

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR MEETING MINUTES
MARCH 22, 2016**

PRESENT AND ACTING:

**MARION "LEE LEE" BROWN, CHAIRMAN
WOODROW "LEE" SHELTON, VICE-CHAIRMAN
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 6:00 p.m., CT. Chairman McDougald 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.

KYLE HIGHTOWER – TRANE REPRESENTATIVE

Mr. Hightower gave the Board a handout regarding the Calhoun County Courthouse cooling tower system replacement. Mr. Hightower advised the Board the Calhoun County Courthouse cooling tower is in need of replacing. Mr. Hightower stated TRANE will come in and demolish everything from the old building, concrete, tower, electrical and water piping and replace with new equipment in the amount of \$328,417. Commissioner Brown asked approximately how long will it take to install new equipment. Mr. Hightower stated it will take approximately (5) five weeks and this will include the demolition of the old building and replacing all components which will also include a temporary cooling tower system during the replacement of the old system. Mr. Tim Jenks stated that once the cooling tower has been replaced then improvements can begin within the Courthouse. Mr. Joe Wood stated the Judicial System occupies the second floor of the Courthouse so 25% will come from the Courthouse Facility funds. The Clerk stated the Board has available funds of \$312,161 in the General Fund's Reserve for Contingencies.

- ❖ A motion to set aside the procurement policy (Emergency – sole source provider) 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 4-0.

- ❖ A motion to accept TRANE's proposal 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 4-0.

APPROVAL OF VOUCHER

- ❖ A motion to approve the minutes and vouchers as published on the agenda (March 8, 2016 Planning Commission Meeting Minutes, March 8, 2016 Regular Board Meeting Minutes and March 11, 2016 Emergency Board Meeting Minutes; vouchers for warrants: 1603-GS, 1603-2G, 1603-RDS, 1603-RD1,

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1603-2RD, 1603-2L, 1603-2E, 1603-2ES, 1603-2MH, 1603-2S; payroll warrants: PR16-B01 AND PR031016) was made by Commissioner Jones and seconded by Commissioner McDougald. The motion passed unanimously 4-0. (Vouchers are available in the Clerk's Office)

JAMES COOPER – ANNUAL CAR SHOW

Mr. Cooper advised the Board the Car Show will be held at the old Blountstown Middle School which is now owned by North Florida Child Development, Inc. Mr. Wood stated the property is privately owned and is within the City of Blountstown's jurisdiction. Attorney Fuqua stated this is out of the Board's hands if the Car Show is held on private property within the City's jurisdiction.

MARGARET BUSH – DISCUSSION OF ANNUAL CAR SHOW

Ms. Bush advised the Board Sheriff Kimbrel will provide security detail for the Car Show. Ms. Bush stated the Car Show has been cancelled for March 27, 2016 due to upcoming weather and will be rescheduled at a later date.

KEVIN JACKSON – ENTRY OF FEBRUARY 9TH MEETING NOT BEING RECORDED

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

TERESA BOYD – GATES LOCKED AT CLAY MARY PARK

Ms. Boyd addressed the Board with concerns regarding the gates being locked at Clay Mary Park. Mr. Wood stated back in 1991 the Board acquired Clay Mary Park and the Kinard Community Center. Ms. Geraldine Sherrod came before the Board and asked to declare Clay Mary Park as a Black Historical District and asked permission to apply for grants for Clay Mary Park to do some renovation. There was further discussion of how citizens get permission to utilize Clay Mary Park. Chairman Brown stated he would look into this issue and get back with Ms. Boyd.

FLORIDA ASSOCIATION OF COUNTIES TRUST – JOHN PAT THOMAS/KEN MONEGHAN

Mr. Thomas advised the Board Pat Thomas Insurance is the insurance agent for the County for Workers Compensation, Liability, Auto and Property insurance through the Florida League of Cities and the Florida Association of Counties Trust (FACT). Mr. Thomas thanked the Board for their partnership and reminded the Board they are available to answer any questions they may have.

Mr. Moneghan thanked the Board for being in partnership with FACT. Mr. Moneghan explained to the Board several programs FACT has to offer.

MARGIE LARAMORE, SUPERVISOR OF ELECTIONS – UPDATE ON VOTER EQUIPMENT

Ms. Laramore advised the Board the County is required to purchase new voting equipment by 2020. Ms. Laramore stated Mr. John Boynton, Assistant Secretary of State stated if the Board decides to wait to purchase the voting equipment they will only lose one (1) year of the reimbursement from the five (5) year reimbursement grant. Ms. Laramore stated since the County would not have to pay the service agreement until the equipment was purchased a delay would not cost the County. Ms. Laramore (is not seeking re-election) recommended the Board delay the decision and allow the new Supervisor of Elections to select the new voting equipment. Commissioner McDougald stated he would like to see if voters would allow additional precincts to be closed by placing the matter on the November General Election as a straw ballot item. (In hopes of reducing the cost of elections and of new voting equipment.)

- ❖ A motion to allow Attorney Fuqua to draft a straw ballot for closing some voting locations was made by Commissioner McDougald. There was further discussion of drafting a straw ballot for

closing some precincts or voting locations. Commissioner Jones recommended Ms. Laramore gather figures together and present to the Board.

BOB FLECK – IDA BOARD CHAIRMAN

Mr. Fleck advised the Board the asphalt paving for the South Taxiway Development Project has been delayed due to rainy weather and paving of the test strip has been scheduled for Monday, March 28, 2016, if the test strip passes inspection then the Taxiway will be paved Tuesday and Wednesday, March 29-30, 2016.

Mr. Fleck advised the Board the IDA Board met and approved to allow parking at the Industrial Park during the God and County Fireworks show at the Tri-County Agricultural Pavilion on Sunday, July 3, 2016. (2nd annual event sponsored by area Churches)

Mr. Fleck presented to the Board for their approval and execution Change Order #2 with Gulf Coast Utility Contractors Inc. (GCUC) for a time extension of 34 days for the South Taxiway Development Project extending the contract until May 29, 2016.

- ❖ A motion to approve Change Order #2 with GCUC for an additional 34 days was made by Commissioner Shelton and seconded by Commissioner Jones. The motion passed unanimously 4-0.

DONALD STANLEY – PREBLE-RISH – COUNTY ENGINEER

Mr. Stanley advised the Board Preble-Rish, Inc. will be merging with Dewberry on April 1, 2016. Mr. Stanley stated Preble-Rish, Inc. has been teaming with Dewberry the last two (2) years and has been pleased with the success. Dewberry does a lot of Federal Engineering projects including FEMA and will be able to provide additional services for the County such as Architectural Services, Mechanical Engineering and Electrical Engineering. Mr. Stanley stated nothing will change on the local level as he will continue to be the County Engineer.

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

1. Cain Road SCOP/FEMA DR4177 – The contractor started placing sod/seed and mulch throughout the project. The contractor also installed all the planned roadway signage for the project. There are 39 days remaining on the contract.
2. Walter Potts Box Culvert/FEMA DR4177 – The contractor is currently waiting on new guardrails to be delivered and installed as well as rip rap. There are 4 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 presented to the Board for their approval and execution Resolution 2016-5 to support construction of a sidewalk along State Road 71 to connect to the existing sidewalk in front of the Dollar General to Bodiford/Ogelsby Road and from there along Bodiford/Ogelsby Road to the Altha City Park.

RESOLUTION 2016-5

**A RESOLUTION BY THE CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS,
CALHOUN COUNTY, FLORIDA, TO SUPPORT CONSTRUCTION OF A SIDEWALK ALONG**

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STATE ROAD 71 TO CONNECT TO THE EXISTING SIDEWALK IN FRONT OF THE DOLLAR GENERAL TO BODIFORD/OGELSBY ROAD AND FROM THERE ALONG BODIFORD/OGELSBY TO THE ALTHA CITY PARK.

WHEREAS, the Calhoun County Community Safety Team proposes the construction of a sidewalk along State Road 71 to connect to the existing sidewalk in front of the Dollar General to Bodiford/Ogelsby Road and from there along Bodiford/Ogelsby Road to the Altha City Park.

WHEREAS, the Center for Disease Control (CDC) encourages people to walk for fitness, transportation and fun; and

WHEREAS, MAP-21, the Moving Ahead for Progress in the 21st Century Act (P.L. 112-141), was signed into law by President Obama on July 6, 2012, to address growing concerns about air quality, open space, and traffic congestion. The Transportation Alternative Program (TAP) strengthens the cultural, aesthetic, and environmental aspects of the Nation's intermodal transportation system, and

WHEREAS, the County encourages schools to be located in areas where infrastructure exists with available capacity, including where existing pedestrian systems are in place to encourage bicycle and pedestrian modes of travel, and

WHEREAS, this support is consistent with the Calhoun County Comprehensive Plan, the CTST, the FDOT, CDE and MAP-21 policies supporting alternative means of transportation.

NOW THEREFORE, BE IT RESOLVED BY THE CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS that they continue to support the construction of a sidewalk along State Road 71 to connect to the existing sidewalk in front of the Dollar General to Bodiford/Ogelsby Road and from there along Bodiford/Ogelsby Road to the Altha City Park, linking urban neighborhoods to the City Park as submitted by the Community Traffic Safety Team in year 2016.

DULY PASSED AND ADOPTED by the Calhoun County Board of County Commissioners this 22nd day of March, 2016.

Mr. Stanley presented to the Board for their approval and execution Resolution 2016-6 to support construction of a sidewalk along Evans Street from Smith Street to Look and Tremble Road, construction of a sidewalk along South Fuqua Circle from Smith Street to Look and Tremble Road, construction of a sidewalk along Chipola Street from State Road 71 to South Fuqua Circle, and construction of a sidewalk along Look and Tremble Road from State Road 71 to South Fuqua Circle.

RESOLUTION 2016-6

A RESOLUTION BY THE CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS, CALHOUN COUNTY, FLORIDA, TO SUPPORT CONSTRUCTION OF A SIDEWALK ALONG EVANS STREET FROM SMITH STREET TO LOOK AND TREMBLE ROAD, CONSTRUCTION OF A SIDEWALK ALONG SOUTH FUQUA CIRCLE FROM SMITH STREET TO LOOK AND TREMBLE ROAD, CONSTRUCTION OF A SIDEWALK ALONG CHIPOLA STREET FROM STATE ROAD 71 TO SOUTH FUQUA CIRCLE, AND CONSTRUCTION OF A SIDEWALK ALONG LOOK AND TREMBLE ROAD FROM STATE ROAD 71 TO SOUTH FUQUA CIRCLE.

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WHEREAS, the Calhoun County Community Safety Team proposes the construction of a sidewalk along Evans Street from Smith Street to Look and Tremble Road, construction of a sidewalk along South Fuqua Circle from Smith Street to Look and Tremble Road, construction of a sidewalk along Chipola Street from State Road 71 to South Fuqua Circle, and construction of a sidewalk along Look and Tremble Road from State Road 71 to South Fuqua Circle.

WHEREAS, the Center for Disease Control (CDC) encourages people to walk for fitness, transportation and fun; and

WHEREAS, MAP-21, the Moving Ahead for Progress in the 21st Century Act (P.L. 112-141), was signed into law by President Obama on July 6, 2012, to address growing concerns about air quality, open space, and traffic congestion. The Transportation Alternative Program (TAP) strengthens the cultural, aesthetic, and environmental aspects of the Nation's intermodal transportation system, and

WHEREAS, the County encourages schools to be located in areas where infrastructure exists with available capacity, including where existing pedestrian systems are in place to encourage bicycle and pedestrian modes of travel, and

WHEREAS, this support is consistent with the Calhoun County Comprehensive Plan, the CTST, the FDOT, CDE and MAP-21 policies supporting alternative means of transportation.

NOW, THEREFORE, BE IT RESOLVED BY THE CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS that they continue to support the construction of sidewalks along Evans Street from Smith Street to Look and Tremble Road, construction of a sidewalk along South Fuqua Circle from Smith Street to Look and Tremble Road, construction of a sidewalk along Chipola Street from State Road 71 to South Fuqua Circle, and construction of a sidewalk along Look and Tremble Road from State Road 71 to South Fuqua Circle, linking urban neighborhoods as submitted by the Community Traffic Safety Team in year 2016.

DULY PASSED AND ADOPTED by the Calhoun County Board of County Commissioners this 22nd day of March, 2016.

- ❖ A motion to adopt Resolution 2016-5 and Resolution 2016-6 was made by Commissioner McDougald and seconded by Chairman Brown. Chairman Brown called for public comment. Mr. Tim Jenks asked the Board if there was a project where sidewalks were to be installed at Sam Atkins Park. Mr. Stanley stated there is a project and it is programmed for the Florida Department of Transportation (FDOT) 5-Year work plan. There were no further comments from the public. The motion passed unanimously 4-0.

SHARON GASKIN – ANNUAL CAR SHOW

Ms. Gaskin, CEO of North Florida Child Development, advised the Board the old Blountstown Middle School has been the selected site to hold the Annual Car Show. Ms. Gaskin stated she has spoken with Police Chief Mallory and Sheriff Kimbrel regarding some concerns she received. Ms. Gaskin stated there will be enough security detail to handle the amount of citizens attending the Car Show.

FRANK SNOWDEN – COUNTY PLANNER

Mr. Snowden advised the Board the Department of Economic Opportunity (DEO) is seeking proposals for Community Planning Technical Assistance grants to assist with the Comprehensive Plan. Mr. Snowden

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stated Ms. Marina Pennington has completed the application requesting \$30,000 to assist with the Comprehensive Plan.

- ❖ A motion to submit the grant application 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 4-0.

ANGIE SMITH – EMERGENCY MANAGEMENT DIRECTOR

Ms. Smith presented to the Board for approval and execution an amendment to the Department of Environmental Protection (DEP) agreement for the Neal Landing Park project. The agreement is to re-appropriate funds within the grant, the grant remains at \$50,000. A motion to approve and execute the amendment for the DEP agreement for the Neal Landing Park project was made by Commissioner McDougald and seconded by Commissioner Jones. The motion passed unanimously 4-0.

Ms. Smith advised the Board the Emergency Management office in conjunction with KRATOS will conduct a high risk threat active shooter tabletop exercise in the Emergency Operations Center on Wednesday, March 23, 2016 at 8:30 a.m.

JOE WOOD – DIRECTOR OF OPERATIONS

Mr. Wood had nothing to report.

CARLA A. HAND – CLERK OF COURT AND COUNTY COMPTROLLER

The Clerk advised the Board the Calhoun County Sheriff's Office is asking for approval for (1) one Crime Prevention expenditure. The Clerk stated the invoice is for books for Altha School, Carr School and Blountstown Elementary School in the amount of \$308.01.

- ❖ A motion to approve the (1) one Crime Prevention Fund invoice was made by Commissioner McDougald and seconded by Chairman Brown. The motion passed unanimously 4-0.

The Clerk advised the Board OneBlood is requesting permission to hold a blood drive at the Courthouse on May 3, 2016. The Board agreed by consensus to allow OneBlood to hold a blood drive at the Courthouse.

The Clerk advised the Board it is time to start preparing for the 2016-2017 Budget. The Clerk stated she will provide the Board with a 6-month budget actual statement at the April 12, 2016 Board meeting. The Clerk recommended the Board schedule a Planning Workshop in early April to discuss the 2016-2017 Budget further noting budget requests are due in the Clerk's office June 1, 2016.

The Clerk advised the Board during the March 8, 2016 meeting the Board approved temporary procedures necessary to facilitate completing the Residential Construction Mitigation Program (RCMP) within the deadline. The Clerk stated the RCMP bids will be opened on March 30, 2016 at 2:00 p.m. in the Clerk's office. The bids will then be sent to the Department of Emergency Management (DEM) for reviewing and approval of the Scope of Work for each project.

The Clerk asked the Board for their approval of and permission for the Chairman to sign the Certificate of Acceptance for an FDLE grant for the Sheriff's Department for seven (7) binoculars in the amount of \$1,000.

- ❖ A motion to sign the Certificate of Acceptance for an FDLE grant was made by Commissioner McDougald and seconded by Chairman Brown. The motion passed unanimously 4-0.

The Clerk presented to the Board for their approval of and permission for the Chairman to sign two (2) E911 Grant Program applications: one (1) for equipment in the amount of \$7,107.64 and one (1) for the annual system maintenance renewal in the amount of \$24,208.02.

- ❖ A motion to authorize the Chairman to sign the E911 Grant Program applications was made by Commissioner McDougald and seconded by Chairman Brown. The motion passed unanimously 4-0.

The Clerk presented to the Board for their approval of and permission for the Chairman to sign the Storage Tank Third Party Liability renewal warranty acknowledgement.

- ❖ A motion to allow the Chairman to sign the Storage Tank Third Party Liability renewal warranty acknowledgement was made by Commissioner McDougald and seconded by Commissioner Shelton. The motion passed unanimously 4-0.

ATTORNEY FUQUA

Attorney Fuqua advised the Board he amended the verbiage for future County contracts to allow the County Engineer to stop construction on County projects if the Contractor is not in compliance with the Maintenance of Traffic (M.O.T.).

Attorney Fuqua advised the Board he drafted a policy for the private use of County parks. Attorney Fuqua stated he would present the policy (Resolution) for the Board's consideration at the next Board meeting, April 12, 2016. Commissioner Shelton opened the discussion by asking what is the operational difference between Clay Mary Park and the Panhandle Pioneer Settlement. Attorney Fuqua stated the County has a lease with the Panhandle Pioneer Settlement Inc. Commissioner Jones stated for 20 years or more Clay Mary Park has been classified as a historical park. Attorney Fuqua stated the County can designate whomever they want to manage a particular asset. Ms. Carrie Baker stated any citizens can use Clay Mary Park as long as they get permission from Ms. Sherrod. Attorney Fuqua suggested the Board place a sign at Clay Mary Park stating the park is a historical park and who to contact to utilize the park. It was further noted Clay Mary Park is kept locked for safekeeping of the historical buildings just like the Pioneer Settlement. The Board agreed by consensus to place a sign at Clay Mary Park stating the park is a historical park with a contact name and phone number for reserving the park for an event.

COMMISSION TIME

COMMISSIONER MCDUGALD

Commissioner McDougald had nothing to report.

COMMISSIONER JONES

Commissioner Jones discussed several ditches within District 4 needed to be cleaned out before the rainy season comes.

Mr. Wood also gave an update on the burst pipe, a part of the Hugh Creek fire control system, stating it has been repaired.

Commissioner Jones opened the discussion of the water at Hugh Creek Library. Mr. Wood advised the Board the chlorine pump has been replaced.

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COMMISSIONER SHELTON

Commissioner Shelton opened the discussion of the Weatherization Assistance Program monitoring report from Ms. Holley's visit on January 27-29, 2016. The Clerk stated there were two (2) findings: a newly executed Memorandum of Understanding (MOU) with Capital Area Community Action Agency was needed and the Weatherization equipment needs to be stored in a secure locked area with a detailed list of each item. The Clerk presented the Board with a handout of Ms. Holley's concerns (Exit Conference Summary) with the Weatherization program. Mr. Wood stated the Board and Mr. Guilford, the Building Inspector, need to come to an agreement on salary and his duties for administering Weatherization/SHIP/RCMP. There was further discussion by the Board regarding Mr. Guilford. Commissioner Jones recommended holding a special Board meeting with Mr. Guilford to discuss salary, duties and responsibilities. The Board agreed by consensus to hold a Special Board meeting on Tuesday, March 29, 2016 at 5:00 pm.

COMMISSIONER FLOWERS

Not in attendance.

CHAIRMAN BROWN

Chairman Brown had nothing to report.

There being no further business, the Chairman adjourned the meeting at 8:13 p.m.

ATTEST:


CARLA A. HAND, CLERK


MARION "LEE LEE" BROWN, CHAIRMAN