

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS  
REGULAR MEETING MINUTES  
JANUARY 24, 2017**

**PRESENT AND ACTING:**

**DANNY RAY WISE, CHAIRMAN  
GENE BAILEY, VICE-CHAIRMAN  
DARRELL MCDUGALD  
DENNIS JONES  
JERAL HALL**

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

The meeting held in the Regular Meeting room was called to order by Chairman Wise at 6:15 P.M.; CT. Commissioner McDougald led the Prayer and Pledge of Allegiance to the Flag.

**APPROVAL OF MINUTES AND VOUCHERS**

A motion to approve the minutes and vouchers as published on the agenda (The January 10, 2017 Workshop Minutes and the January 10, 2017 Regular Meeting Minutes; vouchers for warrants: accounts payable warrants –1701-GS, 1701-2G, 1701-2RD, 1701-2L, 1701-2E, 1701-2S and payroll warrants – PR17-B01, PR011217) was made by Commissioner Bailey and seconded by Commissioner Hall. The motion passed unanimously 5-0.

**IDA BOARD NEW MEMBER OATH OF OFFICE**

Attorney Fuqua administered the Oath of Office for the new IDA Board member, Mr. John Morgan Davis.

**KEITH MADDOX, CALHOUN COUNTY EMS DIRECTOR – STATE GRANT APPLICATION FOR NEW AMBULANCE**

Mr. Maddox updated the Board on the fleet status of the EMS ambulances. Mr. Maddox stated the Board should have received an email he sent this afternoon outlining the different ambulances and the mechanical issues they have had lately. Mr. Maddox stated one ambulance spent over 30 days in the shop for transmission repair, and after a day of being placed back in service the truck is down again. Mr. Maddox stated another truck had similar issues recently, which has caused it to be removed from service permanently and the box remounted on a new truck. Mr. Maddox stated as an emergency measure he spoke with Liberty County and worked out a five-day loan for one of their ambulances. Mr. Maddox stated EMS is looking to purchase a used ambulance in good condition, and Mr. Chuck Durant, CEO of Calhoun-Liberty Hospital, has approved the purchase of the used ambulance. Mr. Maddox stated the truck that had transmission trouble would be back in service tomorrow. Commissioner Bailey asked

Mr. Maddox to explain the problems each ambulance has. Mr. Maddox went through each ambulance and relayed to the Board the history of each truck. Mr. Maddox stated the plan is to acquire a 90/10 grant to buy a new truck and remount the box from Medic 1, and also purchase a used ambulance and get it in operation as soon as possible. There was further discussion about purchasing an ambulance and price quotes received. Mr. Maddox requested from the Board authorization for the Chairman to sign the grant application for the new truck. Mr. Maddox stated the grant deadline is February 1, 2017.

- ❖ Commissioner Bailey made a motion to approve for the Chairman to sign the grant application. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Mr. Maddox stated he will move forward with the grant writing process and stay in touch with the Board about his progress. Commissioner Bailey asked how many good ambulances the County will have if the grant is awarded. Mr. Maddox stated the County would have four (4) ambulances in good condition once the new truck and the used ambulance have been purchased. Mr. Maddox stated that in February they are hoping to have three (3) trucks in service, with one back-up truck.

Mr. Maddox stated he did an assessment of the Calhoun County EMS billing rates, and they are below the Medicare allowable rates. Mr. Maddox presented the Board with a handout outlining the rates. Mr. Maddox stated he has recommended for EMS to charge slightly over the Medicare allowable rates to the hospital Board, and they have approved his suggested rates. Commissioner McDougald stated in looking over the rates they look to be in line, and if the hospital Board approved he would make a motion to approve the rates as well. Attorney Fuqua stated a motion was not needed. Commissioner Bailey asked about the mileage rates. Mr. Maddox stated the patient is charged a base rate for the ambulance service, and mileage is charged only for the miles the patient is actually in the ambulance in transport. Mr. Maddox stated many agencies have their rates posted, and the recommended new rates for Calhoun County EMS are significantly less than these other agencies.

#### **BOB FLECK, IDA BOARD CHAIRMAN**

Mr. Fleck stated the IDA Board received their Airport Operating License on January 4, 2017 from the Department of Transportation. Mr. Fleck stated in addition to the tall trees being removed, the Flight Data Operations Division (FDOD) measured the other trees on the property along Silas Whitfield Road and found they are in compliance as of now, but when the trees grow about six (6) more feet they will be in violation of the allowable height. Mr. Fleck stated the airport has a little less than two (2) years before this happens, and he believes Attorney Fuqua is working on an ordinance to help with this problem. Attorney Fuqua stated there are no other municipalities in the State who have adopted an ordinance, and he is still trying to find one that will fit the County's needs. Attorney Fuqua stated he has had a detailed conversation with the Florida Department of Transportation (FDOT) lawyer a week or two ago about the process. Commissioner Bailey asked what would be the deadline to adopt an ordinance. Attorney Fuqua stated the deadline is mid to late July. Mr. Fleck stated it is critical the County adopt an ordinance or they will have the same problem with the trees again that was just resolved.

Mr. Fleck stated the IDA Board is still waiting on a response from the US Army Corp of Engineers on their request to discontinue the monitoring of the wetlands at Sam Atkins Park. The IDA Board has been monitoring the wetlands for a little over seven (7) years at the cost of close to \$8,000 per year. Mr. Fleck stated the environmentalist who has overseen the work believes the County has gone about as far as they can go in eradicating the invasive species that have been a problem, but the request is still pending.

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Mr. Fleck stated the south taxiway A project is now complete, and they are waiting on funding to start the north end of the taxiway. Mr. Fleck stated they should have the funds by July 1, 2017 and this will complete the total taxiway.

Mr. Fleck stated normally in January the IDA Board elects their officers, but they decided to postpone until next month so they will have a full Board for the election. Commissioner Bailey (District V Commissioner) stated Mr. Fleck's (District V appointee) appointment to the IDA Board expired December 31, 2016 (Resolution 2014-01). Commissioner Bailey stated in December Mr. Fleck made a statement that it is illogical to have a full time department head report to five (5) County Commissioners. Commissioner Bailey stated the IDA Board has been reporting to five (5) County Commissioners since its existence, and asked if this was a problem for Mr. Fleck. Mr. Fleck stated he made the statement as a private citizen, not a representative of the IDA Board. Mr. Fleck stated he felt that it was difficult and illogical to have the department heads report to five (5) different people, and based on his experience in business it has been a problem but may not be a problem in County government. Commissioner Bailey asked if Mr. Fleck has had any problems in the past three (3) years reporting to the Board. Mr. Fleck stated he has personally not had any problems with the Board. Commissioner Bailey stated the IDA Board reports to all members of the Board, and asked if this would be a problem for Mr. Fleck. Mr. Fleck stated this would not be a problem for him as a member of the IDA Board.

- ❖ Commissioner Bailey (District V Commissioner) made a motion to appoint Mr. Fleck (District V appointee) to the IDA Board for four (4) years. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Attorney Fuqua administered the Oath of Office for the IDA Board to Mr. Fleck.

Commissioner Bailey asked if the IDA Board has discussed any plans to bring more jobs to the County. Mr. Fleck stated Skydive Panama City has enlarged their operation and now has nine (9) employees and Sunset Eagle is getting ready to hire another mechanic. Mr. Fleck stated the latest development is the Army Museum in Ozark, Alabama has wanted to relocate to Calhoun County with helicopters and if this happens, there will be more fuel sales and employees needed to run the operation. Commissioner Bailey asked the IDA Board's plans for seeking out jobs that are not Federal Aviation Administration (FAA) or Airport related. Mr. Fleck stated they have not to his knowledge been active in that area, but they have put up a sign advertising the Catalyst Site and it is advertised on the Chamber of Commerce website. Commissioner McDougald asked if there is still a waiting list for the hangars. Mr. Fleck stated there is currently not a waiting list. Commissioner McDougald asked if special consideration is given to the persons who would create jobs when there is a waiting list. Mr. Fleck stated yes, but with one exception, a business cannot be operated from a t-hangar. Mr. Fleck stated Skydive Panama City moved most of their operation to the catfish plant, which freed up seven (7) spots in the 100 by 100 hangar. Mr. Fleck stated two (2) spots have been leased since then, so there are five (5) available spots at this time.

Mr. Joe Crozier, the environmental planner from the Apalachee Regional Planning Council, asked whom Mr. Fleck has spoken with at the US Corp of Engineers. Mr. Fleck stated he has not been involved in that process, Dewberry/Preble-Rish and AVCON have been handling the issue. Mr. Crozier stated Brent Mortimer in Chattahoochee handles the invasive species for the region, and he will email him and try to get information on the issue.

#### **JACE FORD – MOSQUITO CONTROL STATE ASSISTANCE**

Mr. Ford stated the Mosquito Control program was presented with an opportunity last week to participate in funding that the Dean of FSU Panama City is submitting through legislature. The funding would be to assist rural counties in Northwest Florida to establish weekly mosquito surveillance at several sites throughout the counties. Mr. Ford stated the current program includes once a month mosquito sampling throughout the county with a handful of traps, and the County supplies all the fuel to the traps, supplies for trapping, and transportation for the mosquitos to be tested. The testing of the mosquitos also comes from the County's budget. The proposed program would involve weekly testing, their employees using their equipment would trap the sample mosquitos, and the County would have no expenses in the trapping of the mosquitos or the testing of the mosquitos. The program is also offering to do additional testing on vector mosquitos, mosquitos known to carry diseases, to see if they are currently infected with anything the County needs to know about. Mr. Ford stated the information is listed in the handout he presented to the Commissioners. Mr. Ford stated a letter had to be sent last Friday in order to be included in the program, which he has already submitted and included in the information given to the Board. Mr. Ford stated if the Board decides they do not want to participate, he can retract the letter.

- ❖ Commissioner McDougald made a motion to approve the letter requesting participation with the program. Commissioner Hall seconded the motion. Mr. Ford stated this letter is not entering into any contract, but the letter was needed to show the legislature there is support from the counties for the program. Commissioner Bailey asked if the funding would be grant supported. Mr. Ford stated FSU Panama City would be asking for special funding for the program through the State Legislature, which will then be funded through FSU Panama City, and Calhoun County would allow them to operate this program in the county for us. The motion passed unanimously 5-0.

#### **SANDY KELLY – SHIP BID OPENINGS**

Ms. Kelly opened and read aloud the SHIP bids.

<b>"S.H.I.P." JOBS</b>				
<b>Client Names</b>	<b>County Estimate</b>	<b>Gulf Coast Home Solutions, LLC</b>	<b>Chariot Construction, LLC</b>	<b>H&amp;O Home Improvements, LLC</b>
Terry Martin	<b>\$21,500.00</b> 20% cap \$4,300.00 \$25,800.00	\$29,100.00	\$24,800.00	\$22,300.00
Dallas Hendrix	<b>\$8,000.00</b> 20% cap \$1,600.00 \$9,600.00	\$9,200.00	\$7,600.00	\$8,800.00
Laura Snowden	<b>\$12,500.00</b> 20% cap \$2,500.00 \$15,000.00	\$13,050.00	\$15,500.00	-----
Althamease Blue	<b>\$24,000.00</b> 20% cap \$4,800.00 \$28,800.00	-----	\$26,900.00	\$29,465.00
Patricia Williams	<b>\$8,250.00</b> 20% cap \$1,650.00 \$9,900.00	\$9,600.00	\$11,150.00	\$10,800.00
<b>Client Names</b>	<b>County Estimate</b>	<b>Yoder Septic Service w/ new tank</b>	<b>Yoder Septic Service w/o new tank</b>	
Terry Martin	<b>\$5,500.00</b> 20% cap \$1,100.00 \$6,600.00	\$6,250.00	\$5,500.00	

- ❖ Commissioner McDougald made a motion to accept the low bid on each of the SHIP bids contingent upon all the paperwork being in order. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Ms. Carrie Baker inquired why Ms. Kelly is now opening the bids as opposed to Attorney Fuqua opening the bids as in the past. Ms. Baker stated that in the past Attorney Fuqua would make sure all the contractors' paperwork was in order and in compliance when bids were opened. Ms. Kelly stated she has folders in her office with each contractors' current insurance and licenses. Commissioner Bailey stated this is Board preference, but the Board would let Attorney Fuqua open the bids the next time.

**DUSTIN CASTELLS – FDOT, STATE FUNDED LOCAL PROGRAMS**

Mr. Castells presented to the Board a program overview for the different funding programs the Florida Department of Transportation (FDOT) operates. Mr. Castells stated the Board should have received a handout outlining the programs. Mr. Castells stated there are three (3) programs, the Small County Outreach Program (SCOP), the Small County Road Assistance Program (SCRAP), and the County Incentive Grant Program (CIGP).

Mr. Castells explained SCOP is a program Calhoun County qualifies for and the primary purpose of the program is for the resurfacing of existing pavement; repair of bridges, and for safety improvements. To qualify there must be a population less than 170,000 people and the County must participate in 75% of the application cost. Mr. Castells stated Calhoun County is eligible for a waiver of these fees, and FDOT can participate in up to 100% of project costs. Mr. Castells stated this does not mean FDOT can cover

everything that may come up on a project, and if the bid comes in over the budget the County may have to either cover the additional cost or reduce the scope of the project. Mr. Castells stated sometimes FDOT can assist and supplement funding if there is money available. Mr. Castells stated the project must be on the County Road System and the primary condition for the project is the physical road condition. The solicitations were sent to all counties who qualify in December, and the deadline for application is March 24. The County is allowed to submit two (2) applications for this program. Mr. Castells gave examples of projects covered under the program for the Board.

Mr. Castells explained SCRAP is a program that can only resurface existing paved roadways. The qualifications to the program are a county of 75,000 residents or less, and the roadway has to have been on the County Road System and paved as of June 10, 1995. The primary criteria is physical pavement condition, and the deadline date for application is March 24. Mr. Castells stated in the past, counties were only allowed to submit one large project and one small project. This has now been changed and counties are allowed to submit two (2) applications for the program without restrictions on size.

Mr. Castells explained CIGP is a program for which all counties in FDOT District 3 qualify. This program can only fund 50% of a project. Mr. Castells stated that sometimes FDOT does try to participate more because Calhoun County does qualify for a waiver, but the program does not have a lot of funding. Mr. Castells stated FDOT District 3 receives \$18 million dollars for the SCOP program a year, for the SCRAP program, about \$8 million dollars are received, but for CIGP only \$2.3 million dollars are received. Commissioner Bailey asked about in-kind matches for the grant. Mr. Castells stated in-kind would qualify, but depends on what the in-kind was composed of, and support documents would have to be submitted. Mr. Castells stated this program is not a resurfacing program. The purpose of this program is to provide relief to the State Highway System or to benefit the system. Mr. Castells stated if there is a turn lane the County would like to see on a certain road to provide relief, or a connecting road between two (2) State highways, which provides relief, these would be examples of ways the County could use this program. The deadline date for applications is March 24, 2017 and only one application is allowed.

Mr. Castells stated his contact information is included in the information packet provided to the Board. Mr. Castells stated he has worked with Ms. Angie Smith for the past four (4) years and Ms. Chelsea Snowden recently, and he appreciates greatly the help Ms. Snowden has been to his office in getting tasks accomplished. Mr. Castells stated from Fiscal Year 2012 to Fiscal Year 2016 Calhoun County received about \$9.6 million dollars through these programs. Currently for the next four (4) years Calhoun County will receive about \$6.6 million dollars and an additional three (3) projects have been added this year. There was further discussion about programs and funding. Mr. Castells stated a threshold amount is not set for projects the County can apply for, but he recommends if a project is very large for the County to break the project into different phases in order for funding to be more readily possible.

#### **CHELSEA SNOWDEN – PROJECTS AND GRANTS COORDINATOR**

Ms. Snowden stated at the last Board meeting she presented the Board with the SCRAP agreement for the County Road 549 project, and there was a question if the amount was for the design, construction, and CEI or only the design. Ms. Snowden stated she contacted FDOT and they have assured her the amount is for the design phase only. Ms. Snowden stated FDOT has recently started funding the design

phase of a project first, and later fund construction and CEI services. Ms. Snowden presented to the Board for approval and execution the Small County Road Assistance Program (SCRAP) agreement with FDOT for the design of County Road 549, otherwise known as John G. Bryant Road, from State Road 69 to County Road 69A for \$66,786.00.

- ❖ Commissioner Bailey made a motion to approve and execute the agreement for the design of County Road 549. Commissioner McDougald seconded the motion. The motion passed unanimously 5-0.

Ms. Snowden presented to the Board for approval and execution Resolution 2017-2 for the Small County Road Assistance Program (SCRAP) agreement for County Road 549, otherwise known as John G. Bryant Road, from State Road 69 to County Road 69A. This resolution will allow the Chairman of the Board to enter into the agreement with FDOT for \$66,786.00 for the cost of designing County Road 549.

**RESOLUTION OF CALHOUN COUNTY, FLORIDA  
RESOLUTION NO. 2017-2**

**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 “SMALL COUNTY ROAD ASSISTANCE PROGRAM  
AGREEMENT”**

**WHEREAS**, Calhoun County, Florida, has requested the State of Florida, Department of Transportation, for financial assistance for costs directly related to the resurfacing or reconstruction of County Road 549 (John G Bryant Road) from State Road 69 to County Road 69A; and,

**WHEREAS**, the State of Florida, Department of Transportation, has agreed to participate in the design of up to the amount of Sixty-Six Thousand Seven Hundred Eighty-Six Dollars (\$66,786); and,

**WHEREAS**, the “State of Florida, Department of Transportation, Small County Road Assistance Program” 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 Road Assistance 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 Road Assistance Program Agreement” attached hereto as EXHIBIT “A”.

**DULY PASSED AND ADOPTED** by the Board of County Commissioners of Calhoun County, Florida, this 24th day of January, 2017.

- ❖ Commissioner McDougald made a motion to approve Resolution 2017-2 for County Road 549. Commissioner Bailey seconded the motion. The motion passed unanimously 5-0.

**JUSTIN FORD, DEWBERRY/PREBLE-RISH – COUNTY ENGINEER**

Mr. Ford stated there are three (3) projects that have recently been bid, CR 69A, Carlos Peavy Road, and McDaniel/Sheard Road, and construction will begin soon.

Mr. Ford presented the Board with a handout of all ongoing FEMA DR 4177 projects with the percent completed. Mr. Ford stated there is a portion of the roads that construction is still ongoing, but most are 100% completed. Commissioner McDougald inquired about two roads on the page that have not been started yet. Mr. Ford stated one of them is because North Florida Construction was awarded five (5) or six (6) projects and they have been systematically working through those, but he is not sure what is going on with the project awarded to Southern Rock that has not been started. Mr. Ford stated he does know in the past couple weeks the lime rock availability has decreased, which has slowed progress on the roads and may be the reason Southern Rock has not started the road. Commissioner Bailey stated he would like Mr. Ford to check the grade on County Road 1 sometime this week; it is getting ruts and does not look like there is good compaction. Mr. Ford stated he would check into Commissioner Bailey's concern.

Mr. Ford presented to the Board a change order for County Road 1. Mr. Ford stated the change order sent to the Commissioners yesterday had a time extension of 60 days listed, but was changed to a time extension of 90 days to allow plenty of time for the contractor to complete the project since the lime rock availability has decreased.

- ❖ Commissioner Bailey made a motion to accept the change order for the time extension. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Mr. Ford stated Mr. Edenfield has spoken with him about some drainage concerns on John F. Bailey Road. Mr. Ford stated they would be looking into the issue and addressing any problems they find so there will not be any further issues regarding drainage in the future.

Mr. Ford stated there were several projects approved toward the end of last year that need Task Orders. The projects are County Road 392, River Street, and John F. Bailey Road. Mr. Ford stated he would have drafts of the Task Orders at the next regular meeting.

Mr. Ford stated Commissioner Bailey previously asked about the Florida Boating Improvement Program for Neal Landing Boat Ramp. Mr. Ford stated the only information they have received is the applications open in February, but do not have a concrete date yet. Commissioner Bailey stated he would like to be involved in the application process. Mr. Ford stated he would be sure to keep Commissioner Bailey updated and would be contacting him when it is time to move forward with the application process.

**ANGIE SMITH, EMERGENCY MANAGEMENT DIRECTOR**

Ms. Smith thanked the Board for their assistance this past weekend during the severe weather, and commended all the fire departments on providing such a vital function to our County and keeping citizens safe.

Ms. Smith informed the Board her Emergency Management Administrative Assistant has submitted her resignation, and her last day will be next Tuesday. Ms. Smith stated beginning next week, she would be advertising in the newspaper for two weeks for a new Administrative Assistant.

#### **JOE WOOD, DIRECTOR OF OPERATIONS**

Mr. Wood advised the Board it is time for renewal of the Inmate Healthcare Insurance policy. The insurance policy protects the County when one of the inmates incarcerated incurs extremely high medical costs. The premium for the annual policy term beginning February 1, 2017 is \$49,200; the premium is based on the number of inmates incarcerated by the Sheriff. The insurance has been with the same company for the past three (3) years, and is the best value based on price and a lower deductible per inmate. The other provider raised their deductible to \$15,000 per inmate per year, and the current insurer kept their deductible at \$10,000 per inmate per year. Mr. Wood stated in an effort to lower the cost for inmate care he spoke with the hospital administrator. Mr. Wood requested Calhoun-Liberty Hospital transfer inmates, if medically necessary, to Jackson Hospital or Bay Medical as long as these hospitals can handle the specific problem an inmate has, because rates are better at these hospitals and if not transfer them to Tallahassee. Mr. Wood stated the hospital administrator agreed to this, but would like to have a letter of request from the Board. Mr. Wood requested the Board approve the Chairman to sign a letter stating this request to present to the hospital administrator.

- ❖ Commissioner Bailey made a motion to approve the letter to the hospital administrator. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.
  
- ❖ Commissioner Bailey made a motion to approve the renewal of the policy. Commissioner Wise seconded the motion. Commissioner Bailey asked if this quote is the cheapest quote. Mr. Wood stated it is the cheapest, and has the lowest deductible. Commissioner Bailey asked about the County procurement policy. Attorney Fuqua stated the policy does not address insurance, and suggested the Board approve the renewal of the policy. The motion passed unanimously 5-0.

Mr. Wood stated there were two sealed bids received for the option to place a cell tower on County property off Jim Durham Road. Mr. Wood requested the Board award the contract to Excel Communications, based on their bid of \$700 per month to the County. The other company bid 50% of revenue sharing, which is an unknown. Mr. Wood stated now that the other company has seen what Excel Communications bid, they could say whatever number they wanted to make their company look better. Excel Communications also included in their bid for the County to have four (4) UHF antenna spaces and two (2) VHF antenna spaces on the tower, free of charge, if the County needs to use them in the future. Mr. Wood stated at this point in time technology has not progressed enough to be able to use the antennas because the tower will not be tall enough, but in the future if technology advances the option would be available.

- ❖ Commissioner McDougald made a motion to accept the cell tower bid from Excel Communications. Commissioner Hall seconded the motion. There was further discussion about the cell tower bid and the amount the County would be paid per year. Mr. Wood stated the bid reads the company will pay the County \$700 per year for the first two (2) years and if the option is exercised, the County will receive \$700 per month. Mr. Wood stated the other

company did not specify any amount of money nor was there a requirement to build a tower. The motion passed unanimously 5-0.

Mr. Wood requested permission from the Board to remove the old Westside Fire Department shed just north of the County Road Department. Mr. Wood stated that 25 to 30 years ago Westside Fire Department parked their engine under the shed, but have since moved their operation to the north side of Highway 20 to the old State Road Department. Mr. Wood stated the building has become unsightly, and some of the tin was blown off in the storm over the weekend. There have been requests from the Road Department to allow them to take the building down in an effort to make it safer and look better. Mr. Wood stated he has spoken with the fire chief at Westside Fire Department and he stated they have no claim to the building and are ok with it being taken down.

- ❖ Commissioner Bailey made a motion to approve the removal of the shed. Commissioner McDougald seconded the motion. The motion passed unanimously 5-0.

#### **CARLA A. HAND, CLERK OF COURT AND COUNTY COMPTROLLER**

Clerk Hand stated she had nothing to report to the Board.

Commissioner Jones asked Clerk Hand if she ever got his answer about whose job description seeking grants would fall under. Commissioner Jones stated he has not received any information yet. Clerk Hand stated she did not know his question was for her, but since the last meeting, she emailed all Commissioners the job descriptions in her possession. Clerk Hand stated there was no description of a grants writer in any of the job descriptions. Commissioner Jones stated this might need to be added to the duties of the Emergency Management Administrative Assistant position that Ms. Smith will be advertising to fill. Ms. Smith stated the position is only 70% Emergency Management, and are also under the Road Department and Solid Waste. Commissioner Jones stated with that 30% they could use that time to look for grants for the County. Commissioner Jones stated if not, someone else would need to be found for the task. Ms. Smith stated if there is something specific Commissioner Jones is looking for a grant may be found, but without direction, it is not known what grants to seek. Commissioner Jones stated anything other than roads and Florida Recreation Development Assistance Program (FRDAP) grants, and asked if this could be made possible. Ms. Smith stated it could be possible.

#### **ATTORNEY FUQUA**

Attorney Fuqua informed the Board the property purchased by the County last fiscal year for a dirt has been sold.

Attorney Fuqua stated he used the Personnel Policy with Commissioner Bailey's suggested changes and inserted the suggested changes from the audit by the Krizner Group. Attorney Fuqua stated he has sent the policy to the Commissioners for their review, and another workshop will need to be scheduled to finalize the policy. Chairman Wise asked if this could be included in the training for the department heads in February. Attorney Fuqua stated the training is to teach them how to supervise, document, investigate, and report, and would not be a good time to finalize the Personnel Policy.

- ❖ Commissioner Bailey made a motion for a Workshop to be scheduled 30 minutes prior to the next regular Board meeting, February 14 at 5:30, to discuss the Personnel Policy. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Attorney Fuqua stated Mr. Snowden has suggested starting the Planning Commission meeting, scheduled for February 28 at 5:00, at 4:00 or 4:30 since there are two issues to discuss. Mr. Snowden stated the letters sent to the property owners surrounding Mr. Michael Davis property state the meeting will start at 5:00. Attorney Fuqua stated the letters regarding Mr. Pickron and Mr. Smith could state the time the Board chooses to start the meeting. Chairman Wise stated he the meeting should be scheduled for 4:00.

- ❖ Commissioner Bailey made a motion for the Planning Commission meeting on February 28 to start at 4:00. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

### **COMMISSIONER TIME**

#### **COMMISSIONER MCDUGALD**

Nothing to report.

#### **COMMISSIONER JONES**

Nothing to report.

#### **COMMISSIONER BAILEY**

Commissioner Bailey asked Mr. Wood if there was a way to clean up the old tires at the Road Department shop. Mr. Wood stated previously this was funded through the Recycling Program, but has not been in the past five (5) years or so. Mr. Wood stated the County would probably have to pay to dispose of them. Mr. Wood stated the County picks up tires daily out of the woods where people have thrown them out, and people also drop them outside the gates after hours. Mr. Wood stated something needs to be done, the tires breed mosquitos and the pile gets bigger and bigger, but money will be needed to remove the tires. There was further discussion about how to recycle the tires. Mr. Wood stated he could do some research on some options and bring them to the Board at the next meeting. Commissioner Jones stated there are some parks in Tallahassee that have tire shavings as a base in their playgrounds, and asked if Mr. Wood could find some information on someone who could grind the tires to use at the County parks. Mr. Wood stated he would look into this as well.

Commissioner Bailey stated the roof on the old canning center at the Road Department is looking bad, and asked if prices for tin to replace the roof could be obtained. Mr. Wood stated he would look into pricing for the tin.

Commissioner Bailey asked how the Board could get the pile of scrap metal removed from the Road Department. Mr. Wood stated the metal would have to be bid out, and the Board could accept the high bid for the metal. Commissioner Bailey stated Mr. Edenfield is trying to clean up some at the Road Department, and he would like to help in any way he can. Mr. Wood stated he could put together an advertisement for the paper, stating the buyer would be required to pick up and haul the metal from the Road Department.

Commissioner Bailey asked how the current parking spaces beside the courthouse would be prepared for the installation of handicap spaces, if the spaces would be pressure washed to remove the paint,

ground, or painted over. Mr. Wood stated in the past the spaces have been ground, and they are in the process of checking to see if anyone local has a grinder. Mr. Jenks and his crew can paint the lines and move the bumpers, but the current lines really need to be removed instead of just painted over. Commissioner Bailey stated a pressure washer may remove the paint, and Mr. Wood responded they could try that first to see if it will work and if not they will hire someone with a grinder. There was further discussion about handicap parking spaces.

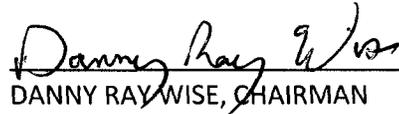
**COMMISSIONER HALL**

Nothing to report.

**CHAIRMAN WISE**

Nothing to report.

There being no further business, the meeting adjourned at 7:53 p.m., CT.

  
DANNY RAY WISE, CHAIRMAN

ATTEST:

  
CARLA A. HAND, CLERK