

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS  
REGULAR MEETING MINUTES  
AUGUST 9, 2016**

**PRESENT AND ACTING:**

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

**MATT FUQUA, ATTORNEY  
CARLA HAND, CLERK OF COURT AND COUNTY COMPTROLLER  
JOE WOOD, DIRECTOR OF OPERATIONS  
ANGIE SMITH, EMERGENCY MANAGEMENT DIRECTOR  
SARAH WILLIAMS, CLERK ADMINISTRATIVE ASSISTANT  
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. 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.

**APPROVAL OF VOUCHER**

- ❖ A motion to approve the minutes and vouchers as published on the agenda (July 21, 2016 Budget Workshop Minutes, July 26, 2016 Regular Board Meeting Minutes, and July 28, 2016 Special Budget Meeting Minutes; vouchers for warrants: accounts payable warrants –1608-FPC, 1608-MED, 1608-ES, 1608-WS, 1608-1G, 1608-1RD, 1608-1L, 1608-1E, 1608-GCU; payroll warrants – PR16-B13, PR072816) was made by Commissioner Flowers and seconded by Commissioner Jones. The motion passed unanimously 5-0. (Vouchers are available in the Clerk's Office.)

**KEVIN JACKSON – MOSQUITO CONTROL, PAST TREATMENT OF CITIZENS AT BOCC MEETINGS, AND LACK OF MEDIA AT BOCC MEETINGS**

Mr. Jackson expressed his concern about funds being budgeted for courthouse security and not used in other areas where it may be needed more.

**RACHEL BRYANT – LIBERTY COUNTY HEALTH DEPARTMENT, PERMISSION TO USE SAM ATKINS PARK FOR 5K EVENT**

Ms. Bryant stated the Health Department is receiving additional funds for Zika Virus prevention. One of the first plans for some of the additional money after chemicals and spraying will be the assembly of prevention kits to distribute around the community. The Sheriff Department has agreed to assist in the

distribution of the kits. Chairman Brown asked how many kits will be made. Ms. Bryant responded she is not sure how many kits will be available, the amount will be dependent on how much money they receive. The Health Department will make and distribute the kits as long as they have the funding to do so. Commissioner McDougald asked if there will be aerial spraying. Ms. Bryant responded at this time only spray trucks will be used. Mr. Joe Wood asked what would be included in the prevention kits? Ms. Bryant stated kits will include information on the Zika Virus, mosquito spray, and other such items. Ms. Bryant stated if there comes a point where aerial spraying is recommended in our area the Health Department will begin looking into it. At the current time most efforts are being directed in the Miami-Dade area where the virus has been more prevalent. Ms. Bryant stated there has only been one case of Zika Virus reported in Leon County, which was travel related. There has been no local transmission in our area.

Ms. Bryant stated the Department of Health will be hosting another 5K event this year. The event was held in Liberty County last year, but this year they would like to host the 5K in Calhoun County. This 5K will be a color run, on September 24<sup>th</sup>. Ms. Bryant asked the Board if they would be in agreement for the 5K to be held at Sam Atkins Park. Chairman Brown asked where in the park the 5K would begin and end? Ms. Bryant responded she has not looked into the specifics yet, she wanted to get Board approval first before creating a route for the 5K. Chairman Brown stated another area which could be utilized is the Train Depot where the trail is already marked for a 5K.

- ❖ Commissioner McDougald made a motion to approve the use of Sam Atkins Park for the Health Department 5K Event. The motion was seconded by Commissioner Flowers. The motion passed unanimously 5-0.

Ms. Bryant stated the Health Department will be scheduling their Bras Across the Bridge event for October 22<sup>nd</sup>. Ms. Bryant asked the Board's permission to get a Department of Transportation (DOT) permit for the event.

- ❖ Commissioner Flowers made a motion to approve the event. Chairman Brown seconded the motion. There was no public comment. The motion passed unanimously 5-0.

Ms. Bryant stated the Health Department fee schedule needs to be updated, it has not been updated in many years. She asked if the Board would like to set up a workshop to present the changes, or present the changes in a meeting. Attorney Fuqua stated presenting the changes at a meeting, and e-mailing the changes prior to the meeting would suffice. Ms. Bryant stated she could e-mail the new fee schedule, high lighting the new changes for the Board to review.

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

Mr. Stanley presented to the Board bids for DR 4177 PW #243 Toole Road, Creel Lane, and Flanders Road. Mr. Stanley opened and read aloud the FEMA bids.

<b>DR 4177 PW #243 Toole Road, Creel Lane, Flanders Road</b>	
<b>Contractor</b>	<b>Total Base Bid</b>
North Florida Construction, Inc.	\$69,941.80
Roberts & Roberts, Inc.	\$86,129.60

Mr. Stanley recommended the Board award the job to the apparent low bidder.

- ❖ Chairman Brown made a motion to award the job to the apparent low bidder, North Florida Construction, Inc. Commissioner Shelton seconded the motion. There was no public comment. The motion passed unanimously 5-0.

Mr. Stanley presented to the Board a handout of the current ongoing FEMA projects.

Mr. Stanley presented to the Board change orders for the Jody Fields Road project, Parrish Lake Road project, Alliance Road project, and Leslie Waldorff Road project. All the jobs are 100% complete, but the invoicing cycle is going into the next month so an extension of 30 days is requested.

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

Mr. Stanley presented to the Board a change order for County Road 5, there was an under-run of quantities. The change order is for a deduction of \$38,067.44.

- ❖ Commissioner Flowers made a motion to approve the change order. The motion was seconded by Chairman Brown. There was no public comment. The motion passed unanimously 5-0.

Mr. Stanley stated the Water Management Grant applications were submitted this week. The contracts from the current grant have been received and a task order will be brought before the Board at the next meeting to get the jobs started.

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

Ms. Smith presented to the Board for approval and execution the Small County Outreach Program (SCOP) Agreement for the resurfacing of County Road 392 for \$1,999,814.00.

- ❖ Commissioner McDougald made a motion to approve and execute the SCOP Agreement for County Road 392. The motion was seconded by Commissioner Flowers. The motion passed unanimously 5-0.

Ms. Smith presented to the Board for approval and execution Resolution 2016-16 authorizing the Chairman to enter into and execute the SCOP County Road 392 Agreement.

### **RESOLUTION NO. 2016-16**

#### **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 SMALL COUNTY OUTREACH PROGRAM AGREEMENT”.**

**WHEREAS**, Calhoun County, Florida, has requested the State of Florida, Department of Transportation, for financial assistance for costs directly related to the widening, resurfacing and improving drainage components on County Road 392; and,

**WHEREAS**, the State of Florida, Department of Transportation, has agreed to participate in the design, construction, construction engineering, and inspection services up to the amount of One Million Nine Hundred Ninety Nine Thousand Eight Hundred Fourteen Dollars (\$1,999,814.00); and,

**WHEREAS**, the State of Florida, Department of Transportation, requested that Calhoun County enter into a “State of Florida, Department of Transportation, Small County Outreach Program”, attached hereto; and,

**WHEREAS**, the State of Florida, Department of Transportation, Small County Outreach 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, Small County Outreach 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, Small County Outreach Program Agreement.

**DULY PASSED AND ADOPTED** by the Board of County Commissioners of Calhoun County, Florida, this 9th day of August, 2016.

- ❖ Commissioner McDougald made a motion to approve Resolution 2016-16. Chairman Brown seconded the motion. The motion passed unanimously 5-0.

Ms. Smith requested \$1,200 to survey Hugh Creek Park so the FRDAP application can be turned in on the 17<sup>th</sup> of this month. There was a committee meeting held last Thursday at the library and a public meeting will be held this Thursday at the library at 5:30. There has never been a survey of the park, and one of the requirements for the FRDAP application is for a survey to be submitted with the deed and title to the land. Commissioner Jones asked if there is money available for the survey. Clerk Hand stated there are funds available.

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

Ms. Smith presented to the Board a State Housing Initiatives Partnership (SHIP) change order for the Randy Young project for an increase of \$2,560.43. Chairman Brown asked what the change order was for. Ms. Smith replied it is for the purchase of a stove, replacement of electrical switches and outlets, widening of the doorways, faucet for the bathroom sink, and trim and paint in the bathroom.

- ❖ Commissioner Shelton made a motion to approve the change order. Chairman Brown seconded the motion. There was no public comment. The motion passed unanimously 5-0.

**JOE WOOD, DIRECTOR OF OPERATIONS**

Mr. Wood stated an additional \$45,000 has been awarded to the Solid Waste Grant, and the funds must be spent by September 30<sup>th</sup>. For the past several years the Recycling Department has been looking at upgrading the fleet of recycling trailers. There is a company in Minnesota (Pro-Tainer, Inc.) which can guarantee delivery of four (4) trailers by September 30<sup>th</sup>.

- ❖ Commissioner Shelton made a motion to approve the purchase of (4) four recycling trailers from Pro-Tainer, Inc. with grant funds. The motion was seconded by Commissioner Flowers. There was no public comment. The motion passed unanimously 5-0.

Mr. Wood stated the Board discussed at the last meeting the purchase of a 911 Mapping/Addressing/ and Mosquito Control vehicle at a price close to the state contract price. Mr. Wood stated the standard state contract vehicle, a Ford F-150, is \$26,000. The same truck priced at Bay Ford is \$40,000. There was too much of a price discrepancy to not purchase the vehicle through state contract, The Board could carry forward these funds into next year's budget so the truck could be purchased under state contract.

- ❖ Commissioner McDougald made a motion to approve the cash carry forward amount for the purchase of a 911 Mapping/Addressing/and Mosquito Control vehicle. Commissioner Flowers seconded the motion. Commissioner Jones asked what the truck would be used for. Mr. Wood stated the truck would be used for 911 Mapping and Addressing, for the installation of road signs, and for mosquito control. Chairman Brown asked what vehicle is being used at this time. Mr. Wood responded Mr. Ford has been riding with Mr. Dowling Parrish and borrowing other vehicles as needed. He has not been able to construct and put up road signs because his assigned car cannot carry the tools necessary. There was further discussion about road signs in the county. Mr. Wood stated he would like to add a Reese trailer hitch to the vehicle which costs approximately \$400. Commissioner Jones asked what happened to the truck Mr. Jody Daniels drove when he held the position of 911 Mapping and Addressing. Mr. Wood stated the truck was donated by the Sheriff's Department, the transmission went out and the truck is not in operating condition. There was further discussion about a vehicle for 911 Mapping and Addressing. There was no public comment. The motion passed unanimously 5-0.

Mr. Wood stated there has been some research done for a new generator for the Fuel Depot. He provided two (2) options, a 30KW generator which is propane powered costing approximately \$10,000 and a 30KW generator which is diesel powered costing approximately \$15,000. The system is already set up for propane at the Fuel Depot, making for easy set up. The benefit to a diesel powered generator would be if there is a long term power outage the depot would have plenty of diesel to refuel the generator. Mr. Wood stated with the \$5,000 difference he would recommend going with propane, but would like the Board to decide which option they would prefer. Commissioner McDougald stated he agrees with the recommendation of the propane powered generator.

- ❖ Commissioner McDougald made a motion for the purchase of a propane powered generator for the Fuel Depot. Commissioner Flowers seconded the motion. There was no public comment. The motion passed unanimously 5-0.

**CLERK HAND – CLERK OF COURT AND COUNTY COMPTROLLER**

Clerk Hand stated the Board was awarded a grant for the 2016 Edward Byrne Memorial JAG program and an approval letter is needed. The agreed upon distribution of the \$28,735.00 in grant funding, as

approved by the Town of Altha and City of Blountstown, will be \$18,735.00 to be used by the Calhoun County Sheriff's Office Drug Enforcement Program, and \$5,000 will go to both the City of Blountstown and Town of Altha Police Departments.

- ❖ Commissioner McDougald made a motion to approve the letter to the Edward Byrne Memorial JAG program. Chairman Brown seconded the motion. The motion passed unanimously 5-0.

Clerk Hand stated the Value Adjustment Board (VAB) needs two (2) members of the Board of County Commissioners to serve on the VAB Board. Last year Commissioner McDougald and Commissioner Shelton were the Board's designees. The Clerk also stated the Board must appoint a homeowner with homestead exemption to the VAB. Ms. Annie Jo Dawson was the homeowner last year, and the alternate was Mr. Edward Brigham. Chairman Brown asked if anyone had been able to talk to any citizens about serving on the Board. No one had talked to any citizens, but Clerk Hand stated the Board could appoint someone tonight contingent upon their agreement to serve. Commissioners Jones and Shelton volunteered to serve on the Value Adjustment Board. Commissioner Flowers stated he would contact Ms. Dawson about serving again this year, and Commissioner Jones stated he would contact Mr. Brigham about serving as the alternate.

- ❖ Commissioner McDougald made a motion to approve Commissioner Jones and Commissioner Shelton serving on the Value Adjustment Board, and to approve Ms. Dawson as the homeowner to serve on the Board, with Mr. Brigham as an alternate. Commissioner Shelton seconded the motion. The motion passed unanimously 5-0.

#### **ATTORNEY FUQUA**

Attorney Fuqua stated he e-mailed the Board a draft of the Hospital Agreement. Attorney Fuqua discussed the terms of the draft agreement. The attorney for the hospital has the Agreement and The Hospital Board meets the Monday before the next County Commissioner Meeting. The agreement for Emergency Medical Services (EMS) will be on the next BOCC agenda.

#### **COMMISSIONER TIME**

#### **COMMISSIONER MCDUGALD**

Nothing to report.

#### **COMMISSIONER JONES**

Commissioner Jones stated he would like to see the Board purchase a timer for the Commissioner meetings, so speakers could see how much time they have left when they are at the podium and not feel like they need to rush. There was a consensus of the Board to purchase a countdown timer.

Commissioner Jones asked who drives their County vehicles home, and what the reason is for driving them home. Mr. Wood stated most of the employees who drive their vehicles home have to respond when there are emergency situations during non-working hours. Mr. Wood, Tim Jenks, Angie Smith, Bill Atkins, Elton McDaniel, and Ricky Couch are employees who drive their vehicles home. Mr. Wood stated another consideration, if the Board decides they do not want employees driving County vehicles home, is to have a secure area for the vehicles to be parked. In the past there have been problems with theft out of the vehicles when left at the courthouse. There was further discussion of the employee's jobs

when called during emergency situations. Commissioner Jones stated he has seen County vehicles being driven on Saturdays when there was not an emergency call-out. Mr. Wood stated if anyone notices a County vehicle being driven on the weekend to notify him and he will find out if there is a business purpose.

Commissioner Jones asked the Clerk if there is a record of who gets fuel and what department they are from. Clerk Hand stated there is a system generated log for the Fuel Depot. Commissioner Jones requested the records for the past year. Clerk Hand stated she would get the information to Commissioner Jones.

**COMMISSIONER FLOWERS**

Nothing to report.

**COMMISSIONER SHELTON**

Nothing to report.

**CHAIRMAN BROWN**

Chairman Brown mentioned properties with junk and trash are unsightly. Mr. Wood stated there is no County enforcement requiring someone to clean up their property. Attorney Fuqua informed the Board of the steps necessary to enforce code violations including hiring a hearing officer, budgeting funds to clean up properties, and placing a lien on the property cleaned up by the County. Chairman Brown asked if there is a mandatory ordinance requiring fencing of property with junk/scrap. Mr. Wood stated some of the scrap yards planted shrubs and trees years ago to try to hide their scrap. Mr. Frank Snowden, County Planner, stated there is a requirement for any new junk/scrap yards to have a 25-foot fence or buffer.

**ALEX QUINTANA – CONGRESSWOMAN GWEN GRAHAM’S OFFICE**

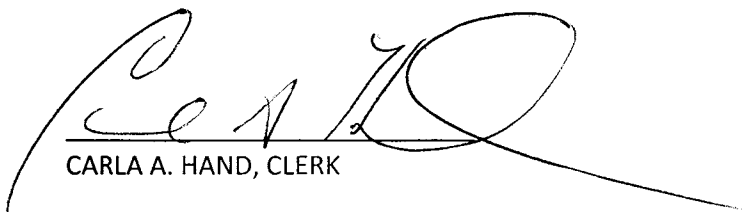
Mr. Quintana reported to the Board Congresswoman Gwen Graham would be hosting Military Academy information days on Tuesday, August 23<sup>rd</sup> in Panama City and Thursday, August 25<sup>th</sup> in Tallahassee. Flyers will be handed out at area schools and posted to inform anyone who may be interested.

There being no further business, the meeting adjourned at 7:00 p.m.



MARION "LEE LEE" BROWN, CHAIRMAN

ATTEST:



CARLA A. HAND, CLERK