

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR MEETING MINUTES
SEPTEMBER 13, 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 6:04 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 (August 23, 2016 Regular Board Meeting Minutes, August 31, 2016 Emergency Board Meeting Minutes, and the 1st TRIM Hearing Minutes; vouchers for warrants: accounts payable warrants – 1609-FPC, 1609-MED, 1609-GS, 1609-1G, 1609-1RD, 1609-1L, 1609-1E, and 1609-1S; payroll warrants – PR16-B15, PR16-B16, PR16-B17, PR16-B18, PR082516, AND PR090816) was made by Commissioner McDougald and seconded by Commissioner Jones. The motion passed unanimously 4-0. (Vouchers are available in the Clerk's Office.) Commissioner Shelton arrived after the vote.

VELMA JO PARRISH-CORDOVANO – AYERS CEMETERY

Ms. Parrish-Cordovano addressed the Board about Ayers Cemetery located at the end of Ayers Cemetery Road off Highway 275. Ms. Parrish-Cordovano explained the history of the cemetery and informed the Board the cemetery is mostly inaccessible now and has been neglected over the years. Ms. Parrish-Cordovano stated she believes the land the cemetery is on was given to the County by the late Captain Jack Ayers in 1858, but the land has never been maintained by the County. In the past, the families of the buried maintained the cemetery. She believes the cemetery could be considered a historical site on account of the people buried there who fought in the Indian Wars and Civil War. Ms. Parrish-Cordovano asked the Board if there was any way the cemetery could be cleaned up and restored

so people can visit the graves of their family. Chairman Brown stated he would follow up on availability of grant funding and County ownership.

RACHEL BRYANT – CORE CONTRACT, CALHOUN COUNTY HEALTH DEPARTMENT

Ms. Bryant stated she e-mailed the Board the new fee schedule for the Health Department. The fee schedule had minimal changes, and most of the changes were adding new services. The changes to the fee schedule were made to help our Health Department be comparable with surrounding counties. Most of our services are offered at lower rates than the other counties.

Ms. Bryant stated there is a Core Contract between the Calhoun County Board of County Commissioners and the Florida Department of Health for continued services in Calhoun County. Attorney Fuqua stated he has reviewed the contract and it is the same as previous years.

- ❖ Commissioner Shelton made a motion to approve the Core Contract. Commissioner McDougald seconded the motion. Mr. Joe Wood stated at the last budget meeting the Board lowered the amount budgeted for the Health Department by \$7,200, which was the amount allotted in the past to help run the mosquito control program. Mr. Wood stated the contract will need to reflect this change. Ms. Bryant stated this contract does state the full \$30,000 which was given in the past, and will need to be changed to reflect the new amount. Chairman Brown stated the Core Contract would be approved contingent on the corrected amount. The motion passed unanimously 5-0.

Ms. Bryant reminded everyone to come out for the 5K event Saturday September 24th, and Bras over the Bridge would be taking place in October.

JULIO MAYORGA – UNIFIED INFORMATION TECHNOLOGY (IT) BUDGET

Mr. Mayorga addressed the Board about the need for a unified Information Technology (IT) budget for Calhoun County. Mr. Mayorga's electronic engineering firm, CompuNet Technical Services (CTS), has provided IT services to Calhoun County for the past five (5) years in different departments. Mr. Mayorga stated he noticed each individual department does not have a budget for IT related issues and purchases. If the County has a unified IT budget, there would be financial benefits by purchasing computers and office products through different manufacturers with savings from volume contracts or manufacturing discounts; some office products can be purchased at 50-70% off the retail price. Mr. Mayorga stated his company can help the County with the applications to these companies for discounts. Mr. Mayorga asked the Board to hold a workshop with the County departments to gather information and data and determine County owned assets and discounts available to the County by creating a unified IT budget. Commissioner Brown suggested Mr. Mayorga go to all departments and gather information first before a workshop is scheduled. Mr. Wood stated he could take Mr. Mayorga to the different departments in order for him to assess the assets of the County and bring the information back to the Board. The Board came to a consensus for Mr. Mayorga to gather more information.

BID OPEN AND AWARD

Mr. Stanley opened and read aloud the Small County Road Assistance Program (SCRAP) Carlos Peavy Road Construction Project and Local Agency Program (LAP) CR 69A Paved Shoulders bids:

SCRAP Carlos Peavy Road Construction Project FDOT #433246-1-54-01	
Contractor	Total Base Bid
C.W. Roberts Contracting, Inc.	\$706,792.30
GAC Contractors, Inc.	\$689,997.00
North Florida Construction, Inc.	\$677,677.70
Roberts and Roberts, Inc.	\$609,126.25

LAP CR 69A Paved Shoulders Construction Project Phase I-FDOT #429852-1-58-01 Phase II-FDOT #429852-2-68-01	
Contractor	Total Base Bid
C.W. Roberts Contracting, Inc.	\$991,003.28
GAC Contractors, Inc.	\$1,149,800.00
Roberts and Roberts, Inc.	\$909,236.29

Mr. Stanley stated the project bids must be submitted to DOT for review and approval before awarding the projects. The bids were tabled until further notice.

Ms. Chelsea Snowden gathered the individual Commissioners' score sheets for LAP CR 69A Paved Shoulder Project Phase I and Phase II administration and construction engineering inspection (CEI) services for tabulation.

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

Mr. Stanley presented the Board with a handout of updates on all ongoing FEMA projects. Mr. Stanley stated the contractors are all making progress. The jobs which have been awarded but not started are not listed on the update. There are five (5) or six (6) more lime rock projects to be advertised for bid and some drainage projects waiting on permit approval. Mr. Stanley stated he hopes to have the final bids ready for opening at the first meeting in October.

Chairman Brown inquired about the 70% completion on PW #294 Willard Smith, John F. Bailey, and Buzzard Bay Roads. Mr. Stanley stated the PW will be completed after the County is finished clearing the roadside to prepare for paving. Mr. Wood stated the areas left to clear are the more difficult areas. Mr. Stanley stated this time next year paving should be under way.

Mr. Stanley stated there is an Interlocal Agreement Amendment regarding the construction of a force main from Altha to the sewage treatment plant in Blountstown. Mr. Stanley stated the amendment was for additional language required by the Department of Environmental Protection (DEP) to release funds held in escrow for the Town of Altha, and providing additional funding from DEP. The original Interlocal Agreement was entered into last year.

- ❖ Commissioner McDougald made a motion to approve the Interlocal Agreement Amendment. The motion was seconded by Commissioner Flowers. The motion passed unanimously 5-0.

Ms. Snowden stated contingent on Department of Transportation (DOT) approval, Panhandle Engineering, Inc. received the highest ranking for CEI services for Phase I and II on the LAP CR 69A Project.

JOE WOOD – DIRECTOR OF OPERATIONS

Mr. Wood stated Life Management Center of Northwest Florida has requested a contract with the Sheriff's Office for mental evaluations for inmates after they have been arrested. The Center has been providing this service for some time, but would like to have a formal contract with the Sheriff's Office regarding their services. Mr. Wood requested the Board let Attorney Fuqua review the contract and make a recommendation to the Board regarding the contract. Clerk Hand stated the fees in the contract will be the same as they have been, and are paid from the inmate care budget.

- ❖ Commissioner McDougald made a motion to approve the contract with Life Management Center of Northwest Florida, contingent on Attorney Fuqua's review and approval of the contract. Chairman Brown seconded the motion. The motion passed unanimously 5-0.

Mr. Wood advised the Board Sheriff Kimbrel has requested funds to purchase 50 traffic cones for the Teen Driver Challenge Course. The cost is about \$850 for the cones, and the funds are available through the Dori Schlosberg Fund. The fund is generated through the court system and can only be spent on driver education. Chairman Brown asked where the Teen Driver Challenge Course is set up. Deputy Tad Scott stated the course is set up at Blountstown Middle School.

Mr. Wood stated the Krizner Group which represents the County for legal purposes (labor attorney) has recommended the County adopt an Affirmative Action Plan. Mr. Wood requested the Board allow Attorney Fuqua to look into an Affirmative Action Plan which would fit the County's needs. There was discussion among the Commissioners, the Attorney, and Mr. Wood regarding the need for an Affirmative Action Plan.

Mr. Wood stated purchasing asphalt milling was discussed at the last Regular Board Meeting. The milling will not be available until after the new budget cycle. Mr. Wood asked the Board to increase the 2016-2017 cash carry forward by \$30,000 unspent from the 2015-2016 Road Department budget specifically for asphalt milling, contingent on the Road Department not having any major problems before the end of this fiscal year.

- ❖ Chairman Brown made a motion to approve increasing the 2016-2017 cash carry forward by \$30,000 from the 2015-2016 Road Department budget for the purchase of asphalt milling, provided there are no major issues which arise at the Road Department before the end of the fiscal year. The motion was seconded by Commissioner Flowers. The motion passed unanimously 4-0. Commissioner Shelton abstained from voting due to a conflict, Commissioner Shelton works for Anderson Columbia. The milling will be purchased from Anderson Columbia.

Mr. Wood stated the Board needs to clarify the process of being placed on the meeting agenda. The public participation policy requires members of the public wishing to address the Board and or having an item added to the agenda to contact the Clerk's office five (5) days prior to the meeting. This was assumed to mean five (5) working days, not calendar days. Clerk Hand stated the cut off has been on Wednesday prior to the next Tuesday Board meeting. Chairman Brown stated he had no problem with

the cut off staying on Wednesday. Clerk Hand stated a cutoff gives time for the agenda to be finalized and sent out to each Commissioner so they have time to prepare for the upcoming meeting. The public participation policy does not specify working days or calendar days. Commissioner Jones asked what is the cut off time. Clerk Hand responded the cut off time has been noon on Wednesday. There was further discussion between the Commissioners and the attorney regarding the need for an agenda cutoff also noting the public participation policy provides for a procedure allowing the public to speak on an agenda item.

- ❖ Chairman Brown made a motion for the cut off to be on the agenda to remain on Wednesday. Commissioner McDougald seconded the motion. Attorney Fuqua stated the time for the cut off needs to be clarified as well. Clerk Hand stated the cut off could be set for 4 o'clock on Wednesday. Chairman Brown and Commissioner McDougald agreed 4 o'clock would be an appropriate time. Chairman Brown called for public comment. Ms. Carrie Baker stated it is difficult if something comes up on Thursday, and she should have been on the agenda by Wednesday at noon, and then has to wait until the following Board meeting to be able to speak. Ms. Baker stated in the past a Commissioner could yield his time to a citizen who needed to speak. She stated she has not ever seen a Commissioner yield his time. Chairman Brown stated the rule is still in effect. Ms. Baker stated citizens need to know if they have an emergency a Commissioner can yield his time to them. Chairman Brown stated he has never had anyone ask if he will yield his time. There was no other public comment. The motion passed 4-1. Commissioner Jones opposed.

Mr. Wood stated the Florida Department of Agriculture and Consumer Services requires the Mosquito Control Program to have a director. The program will be turned over to the Board on October 1st by the current director, Michael DeVuyst. Mr. Jace Ford has passed two out of the three tests in order to do the job, and can work for 6 months to a year without the final test. The only reason he has not taken the final test is because it is not offered until January. Mr. Wood recommended the Board allow Mr. Ford to become the new Mosquito Control Director. There will be no additional pay to his current salary, this will be a part of his job if the Board approves.

- ❖ Commissioner McDougald made a motion to name Jace Ford as the Mosquito Control Director. The motion was seconded by Commissioner Flowers. There was no public comment. The motion passed unanimously 5-0.

Mr. Wood stated a driver is needed to operate the mosquito spray truck. Andy Bailey, a current City of Blountstown employee, operates the mosquito spray truck for the Health Department in the evenings for approximately 20 hours per week during mosquito season. Mr. Bailey has agreed to finish out this spraying season, which could last another month or could last until December depending on the weather. Mr. Wood recommended the Board allow Mr. Bailey to finish out the spraying season and pay him \$12 per hour, for approximately 20 hours per week. This would give the Board time to decide if they want to continue to allow Mr. Bailey to spray next season, or advertise to hire someone else. There was discussion among the Board members and Mr. Wood concerning the hourly rate to offer Mr. Bailey. Mr. Wood stated this position (Part-time temporary) would only be until the end of the season, and the advantage with Mr. Bailey is he already knows the equipment and routes, so he will not need to be trained to do the job. Chairman Brown asked how the end of the spray season is determined. Mr. Wood stated Mr. Ford would be in contact with the Department of Agriculture about that aspect of spraying,

and the end of the season is likely determined by the amount of mosquitos trapped weekly. Commissioner Flowers asked if Mr. Bailey would be considered full time, part time, or contract. Mr. Wood stated he would be considered part time, and would not receive benefits through the County. Commissioner Shelton asked who would be the point of contact for people with questions about mosquito spraying. Mr. Wood responded they would contact Mr. Ford or the Emergency Management Office.

- ❖ Commissioner Shelton made a motion to hire Mr. Andy Bailey part time at \$12 per hour to finish out the mosquito spraying season. Chairman Brown seconded the motion. Chairman Brown called for public comment. Ms. Carrie Baker asked if Mr. Bailey works for the city or the Health Department for spraying. Ms. Rachel Bryant stated he is paid by the Health Department. Ms. Baker asked how much the Health Department pays Mr. Bailey to spray. Ms. Bryant responded she was not sure. There was no further public comment. The motion passed 4-1. Commissioner Jones opposed.

Mr. Wood advised the Board Mr. Tim Jenks has requested leave from October 28th to November 4th, 2016.

- ❖ Commissioner McDougald made a motion to approve leave for Mr. Jenks. Commissioner Flowers seconded the motion. There was no public comment. The motion passed unanimously 5-0

Mr. Wood advised the Board a payment request for \$156,598 was received from Gulf Coast Utility Contractors LLC (GCUC) for work completed at the airport. There are changes to line items in the contract which have not been approved by change order for a net increase of \$2,400. Mr. Wood stated there are adequate grant funds remaining to cover the addition of \$2,400, and the County is also holding retainage. According to Mr. Wood, Mr. John Collins, AVCON project engineer and DOT, are both okay with payment prior to executing the change order. Mr. Wood noted the Board of County Commissioners ultimately approve payment, and if the Board would like a change order prior to payment then the AVCON engineer, John Collins, will be notified. Chairman Brown stated he would like to see a change order. Attorney Fuqua stated the Board needs in writing DOT is okay with the \$2,400 over budget being paid. Commissioner Shelton stated he would like to see a change order with a good explanation. Chairman Brown agreed with Commissioner Shelton. Mr. Wood stated he would get a change order for the Board.

Mr. Wood requested Board permission for Chairman Brown to sign the State Housing Initiative Program (SHIP) annual report before the next meeting after the report has been reviewed for accuracy.

- ❖ Commissioner McDougald made a motion to approve Chairman Brown's signature for the SHIP Annual Report. Chairman Brown seconded the motion. There was no public comment. The motion passed unanimously 5-0.

Mr. Wood presented to the Board a SHIP program change order for the Randy Young job for \$648 for a new air conditioning coil. When the job was originally scoped and written up, maintenance on the air conditioner was listed but they did not realize until the maintenance was done a new coil was needed. Chairman Brown inquired what company is doing the air conditioning work. Mr. Dowling Parrish stated White's Air Conditioning is doing the air conditioner work.

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

Mr. Wood stated, at the last Board meeting the 50/50 grant match requested by Kinard Volunteer Fire Department was discussed. The Fire Department was asking the Board if they would help with the 50% grant match, approximately \$7,500. Commissioner Flowers asked if there was still grant match money in the fire control budget for this year. Clerk Hand stated there are still funds available. Chairman Brown asked if it would be enough to also help the other Fire Departments cover any costs.

Clerk Hand stated there is \$15,000 budgeted for grant match this fiscal year. There was further discussion about fire department grants, grant match, fire department needs for bunker gear, and future requests by the fire departments. Chairman Brown asked if next year other volunteer fire departments asked for help with grant matches, would there be money in the budget to help them. Clerk Hand stated there are no funds budgeted in 2016-2017 for grant matches. Commissioner Shelton stated he made the motion to remove the grant match from the budget in order to balance the budget, in the intent the Board would still help and provide for the fire departments if the Board had to pull money out of the reserves to do so, and the motion passed. Chairman Brown asked Attorney Fuqua if granting Kinard VFD request would set a precedent which would have to be followed. Attorney Fuqua stated a legal precedent would not be set.

- ❖ Commissioner Shelton made a motion to reimburse Kinard Volunteer Fire Department their grant match, and split the balance of the funds budgeted with the other Volunteer Fire Departments. There are seven (7) Volunteer Fire Departments remaining. Commissioner Flowers seconded the motion. Chairman Brown called for public comment. Ms. Carrie Baker stated Mr. Daniels asked for some assistance with the grant, not the entire \$7,500. When he applied for the grant he knew he would have to come up with the grant match regardless if the Board helped out or not. She inquired, why not divide the entire \$15,000 between all the fire departments so they would all get more money. Commissioner Jones stated he is going to tell all the other volunteer fire departments to go find some bunker gear and the Board will go into the reserve fund to help them get new bunker gear too. Renee Crawford stated not every fire department is after the same thing in the same year. Kinard Volunteer Fire Department are the ones who went out and sought a grant for new bunker gear and were awarded the grant, and asked for help. Not every fire department is in the same place. Commissioner Jones stated Mossy Pond approached him and were upset they did not get bunker gear and stated they are in dire need of new bunker gear. Mossy Pond stated to Commissioner Jones they have the highest call volume in the County. Commissioner McDougald stated this is why the Board budgets the same amount of money for each fire department every year. Chairman Brown asked if Mossy Pond could have sought out this grant as well. Mr. Wood responded he did not see why the grant would not be available to all the fire departments. Commissioner Jones stated all the fire departments should be told and shown how to apply for the different grants. Mr. Wood stated he has been to some of their department wide meetings and they do have speakers come from time to time to discuss with the fire departments' grants which are available. There was further discussion on matching grants. The motion passed 4-1. Commissioner McDougald opposed.

❖

ANGIE SMITH – EMERGENCY MANAGEMENT DIRECTOR

Ms. Smith presented to the Board for approval and execution the Department of Economic Opportunity grant agreement for \$25,000. This grant will allow Marina Pennington and Frank Snowden to address several discrepancies between the land use categories described in the future land use element and shown on the future land use map, and to update infrastructure, the aquifer recharge protection element, to meet statutory requirements for protecting areas of prime groundwater recharge. This will fix some discrepancies in the County's Comp Plan and make it more consistent.

- ❖ Commissioner McDougald made a motion to approve the Department of Economic Opportunity Grant. Chairman Brown seconded the motion. Commissioner Jones asked Ms. Smith to explain more what this grant will do for the Comp Plan. Ms. Smith stated this grant will address discrepancies in the Comp Plan and Future Land Use Maps. Commissioner Jones asked what discrepancies are in the Comp Plan. Mr. Snowden responded there are places in the Comp Plan which state agriculture is 1 to 10, and later in the comp plan that number changes. There are also areas where the soil is very porous, which are areas of aquifer recharge and need to be protected. Chairman Brown asked how close the County is to getting the discrepancies in the Comp Plan addressed. Attorney Fuqua stated the process is about six (6) months, as long as there is no State objection to the changes. This is a large scale amendment and will require input from everyone. Mr. Snowden stated there will be public meetings held on the issues and will be advertised in the paper. There was no public comment. The motion passed unanimously 5-0.

Ms. Smith presented to the Board for consideration a new agreement with Ring Power for generator maintenance on the courthouse generator, the road department generator, and the Mossy Pond generator. The company has proposed to go up on all services on all the units a total of \$415 annually with a four (4) year lock down and expect the four (4) years to go to an eight (8) year lock down.

- ❖ Commissioner Shelton made a motion to approve the new agreement with Ring Power. Commissioner McDougald seconded the motion. There was no public comment. The motion passed unanimously 5-0.

Ms. Smith advised the Board she has made a decision not to hire an Emergency Management Coordinator at this time due to training the two (2) new positions, FEMA activities are at a peak, and Ms. Smith does not have time to conduct the interviews for the Emergency Management Coordinator position. Commissioner Jones stated Ms. Smith may want to go ahead with the interviews since the position has been advertised and applications have been received. Ms. Smith stated she just does not have the time, and Mr. Bill Krizner, the labor attorney, has stated holding off on the interviews is acceptable. Commissioner Shelton asked if Ms. Smith was just holding off on the interviews and planned to do them at a later time. Ms. Smith stated she will wait until later to conduct interviews. Chairman Brown asked if the Emergency Management Office is running smoother since hiring the two (2) new positions. MS. Smith responded things are going well, and she believes they are moving forward in the direction the Board would like. Chairman Brown asked when Ms. Smith determines she can hire someone for the Emergency Management Coordinator position, will she have to re-advertise if the time period has been over 90 days. Ms. Smith responded she would use the applications she has so the people who put forth the time and effort to go through the application process would not have to go through it again. There was further discussion of Emergency Management.

CLERK HAND – CLERK OF COURT AND COUNTY COMPTROLLER

Clerk Hand had nothing to report.

ATTORNEY FUQUA

Nothing to report.

COMMISSIONER TIME

COMMISSIONER MCDUGALD

Nothing to report.

COMMISSIONER JONES

Commissioner Jones stated some of the items discussed tonight were not on the agenda. Commissioner Jones requested if there is something the County staff needs to add after the agenda has been distributed, please send an email to each Commissioner with details before the Board meeting.

COMMISSIONER SHELTON

Commissioner Shelton stated a basketball court was constructed at the Mossy Pond Library with discretionary money, a FRDAP Grant for bathrooms is in the process of being applied for, and the citizens have asked if power could be run so a security light can be installed at the basketball court, and eventually at the bathrooms when built. Commissioner Shelton asked what the cost would be to put up the pole and supply electricity to the area. Mr. Wood stated he believed the cost would be about \$17 a month per light. There was further discussion about lights at Mossy Pond Library. The Board came to a consensus to allow the power company to install two (2) lights at the basketball court, and at a later date one at the bathrooms.

COMMISSIONER FLOWERS

Commissioner Flowers reminded everyone the Swamp and Stomp will be held this Saturday at the KRATOS Training Facility on Flatwoods Road.

CHAIRMAN BROWN

Chairman Brown advised the Board the Riparian County Stakeholders Coalition is requesting a letter of support for the 2017 fiscal year.

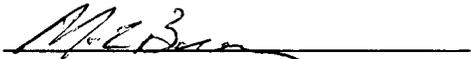
- ❖ Chairman Brown made a motion to approve the letter of support for the Riparian County Stakeholders Coalition. Commissioner Shelton seconded the motion. The motion passed unanimously 5-0.

Chairman Brown requested the Board's permission for the Chairman to execute the 2016-2017 Mosquito Control Budget.

- ❖ Commissioner Flowers made a motion to approve the request for the Chairman to execute the Mosquito Control Budget. The motion was seconded by Commissioner Shelton. The motion passed unanimously 5-0.

Chairman Brown stated the Board appreciates everything that every Volunteer Fire Department and their personnel do for this County. The discussion tonight was not about the people who devote their time to the Volunteer Fire Departments, and Chairman Brown stated he wanted them all to know they are appreciated and prayed over every day.

There being no further business, the meeting adjourned at 7:46 pm.


MARION "LEE LEE" BROWN, CHAIRMAN

ATTEST:


CARLA A. HAND, CLERK

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>Shelton Woodrow Lee</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS <i>9406 NW Lakewood Ridge</i>	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY <i>Blountstown</i> COUNTY	<input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED <i>8-13-14</i>	NAME OF POLITICAL SUBDIVISION:
	MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Lee Sh/Hoa, hereby disclose that on _____, 20 _____:

(a) A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of anderson colmiba, by whom I am retained; or I work for them.
- inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

9-13-16
Date Filed

Lee Sh/Hoa
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.