

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
SPECIAL MEETING MINUTES – BUDGET, ETC.
JULY 28, 2016**

PRESENT AND ACTING:

**MARION “LEE LEE” BROWN, CHAIRMAN
WOODROW “LEE” SHELTON
DARRELL MCDUGALD
DENNIS JONES
THOMAS G. FLOWERS**

**CARLA A. HAND, CLERK OF COURT AND COUNTY COMPTROLLER
KATHY STEWART, CLERK FINANCE AND ACCOUNTING MANAGER
SARAH WILLIAMS, CLERK ADMINISTRATIVE ASSISTANT**

The meeting held in the Regular Meeting Room was called to order by Chairman Brown at 5:04 p.m., CT.

Chairman Brown opened Budget discussion.

CHAIRMAN BROWN

Chairman Brown made opening remarks regarding the 2016-2017 proposed budget and noted the consensus from County employees was to keep the same health insurance plan even if they were required to pay the monthly premium in excess of \$500. Chairman Brown asked if everyone employed by the County gets a 3% raise. Clerk Hand stated all employee salaries are budgeted with a 3% increase, including Constitutional Officer employees as directed by the Board. Chairman Brown stated he would like to open discussion about the proposed raise. Commissioner Shelton stated he has spoken with some of the Constitutional Officers, and they all want to stay with the current health insurance plan. Commissioner Shelton proposed the County could cover the additional monthly premium of \$28.78 per employee and reduce the raise to 2%, saving the County a little money. Commissioner Jones stated he would not have any problem with reducing the raise to 2%.

- ❖ Commissioner Shelton made a motion to increase the employer share of the health insurance premium to \$528.78 reduce employees raises from 3% to 2%. Chairman Brown seconded the motion. There was no public comment. The motion passed unanimously 5-0.

COMMISSIONER FLOWERS

- ❖ Commissioner Flowers made a motion to strike the following items from the budget:
 - Riparian County Stakeholders Coalition \$5,000
Before going any further Commissioner Flowers asked Ms. Margie Laramore if the County was required to budget a lease payment for new voting equipment in 2016-2017 or could the lease be delayed. Ms. Laramore responded she spoke with John Boyington who advised her as long as the County has all paperwork in place by June 29th 2017, the County could start making lease payments in October 2017.
 - Supervisor of Elections – equipment lease \$40,000

- Old jail – asbestos removal \$24,000
- Dirt pit \$25,000
- Calhoun County School District – High Speed Broadband service \$29,500
- Early Learning Coalition of Northwest Florida \$3,000
- Chemical Addictions Recovery Effort, Inc. \$10,000
- Building renovation – air handlers, HVAC \$700,000
- Fuel Depot generator \$10,000
- 911 Mapping and Addressing vehicle \$26,500
- Bay Cares, Inc. \$5,000
- Keep Calhoun County Beautiful from \$5,000 down to \$2,500
- Guardian Ad Litem program \$1,000
- Road Department – new equipment \$100,000

Commissioner Flowers asked Clerk Hand how much money those items would save the County altogether. Clerk Hand responded Commissioner Flowers' motion would reduce the proposed budget by \$981,500. The Clerk also informed the Board the net effect of increasing the employer share of the health insurance premium to \$528.78 and reducing employees raises from 3% to 2% saves an additional \$11,000; the total reduction proposed is \$992,500. The Board still needs to reduce budget expenditures by \$199,507 to balance the budget without the use of reserves. Commissioner Jones seconded Commissioner Flowers motion.

- ❖ Commissioner McDougald made a motion to amend Commissioner Flowers motion to include removing Courthouse Security for \$106,746. Commissioner McDougald stated he does not see money to fund Courthouse Security in the budget.

Commissioner Shelton stated the \$100,000 for the Commissioner's discretionary use funds are still included in the budget and asked Commissioner McDougald if he would rather give up those funds and fund Courthouse Security. Commissioner McDougald stated he would give up discretionary funds in order to balance the budget. Chairman Brown stated courthouse violence has increased recently. He stated we should protect the courthouse workers as best we can. Commissioner McDougald stated he agrees, but he does not believe the courthouse is the most cost effective place for additional law enforcement. Commissioner McDougald has suggested the Sheriff Department maintain an office in the courthouse for deputies which would provide some extra security, but there was no extra space on the first floor. He also mentioned locking all doors except the front door at the metal detector would be an inconvenience because there would only be one entry and exit to the courthouse. Commissioner Jones asked what is more important, convenience or safety. Commissioner McDougald stated safety is important, but the schools need more security also and they do not have a full time officer at each school. Commissioner Jones stated at the Board Meeting Tuesday night when he walked outside the door, he saw the Deputy sitting with his head down. Commissioner Jones asked the Deputy what was wrong. The Deputy replied it is sad when everyone else in the courthouse is taken care of, but I am forgotten. He is only one officer, and if an emergency happens at the courthouse he will not be able to secure the courthouse by himself. Commissioner Jones stated he is in agreement there needs to be extra security at the courthouse, either walking around the floors or at the front door. If courthouse security is not agreed to be increased, and something bad happens, the County will look bad for not

protecting their employees. Commissioner Shelton stated you can't place a price on a human's life. There was further discussion on courthouse security. Commissioner Shelton asked Sheriff Kimbrel if he could provide any input to the Board. Sheriff Kimbrel stated Calhoun County is only one of a handful of counties without a secure courthouse. He stated the courthouse is the center of government for the County, and he has spoken with some employees of the courthouse who are concerned about security. There are many people who come to the courthouse to do business who are unhappy with the government, and bad things can happen. It is never known when an emergency situation can occur. Chairman Brown asked if someone with a security or law enforcement background could be deputized and volunteer for security. Sheriff Kimbrel stated if the Board voted to increase security they could do something like that. Sheriff Kimbrel stated one Deputy at a time would be needed to secure the metal detector at the front door. There is always one full time Deputy on the second floor courtroom, and there are 3 (three) part time Deputies for the courtroom in case a judge requests more security for a case. There was further discussion on courthouse security. There was no second for Commissioner McDougald's amendment to Commissioner Flower's motion. The amendment failed. There was no public comment for Commissioner Flowers motion. The motion passed 4-1. Commissioner McDougald opposed.

COMMISSIONER SHELTON

- ❖ Commissioner Shelton made a motion to strike the Commissioner's Discretionary Funds of \$100,000 from the budget. The motion was seconded by Commissioner Flowers. There was no public comment. The motion passed unanimously 5-0.

COMMISSIONER FLOWERS

Commissioner Flowers inquired about the budget increase for equipment in the SHIP fund. Clerk Hand stated the increase is paid from grant funds and does not affect ad valorem taxes. Commissioner Flowers stated there are still contract funds for professional services budgeted for the Building Inspector position. He asked if the funds are still needed since Mr. Dowling Parrish has been hired as the Building Inspector. Clerk Hand stated those funds could be removed from the budget.

- ❖ Commissioner Flowers made a motion to remove the Professional Services Funds for \$4,000. Commissioner Shelton seconded the motion. There was no public comment. The motion passed unanimously 5-0.

Commissioner Flowers inquired if the increase of \$15,000, from \$65,000 to \$80,000, for maintenance for the courthouse is needed since the HVAC unit has been upgraded and some lights have been replaced. Clerk Hand stated the County still has 3 months' worth of bills and has already spent in excess of \$60,642.48. Commissioner Shelton asked what items that money went to. Mr. Wood and Clerk Hand stated the money was spent on various repairs.

- ❖ Commissioner Flowers made a motion to reduce the maintenance fund for the courthouse by \$15,000. Chairman Brown seconded the motion. There was no public comment. The motion passed unanimously 5-0.

COMMISSIONER SHELTON

Commissioner Shelton inquired if the chemical budget for the herbicide spray truck could be reduced any since the County will be buying more chemicals before the end of this fiscal year. Mr. Wood stated

the budget for chemicals has already been reduced and does not need a further reduction. The \$26,000 budget for spraying herbicides will be needed for truck repairs and chemicals.

COMMISSIONER FLOWERS

Commissioner Flowers inquired about the \$10,000 for equipment for law enforcement. Clerk Hand stated those funds were budgeted for the generator at the fuel depot, and those funds have already been removed from the budget.

COMMISSIONER SHELTON

Commissioner Shelton asked about the other current charges for the fuel depot for \$2,000. Clerk Hand stated the money is for estimated repairs. Mr. Wood stated hoses go bad and have to be replaced and sometimes the communication system has to be worked on. Commissioner Shelton stated there was no money budgeted last year for those repairs, where did money for repairs come from. Clerk Hand stated \$1,601.10 has been spent this year for repairs. Commissioner Shelton asked if the repairs were covered under something else last year why should there be a budget this year for repairs. Mr. Wood stated the County charges a little more than it cost them to but fuel to help cover the repair costs, but you never know if there may be a major problem that arises. Commissioner Shelton stated if it is starting to cost the County money to distribute fuel to everyone else, maybe the cost to them should be raised some to cover those expenses. Mr. Wood stated the price was raised by ten (10) cents originally to help cover those costs.

- ❖ Commissioner Shelton made a motion to remove the \$2,000 from the budget. Commissioner Flowers seconded the motion. There was no public comment. The motion passed unanimously 5-0.

Commissioner Shelton inquired asked what grants were or will be applied for by the fire departments. Mr. Wood stated the proposed budget includes match funds for two (2) separate grants. Clerk Hand stated Kinard Volunteer Fire Department asked for \$7,500 as a match for a pumper truck and Nettle Ridge Fire Department asked for \$16,000 for a grant match. It was discussed the current budget also include grant match funds and Chairman Brown stated he spoke to Mr. Burkett (Nettle Ridge VFD) who thought they missed out on the grant due to some problems with the grant writer.

COMMISSIONER FLOWERS

Commissioner Flowers inquired about the additional unanticipated expenditure in line item 01513-51349 of \$28,000. After some discussion regarding unanticipated expenditures Commissioner Flowers stated reserves could be used for those instances.

- ❖ Commissioner Flowers made a motion to remove the \$28,000 for additional unanticipated expenditures from the budget. Chairman Brown seconded the motion. There was no public comment. The motion passed unanimously 5-0.

COMMISSIONER SHELTON

There was discussion by Commissioner Shelton regarding budgeting grant matches for the volunteer fire departments and asked if any grants would be awarded before the end of 2015-2016. Clerk Hand stated it is unlikely the 2015-2016 grant match will be expended. Commissioner Shelton asked why the County should budget the match and not use the funds, instead of the fire departments coming to the Board if

they are awarded a grant and the Board approving a budget amendment for the grant match. Commissioner McDougald stated there are a lot of anticipated expenditures budgeted for each year that are not used; the money is not lost but rolls into the next year's budget.

- ❖ Commissioner Shelton made a motion to cut the \$23,500 grant match for the fire departments from the budget, but assure them the County will do a budget amendment for a match if a grant is awarded. The motion was seconded by Chairman Brown. There was no public comment. The motion was passed 4-1. Commissioner McDougald opposed.

CHAIRMAN BROWN

Chairman Brown inquired about the employee gift certificates included in 01513-51349. Clerk Hand stated those funds are used for Christmas gift certificates for employees.

COMMISSIONER SHELTON

Commissioner Shelton asked about the Waste Management Fund non-grant expenditures. Clerk Hand stated those are funded with sales of recycled materials and will not affect ad valorem taxes.

Mr. Wood stated there is \$47,500 in the park budget. Clerk Hand stated \$47,500 has been budgeted in prior years, but normally not fully expended. The Clerk reported \$15,000 has been spent so far this year between the different parks in the County.

- ❖ Commissioner Flowers made a motion to reduce the park budget by \$27,007. There was some concern that amount may reduce the park budget too much. Commissioner Flowers withdrew his motion. There was further discussion on the park budget.
- ❖ Commissioner Shelton made a motion to reduce the park budget by \$17,500. The motion was seconded by Chairman Brown. There was no public comment. The motion passed unanimously 5-0.

COMMISSIONER FLOWERS

Commissioner Flowers inquired about the increase to the Public Defender's Office from \$1,200 to \$6,400. Clerk Hand stated a lot of the increase has to do with technology. Some funds come from revenue from the court, but the court does not generate enough money to pay for all of it.

Commissioner Flowers remarked the Board still needs to reduce budget expenditures by \$9,507 to balance the budget without the use of reserves.

Clerk Hand stated some funds could be cut from inmate care, but if inmate care for the year exceeds the budgeted amount the difference will have to be paid from reserves. Clerk Hand stated there is \$300,000 budgeted currently for inmate care. Commissioner Flowers asked what has been spent this year for inmate care. Clerk Hand responded \$170,000 has been spent to date, with 3 months left in the budget cycle. Mr. Wood stated it is almost impossible to predict the inmate care costs. Clerk Hand stated the cost depends on what medical conditions and medications inmates have, and housing costs; sometimes the bills can be large amounts.

- ❖ Commissioner Flowers made a motion to reduce the inmate care budget by \$9,507.

Chairman Brown asked how the bills would be paid if inmate care went over budget. Clerk Hand stated the money would be taken from reserves. Commissioner Shelton inquired if inmate care has ever gone over budget. Clerk Hand stated it has in the past. There was further discussion of inmate care. Commissioner Flowers withdrew his motion.

After review of the budget/actual report Clerk Hand stated inmate care has not been over budget within the last three (3) years. Commissioner Flowers asked what is the highest amount spent in the past three (3) years on inmate care. Ms. Kathy Stewart stated \$255,000 was the highest amount spent.

- ❖ Commissioner Flowers made a motion to reduce the inmate care budget by \$9,507. Chairman Brown seconded the motion. There was no public comment. The motion passed unanimously 5-0.

JOE WOOD – DIRECTOR OF OPERATIONS

Mr. Wood stated the Blountstown Rotary Club is asking the Board's permission to use Sam Atkins Park for their annual Goat Day event scheduled for October 15th. They will begin setting up on October 14th. The Board policy requires they furnish all necessary insurance, parking, and security for the event. Attorney Fuqua stated the Board can make a motion to approve the event, provided they furnish the Board with proof of insurance and other paperwork required by the policy.

- ❖ Commissioner McDougald made a motion to approve the use of Sam Atkins Park by the Rotary Club for Goat Day. The motion was seconded by Chairman Brown. There was no public comment. The motion passed unanimously 5-0.

Mr. Wood stated the quote for the TRIM notice printing is \$3,243.80, and needs the Board's approval.

- ❖ Commissioner Flowers made a motion to approve the quote of \$3,243.80. The motion was seconded by Commissioner Shelton. There was no public comment. The motion passed unanimously 5-0.

Mr. Wood stated Opportunity Florida has requested a Letter of Commitment by Calhoun County to accompany their grant application. Mr. Wood stated the Letter of Commitment does not obligate the Board for the 2016-2017 budget.

- ❖ Commissioner McDougald made a motion to approve the Letter of Commitment. Commissioner Flowers seconded the motion. There was no public comment. The motion passed unanimously 5-0.

DONALD STANLEY, DEWBERRY ENGINEERS, INC./PREBLE-RISH – COUNTY ENGINEER

Mr. Stanley stated there were some calculation errors on the bidder documents submitted and opened at the BOCC meeting Tuesday night, everything else was in order. On Shorty Segers Road, the original bid was I-C Contractors for \$106,000 but was an error and should have been \$206,000. After the correction was made the low bidder on Shorty Segers Road is BKW, Inc. in the amount of \$145,238.25. There was an error on Matthew Wood Road also, but North Florida Construction, Inc. is still the low bidder in the amount of \$163,965.92.

- ❖ Commissioner McDougald made a motion to accept the apparent low bidder, with the modifications specified tonight, of the DR 4177 FEMA project bids opened Tuesday night at the

Regular Board Meeting. The motion was seconded by Commissioner Flowers. There was no public comment. The motion passed unanimously 5-0.

JOE WOOD – DIRECTOR OF OPERATIONS

Mr. Wood asked the Board's permission to purchase a vehicle by advertised bid for 911 Mapping and Addressing. The money is currently in the budget to purchase the vehicle, but he cannot do it through State contract because time does not permit the 120-day process. Mr. Wood stated he will compare the bids received to the State contract for a comparable vehicle and if the low bid is excessive it will not be considered.

- ❖ Commissioner McDougald made a motion to approve the purchase of a 911 Mapping and Addressing vehicle, contingent upon the amount being close to that of a State contract priced vehicle. Commissioner Jones seconded the motion. There was no public comment. The motion passed unanimously 5-0.

Mr. Wood asked the Board's permission to purchase a new generator for the Westside Fuel Depot. There is money in the current budget. The generator needs to be around 12,500 to 15,000 watts, and should be able to be purchased for around \$10,000 to \$12,000. Commissioner Shelton asked where the money for the generator was going to come from. Clerk Hand there is \$24,000 budgeted for asbestos removal Fund, \$10,000 budgeted for legal fees and are not expected to be spent, and \$12,950 unspent in the Medicaid line item. The total of these amounts is \$46,950.00 which should cover the generator and the 911 Mapping and Addressing vehicle purchase and will require a budget amendment.

- ❖ Commissioner McDougald made a motion to approve the purchase of the generator. The motion was seconded by Commissioner Jones. There was no public comment. The motion passed unanimously 5-0.

Mr. Wood stated there was discussion of hiring a Grants Administrator on Tuesday night at the Regular Board Meeting. There were three (3) applicants for the Board to review and interview. Mr. Wood asked if the Board would be ready to make a motion to hire tonight. Chairman Brown and Commissioner Shelton both stated they would be ready to make a motion tonight if the rest of the Board was ready.

- ❖ Commissioner McDougald made a motion to hire Chelsea Snowden for the position of Grants Administrator. Chairman Brown seconded the motion.

There was discussion regarding the salary and authority of the Grants Administrator position.

- ❖ Commissioner McDougald stated his motion is to hire Chelsea Snowden for the position of Grants Administrator, to answer to the Board, as an exempt employee, setting the salary at the exempt employee level (\$47,476) with benefits and no increase in pay at October 1, 2016. The motion was seconded by Chairman Brown. There was no public comment. The motion passed unanimously 5-0.

CHAIRMAN BROWN

Chairman Brown asked Commissioner Jones if he had a chance to speak with Calhoun-Liberty Hospital's CEO, Mr. Heizenrater. Commissioner Jones stated he met with Mr. Heitzenrater, and is satisfied with the financial information Mr. Heitzenrater showed him and he is ready to move forward with a two (2) year contract. Commissioner Shelton asked what contract the Board was entering into stating there has been

no contract brought before the Board for approval. Attorney Fuqua stated he and the hospital's attorney would draw up the contract, and he will bring it back to the Board for approval. The Board is voting on the amount for the contract tonight, but not on approval of the contract itself.

- ❖ Chairman Brown made a motion to accept a two (2) year contract with Calhoun-Liberty Hospital for \$240,000 per year. Commissioner McDougald seconded the motion.

Commissioner Shelton asked what happens if the Board is not happy with the contract after it has been written. Attorney Fuqua stated there would be no agreement if the Board does not approve the contract. Commissioner Flowers asked if the agreement would include quarterly financials from the ambulance service. Commissioner Shelton stated previous agreement required monthly financial reports and that stipulation was not adhered to. There was no public comment. The motion passed 4-1. Commissioner Shelton opposed.

JOE WOOD – DIRECTOR OF OPERATIONS

Mr. Wood asked the Board permission to pay the last RCMP invoices before the next BOCC meeting. Ms. Smith stated some of the doors for the projects had to be special ordered and paid for up front, and the contractors were gracious enough to do that for the County. She would like to go ahead and pay those contractors for the items with the Board's permission. All the projects have been verified and completed at this time.

- ❖ Commissioner McDougald made a motion to approve payment for completion of the RCMP projects. Commissioner Flowers seconded the motion. There was no public comment. The motion passed unanimously 5-0.

COMMISSIONER SHELTON

Commissioner Shelton asked about the position for Emergency Management which was discussed at the Regular Board Meeting Tuesday. He asked if Jace Ford is being trained for Emergency Management currently since hurricane season is here. Mr. Wood stated there is not much need in training Mr. Ford to be 50% Emergency Management if the Board is going to change his job description to include Mosquito Control. Ms. Smith needs someone to train now for hurricane season. If the Board wants to take Emergency Management up another level, they are going to need someone who is highly trained. In the past there has been a coordinator and a director. There was further discussion on hiring an employee for Emergency Management. Chairman Brown asked what the duties would be if an Emergency Management position is hired. Ms. Smith replied the position would be 100% Emergency Management. Ms. Smith stated the other employee she has is only 70% Emergency management, and she needs someone who can be more involved in the duties of Emergency Management. Commissioner Shelton stated there used to be four (4) Emergency Management employees. Ms. Smith stated she needs to know how to proceed with training Mr. Ford or if she will have someone else who will need to be trained. Commissioner Shelton asked Ms. Smith if the position is budgeted. Ms. Smith replied the funds are there, and the position is grant funded. There was further discussion on the Emergency Management position.

- ❖ Commissioner Shelton made a motion to advertise for an Emergency Management Coordinator. Chairman Brown seconded the motion.

Commissioner McDougald stated there have been many positions which have had to be filled in the past couple months due to people moving on or other circumstances, but he does not think the Board has over-hired. There are not more positions than have been in the past. Chairman Brown asked when is the cutoff for getting the position in the paper. Mr. Wood stated he believed the cut off is Monday afternoon. Chairman Brown called for public comment. Ms. Carrie Baker expressed her concern on where the new employees' offices would be since space is limited in the basement. Mr. Wood stated there is space available for another employee in the basement. Mr. Gene Rollins asked if the Board would be advertising in the local paper, or advertising outside of the County. Chairman Brown stated he would like to advertise locally. Mr. Rollins stated the County may be stuck with only one applicant again. Mr. Wood stated with the One Stop Career Center the County positions are advertised through the internet, so the positions do go further than just the local area. The motion passed 4-1. Commissioner Jones opposed.

Commissioner Shelton asked if Mr. Tim Jenks could come and tidy up the wires to the mics and podium under the desks. They have come lose and are on the floor. Mr. Wood stated he could get them taped back up.

There being no further business the meeting adjourned at 6:58 p.m.


MARION "LEE LEE" BROWN, CHAIRMAN

ATTEST:


CARLA A. HAND, CLERK