on the contract.
3. Walter Potts Box Culvert/FEMA DR4177 – The contractor has completed all concrete and asphalt for the project and the road has been temporarily opened to traffic using temporary barriers as guardrails. There are 18 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 asked the Board to allow C.W. Roberts Contracting, Inc. to approve a Change Order substituting the seed and mulch for sod for the SCOP Cain Road project for zero-dollars.

- ❖ A motion to allow the change out from seed and mulch to sod 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.

Mr. Stanley presented to the Board for their approval and execution Resolution 2016-4 to apply for a grant from the State of Florida Fish and Wildlife Conservation Commission for boating improvements at Neal Landing.

RESOLUTION 2016-4

A RESOLUTION OF CALHOUN COUNTY, FLORIDA TO APPLY FOR A GRANT FROM THE STATE OF FLORIDA, FISH AND WILDLIFE CONSERVATION COMMISSION FOR BOATING IMPROVEMENTS AT NEAL LANDING.

WHEREAS, CALHOUN COUNTY desires to apply for a grant for boating improvements at Neal Landing, Blountstown, Florida; and

WHEREAS, this grant will enable the County to provide better facilities for the boating public and improve the access to the Apalachicola River; and

WHEREAS, there are numerous administrative forms and applications to be signed in connection with this grant,

NOW THEREFORE, BE IT RESOLVED BY THE CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS that the Emergency Management Director of Calhoun County, Florida is hereby authorized to apply for the grant by completing the application forms and executing required documentation with the Florida Fish and Wildlife Conservation Commission and any other agencies on behalf of Calhoun County, Florida.

DULY PASSED AND ADOPTED by the Calhoun County Board of County Commissioners this 8th day of March, 2016.

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- ❖ A motion to adopt Resolution 2016-4 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.

Mr. Stanley advised the Board the application cycle for SCOP/SCRAP/CIGP is beginning. Mr. Stanley asked the Commissioners to think about potential projects for these Florida Department of Transportation programs for discussion and consideration at the next meeting.

Mr. Stanley advised the Board Florida Department of Transportation (DOT) has changed its policy and doesn't allow the same firm who handles the design of projects to inspect the projects. Mr. Stanley recommended the Board consider advertising for a Construction Engineer to handle inspections. Mr. Stanley stated he is currently working on surveying and the designs of last year's SCOP/SCRAP/CIGP projects and the County will need to select another firm to handle the inspections. There was discussion by the Board of in-house inspections by a Board employee. Mr. Stanley stated he would ask DOT whether or not in-house inspections are billable to the grant.

ANGIE SMITH – EMERGENCY MANAGEMENT DIRECTOR

Ms. Smith advised the Board she received the Notice to Proceed for the Sam Atkins Park Phase V and Phase VI.

Ms. Smith asked the Board for their permission to set aside the procurement policy to purchase the playground equipment at Neal Landing through the State contract.

- ❖ A motion to set aside the procurement policy was made by Commissioner Shelton and seconded by Commissioner Jones. 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 approval and execution the 2016 Department of Homeland Security (DHS) Grant exercise agreement with Kratos Digital Fusion Solution, Inc. in the amount of \$15,750.

- ❖ A motion to approve and execute the DHS grant exercise agreement 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.

Ms. Smith opened up the discussion of the roles and responsibilities of Emergency Management during an emergency event. Ms. Smith stated Emergency Management coordinates operational response during an emergency event. Commissioner Jones asked Ms. Smith what occurred to bring up this issue. Ms. Smith stated Mr. Jody Daniels was called out by the Calhoun County Sheriff's Department during the emergency event which occurred on February 23, 2016. Ms. Smith stated this could have created a hardship if the emergency event would have had to be extended into the next day because she would have needed Mr. Daniels in the office. There was discussion of how the protocol of notifications should be handled. Mr. Wood summarized protocol for Emergency events occurring in the future. All Emergency Management Personnel are to keep each other informed to the extent possible of their whereabouts during an Emergency especially during an extended Emergency event. Short-term emergencies do not always permit time for notification during the event. The Board and the Emergency Management Director agreed Mr. Daniels should be paid for callout by the Sheriff's Department from Emergency Management Local budgeted funds.

JOE WOOD – DIRECTOR OF OPERATIONS

Mr. Wood advised the Board the Road Department is in need of a Semi truck to haul heavy equipment. Mr. Wood stated Mr. Bill Atkins has located a 2007 International truck in the amount of \$43,000.

- ❖ A motion to allow the purchase of a Semi truck in the amount of \$43,000 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. Wood advised the Board he received a phone call from a citizen requesting permission to install a solar farm on 240 acres at the end of Laramore Road and Lamb Eddy Road. The Attorney stated he will research whether a solar farm is an agricultural land use but noted such land use will likely require a Large Scale Amendment to the Comprehensive Plan. Commissioner McDougald stated he would like to have Mr. Wood do some more research and invite the citizen to address the Board.

Mr. Wood advised the Board there has been some safety concerns with the Maintenance of Traffic (M.O.T.) on several ongoing projects. Attorney Fuqua asked the Board to allow him to look at the standard contract and recommend changes to the contract for future projects concerning M.O.T. compliance. The Board asked Attorney Fuqua to report back at the next meeting on contract changes necessary to enforce M.O.T. safety issues.

Mr. Wood discussed the County's local bidder preference ordinance adopted in 2000. Mr. Wood asked the Board for their determination of how to apply the local bidder preference noting over the years it has not been consistently applied. There have been times the local bidder is allowed to charge up to 5% more than the lowest bidder and there have been times when the local bidder had to match the lowest bid.

- ❖ A motion to define the local bidder preference as an offer to the lowest local bidder to match the lowest bid as long as the local bidder is within 5% of the lowest bid was made by Chairman Brown and seconded by Commissioner Shelton. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

Mr. Wood opened the discussion of hiring someone as a Grants Coordinator to assist with administrating grants for the County. Mr. Wood stated the Grants Coordinator needs to be a highly qualified person. There was further discussion of what kind of qualifications the applicant must have and the salary range.

- ❖ A motion for the Board of County Commissioners to hire a Grants Coordinator position was made by Commissioner Shelton. The motion died for lack of second.

The Clerk stated this position will be paid from different funding sources and provided the Board with a job advertisement for a similar position recently published in the Tallahassee Democrat noting this should be a management level position. Commissioner McDougald recommended the Board members talk to Clerk Hand, Ms. Kathy Stewart, Ms. Angie Smith and Mr. Joe Wood and bring a recommendation back before the Board at the next Board meeting, March 22, 2016. The Board agreed by consensus for the Commissioners to discuss with Clerk Hand, Ms. Stewart, Ms. Smith and Mr. Wood and bring a recommendation back before the Board at the next Board meeting, March 22, 2016.

CARLA A. HAND – CLERK OF COURT AND COUNTY COMPTROLLER

The Clerk asked the Board for their permission to pay the match for the new ambulance (EMS Grant) and deduct the match from the monthly remittance for ambulance services to Calhoun-Liberty Hospital over a two (2) month period. This was requested by Mr. Ebersole of Calhoun-Liberty Hospital to help with the current cash flow issue.

- ❖ A motion to allow the Clerk to pay the match and deduct from the monthly remittance over a two (2) month period was made by Commissioner McDougald and seconded by Commissioner Flowers. The motion passed unanimously 4-1. (Commissioner Shelton opposed)

The Clerk presented to the Board for their approval and permission to execute a match commitment for the donation of building space to the Calhoun County Senior Citizens Association from January 1, 2016 through December 31, 2016 of \$4,133.29.

- ❖ A motion to approve the match commitment letter for Calhoun County Senior Citizens was made by Commissioner Shelton and seconded by Commissioner McDougald. The motion passed unanimously 5-0.

The Clerk presented to the Board for their approval and permission to execute a Memorandum of Understanding (MOU) between Calhoun County Board of County Commissioners the Weatherization Assistance Program Provider (WAP) and Capital Area Community Action Agency the Low Income Energy Assistance Program Provider (LIHEAP). The MOU is to set forth the conditions for coordination of services to benefit Calhoun County households which are eligible for LIHEAP and WAP.

- ❖ A motion to approve and execute a MOU between the Calhoun County Board of County Commissioners and the Capital Area Community Action Agency was made by Commissioner McDougald and seconded by Commissioner Flowers. The motion passed unanimously 5-0.

ATTORNEY FUQUA

Attorney Fuqua presented to the Board for their approval and permission to execute the revised Calhoun County Public Participation Policy.

CALHOUN COUNTY PUBLIC PARTICIPATION POLICY

As used herein the term "The Board" shall refer to the Board of County Commissioners for Calhoun County, Florida as well as any committees/boards or agencies of the Board of County Commissioners which are subject to the Florida Public Records Law.

WHEREAS, the Board encourages public participation in the affairs of local government; and

WHEREAS, the Board wishes to allow orderly consideration of the public's concerns and comments regarding matters of local interest; and

WHEREAS, Florida Statute 286.0114 directs local governments to formulate a policy for public comments:

IT IS THEREFORE RESOLVED that the following shall serve as Calhoun County Board of County Commissioners' Public Participation Policy:

APPLICABLE MEETINGS

This policy shall apply to all meetings of the Board. Unless exempted by Florida Statutes, all meetings of the foregoing are subject to the Florida Open Meeting Law commonly referred to as the Sunshine Law. The foregoing notwithstanding, the requirements set forth in this policy do not apply to:

- A. An official act that must be taken to deal with an emergency situation affecting the public health, welfare or safety if compliance with the requirements would cause an unreasonable delay in the ability of the board or commission to act; or,
- B. An official act involving no more than a ministerial act, including but not limited to approval of minutes and ceremonial proclamations; or,
- C. A meeting that is exempt from the Florida Government in the Sunshine Law; or,
- D. A meeting during which the Board of County Commissioners is acting in a quasi-judicial capacity, as the rights of persons to be heard during quasi-judicial hearings shall be as provided for by applicable law.

PROCEDURE

Items on the Agenda

In order to speak about a matter on the agenda a speaker should fill out a speaker's request form and submit it to the recording clerk prior to the commencement of the meeting at which the speaker wishes to address the board.

Unless extended by the board, all speakers are limited to three minutes and requested to address topics which are relevant to the board and County business. It is the in the discretion of the Chair to determine the relevancy of the matter brought before the board.

Non-Agenda Items

Members of the public wishing to address the Board and/or have an item added to the agenda should contact the Calhoun County Clerk's office five days' prior the meeting. The Clerk's office shall prepare and distribute the agenda prior to the board meeting. Each speaker shall be allowed three minutes to address the board unless the time is extended by the board.

If a matter comes to the board for a vote and the particular matter is not on the agenda, those wishing to speak may address the Chair for permission to address the matter after there has been a motion and a second.

Decorum

The following provisions are designed to promote the orderly and efficient conduct of public meetings and not to regulate speaker content beyond the limits allowed by law. The Board may, but is not required to, designate a parliamentarian to assist in the orderly conduct of the meeting. The parliamentarian's direction shall be advisory only and not binding on the Board.

1. Citizen's remarks should be directed to the presiding officer of the Board as a whole and not to individual Board members. Speakers may not address Board members by name and personal attacks against individual Board members, the Board as a whole, or County staff are prohibited.

2. Speakers commenting on agenda items shall confine their comments solely to the agenda item being discussed. During the public hearing, speakers must limit their remarks to matters related to the business of the County. Unless it is an agenda item, speakers are prohibited from discussing their own pending court cases and filed claims or complaints against the County or County personnel. Similarly, employees are prohibited from discussing any disciplinary matter that affects them individually unless it is an agenda item.
3. Speakers may not use any form of profanity or loud abusive comments.
4. Any action or noise that causes or creates an imminent threat of a disturbance or disruption, including but not limited to, clapping, applauding, heckling, shouting comments from the audience, or verbal outbursts in support or opposition to a speaker or his/her remarks is prohibited. No signs or placards shall be allowed in the Board meeting. Persons exiting the Board meeting shall do so quietly.
5. The Chair may notify and warn speakers that their comments have gone beyond the subject matter for which they had signed up to address, address matters that are not related to the business of the County, constitute personal attacks on individuals or otherwise violate this policy. The Board may, in its discretion, appoint a parliamentarian to maintain order in the proceedings. The parliamentarian's comments are advisory to the board and not mandatory.
6. The Chair may turn off the microphone or recess the meeting if a speaker persists in addressing irrelevant topics or engaging in personal attacks. The Chair has the authority after one warning to order the removal of the speaker from the meetings.

Following a warning, any person making impertinent or slanderous remarks or engages in boisterous behavior which the Chair or the board determines constitutes an actual or an imminent threat of a disturbance or disruption shall be barred from further appearance before the Board for the balance of the meeting.

7. Personal cellular telephone conversations while in the room when the Board meeting is being conducted is not permitted. Such conversations are permitted only during meeting breaks or recess. Ringers must be set to silent mode to avoid disruption of proceedings. Individuals, including those on the dais, must exit the chambers to answer incoming cell phone calls.

Adopted this 8th day of March, 2016 by a vote of 5 to 0.

- ❖ A motion to accept the revised Calhoun County Public Participation Policy was made by Commissioner McDougald and seconded by Commissioner Flowers. The motion passed unanimously 5-0.

Attorney Fuqua advised the Board a policy or Ordinance needs to be in place for the private use of County parks. Attorney Fuqua stated he would draft a policy or Ordinance for the Board's consideration at the next Board meeting, March 22, 2016. Attorney Fuqua stated in the meantime the Board needs to appoint a designee on behalf of the Board of County Commissioners to speak with the Calhoun County Sheriff's Office to bring order to any chaos that may arise at County parks. Attorney Fuqua suggested the Board appoint Mr. Joe Wood, Director of Operations, as the liaison between the Board of County Commissioners and the Calhoun County Sheriff's Office if there is any improper use of County Parks.

- ❖ A motion to appoint Mr. Joe Wood, Director of Operations, as the liaison between the Board of County Commissioners and the Calhoun County Sheriff's Office was made by Commissioner McDougald and seconded by Commissioner Shelton. Chairman Brown called for public comment. A concerned citizen asked if Mr. Wood would have to personally observe something

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going on before calling Calhoun County Sheriff's Office. There were no further comments. The motion passed unanimously 5-0.

COMMISSION TIME

COMMISSIONER MCDUGALD

Commissioner McDougald advised the Board he attended a Strategic Planning session with Opportunity of Florida. Commissioner McDougald stated this session was to define steps to help with job creations.

Commissioner McDougald opened the discussion of the Building Inspector position. Commissioner McDougald recommended each Commissioner talk with Mr. Guilford and come back to the next Board meeting, March 22, 2016 with their recommendation (if any) of additional pay rate changes for additional duties (SHIP/Weatherization/RCMP) assumed by Mr. Guilford. Commissioner Shelton stated he thought Mr. Guilford's pay rate change was resolved during the last Board meeting, February 23, 2016. Mr. Wood stated Mr. Guilford has agreed to perform the additional duties until the next Board meeting, March 22, 2016 so he can address the Board with his pay rate concerns.

COMMISSIONER JONES

Commissioner Jones opened the discussion of the water at Hugh Creek Library. Mr. Wood advised the Board the chlorine pump has gone out and another one has been ordered.

Mr. Wood also gave an update on the pipe bursting on the fire control system stating it is in the process of being repaired.

COMMISSIONER SHELTON

Commissioner Shelton had nothing to report.

COMMISSIONER FLOWERS

Commissioner Flowers opened the discussion regarding the culvert on the road behind Calhoun-Liberty Abstract Company. Mr. Wood stated the culvert has been replaced.

Commissioner Flowers asked Mr. Wood to contact Waste Pro with citizen concerns that have recently been reported.

Commissioner Flowers asked if the transformer at Sam Atkins Park has been replaced. Mr. Wood stated there were two (2) issues: a breaker and a transformer. Mr. Tim Jenks stated both would be fixed within a couple of days.

CHAIRMAN BROWN

Chairman Brown nominated Kevin Parrish as the District One IDA Board representative. Chairman Brown stated Mr. Kevin Parrish will attend the next Board meeting, March 22, 2016 for the Oath of Office to be administered.

- ❖ A motion to appoint Kevin Parrish as the District One IDA Board representative was made by Chairman Brown and seconded by Commissioner Shelton. The motion passed unanimously 5-0.

There being no further business, the Chairman adjourned the meeting at 11:12 p.m.

Marion L. Brown
MARION "LEE LEE" BROWN, CHAIRMAN

ATTEST:

Carla A. Hand
CARLA A. HAND, CLERK

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