

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS  
REGULAR MEETING MINUTES  
APRIL 11, 2017**

**PRESENT AND ACTING:**

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

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

Chairman Wise called the meeting held in the Regular Meeting room to order at 6:00 P.M.; CT. Commissioner Jones 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 March 23, 2017 Workshop Minutes, The March 28, 2017 Workshop Minutes, The March 28, 2017 Regular Meeting Minutes, and The March 30 Special Meeting Minutes; vouchers for warrants: accounts payable warrants –1703-2ES, 1703-2GS, 1703-FP, 1703-GCE, 1704-MED, 1704-1G, 1704-1RD, 1704-1L, 1704-1E, 1704-1ES, 1704-1S and payroll warrants – PR17-B11, PR040617) was made by Commissioner Hall and seconded by Commissioner Bailey. The motion passed unanimously 5-0.

**CARMEN POTTER – REQUEST TO SET UP FOOD CART IN COURTHOUSE PARKING LOT**

Ms. Potter was absent from the meeting.

**JACE FORD – MOSQUITO CONTROL BUDGET AMENDMENT**

Mr. Ford stated the County previously received \$15,500 from the State Health Department for mosquito control efforts with the Zika Virus, and have recently received an additional \$5,000. Mr. Ford stated he needs approval to accept the \$5,000 into his budget.

- ❖ Commissioner McDougald made a motion to accept the \$5,000 into the Mosquito Control Budget. Commissioner Bailey seconded the motion. The motion passed unanimously 5-0.

Mr. Ford stated the County has received a total of \$20,500 from the State Health Department for mosquito control. Mr. Ford stated he needs approval of the budget amendment to the State Mosquito Control budget. .

- ❖ Commissioner Bailey made a motion to approve the State Mosquito Control budget amendment. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Mr. Ford stated he has been asked to put together some information on upgrading the quality of the County's road signs. Mr. Ford stated the County currently uses a six (6) inch plaque with four (4) inch lettering. There has been discussion about using the current size plaque but increasing the quality of the vinyl that is used on the signs from engineered grade vinyl to high prismatic vinyl. Mr. Ford stated there has also been discussion of upgrading from a six (6) inch plaque to a nine (9) inch plaque, and use six (6) inch letters on those plaques. Mr. Ford stated the County could upgrade to the high intensity vinyl and keep the six (6) inch plaques without much increase in costs. Mr. Ford stated the only money the County would lose is the money invested in the plaques that have already been bought. Mr. Ford provided the Board with a handout outlining the different costs associated with the upgrades.

- ❖ Commissioner Bailey made a motion to table the upgrade of the signs until the current materials have been used. There was further discussion about road signs. Commissioner Jones seconded the motion. The motion passed unanimously 5-0.

#### **PANHANDLE ENGINEERING – CEI SERVICES FOR CR 69A AND CARLOS PEAVY ROAD**

Mr. Chris Forehand, Project Manager with Panhandle Engineering, updated the Board on the progress made on CR 69A and Carlos Peavy Road. Mr. Forehand stated the contract amount for CR 69A has remained the same and there have been no change orders issued, and none are expected. The contract completion date is May 29, and there are minor items left to complete on the road. Mr. Forehand stated they had a pre-final inspection with DOT that morning which went well. Mr. Forehand stated the project is 93% complete, and the contractor plans to start on the thermoplastic striping next week. Mr. Forehand stated this project is federally funded and FDOT audited all documents and found the project to be in compliance. Mr. Forehand stated overall the project has been successful and the contractor, Roberts & Roberts, Inc., has been a pleasure to work with.

Mr. Forehand stated the firm is also working on the Carlos Peavy Road project. Mr. Forehand stated the original contract amount on the project was \$609,126.25, but a change order for additional piping which cost \$3,400 had to be made. DOT approved the change order and the total contract amount currently is \$612,526.25. Mr. Forehand stated the project is only 10% completed, and the contractor has informed Panhandle Engineering they will not be back onsite until April 24. The contract completion date is June 28.

Commissioner Bailey asked how the firm determines when inspectors will be onsite while the contractor is working. Mr. Forehand stated they estimate by the length of the road and the amount of work that needs to be done to determine how much time an inspector will have to be out on a particular job. Mr. Forehand stated if there is any major construction or excavation ongoing, they would be onsite to monitor the progress.

#### **SOUTHEASTERN CONSULTING ENGINEERS – CEI SERVICES FOR MCDANIEL AND SHEARD ROAD LOOP**

Mr. Jack Husband updated the Board on the McDaniel/Sheard Road Loop project. Mr. Husband stated the project is mostly complete. Mr. Husband stated the contractor for the project, C.W. Roberts Contracting, Inc., has completed all construction and punch list items. Mr. Husband stated the contractor has to provide Southeastern Consulting Engineers with the specifications for the white thermoplastic paint and glass beads, pay request number one (1), and the substantial completion form.

Mr. Husband stated once these items have been provided they will close the job out with FDOT and provide the County with a CD with all documentation for their files.

Commissioner Bailey asked how the firm determines when inspectors will be onsite while the contractor is working. Mr. Husband stated they estimate man hours based on contract times and the work that needs to be completed. Mr. Husband stated there are portions of construction where an inspector must be onsite at all times. There was further discussion about inspections. Mr. Husband stated the contractor and County have been a pleasure to work with.

**SANDY KELLY – SHIP BID OPENINGS**

Ms. Kelly stated in the last meeting packet there was some information about a Weatherization job that was turned down by the State. Commissioner McDougald asked why the job was not accepted. Ms. Kelly stated the work completed on the job did not meet State guidelines for quality control. Ms. Kelly stated the State came and inspected the job, and gave a list of items that needed to be brought up to code. Commissioner McDougald asked if these items have been completed. Ms. Kelly stated these changes are in the process of being completed. Commissioner McDougald asked if this extra work is included in the original bid amount. Ms. Kelly stated the additional work is not included in the original bid amount, but the contractor is taking financial responsibility for the work that was not done the proper way. The County (must be paid from County funds) will have to pay for the rest of the additional items that were not originally bid for the job. Ms. Kelly stated the additional amount for the work is \$1,230. There was further discussion about the Weatherization job.

- ❖ Commissioner Bailey made a motion to pay the additional \$1,230 for the Weatherization job. (The funding source has yet to be determined.) Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Attorney Fuqua opened and read aloud all the SHIP bids.

		<b>"S.H.I.P." JOBS</b>			
Client Names	County Estimate	Gulf Coast Home Solutions, LLC	Chariot Construction	H & O Home Improvements	Mainstreet Property Services
Beatrice Moore	<b>\$7,280.00</b> 20% cap \$1,456.00 \$8,736.00	\$13,800.00	\$12,500.00	\$13,900.00	\$6,600.00
Leon Moore	<b>\$15,360.00</b> 20% cap \$3,072.00 \$18,432.00	\$21,200.00	\$22,700.00	\$23,000.00	\$17,250.00
Arzella Smith	<b>\$8,150.00</b> 20% cap \$1,630.00 \$9,780.00	\$11,050.00	\$11,900.00	\$10,900.00	-----
Lillie Daughtrey	<b>\$8,400.00</b> 20% cap \$1,680.00 \$10,080.00	\$11,400.00	\$10,200.00	\$11,300.00	\$6,300.00
Gary Boyd	<b>\$17,450.00</b> 20% cap \$3,490.00 \$20,940.00	\$19,050.00	\$21,000.00	\$21,200.00	\$16,400.00

Christie Faircloth	<b>\$18,045.00</b> 20% cap \$3,609.00 \$21,654.00	\$28,200.00	\$29,300.00	\$27,000.00	-----
Client Names	County Estimate	Gulf Coast Home Solutions, LLC	Chariot Construction	H & O Home Improvements	Mainstreet Property Services
Harmon Brody	<b>\$8,200.00</b> 20% cap \$1,640.00 \$9,840.00	\$11,400.00	\$11,600.00	\$10,800.00	\$7,355.00
Walter Moore	<b>\$8,600.00</b> 20% cap \$1,720.00 \$10,320.00	\$14,200.00	\$12,600.00	\$14,000.00	\$8,600.00
Skylar Bailey	<b>\$23,125.00</b> 20% cap \$4,625.00 \$27,750.00	\$28,100.00	\$29,500.00	\$31,000.00	\$26,600.00
Cathy Bess	<b>\$23,250.00</b> 20% cap \$4,650.00 \$27,900.00	\$20,400.00	\$17,400.00	-----	\$21,783.00

Ms. Kelly stated a couple of the bid amounts were over the cap price, and the price of the jobs cannot be increased past the cap amount. Commissioner McDougald asked if Mainstreet Property Services bid information was all in order. Attorney Fuqua stated they have all the necessary paperwork included. Ms. Kelly stated the company is state certified in residential construction and roofing. There was further discussion about the bids.

- ❖ Commissioner McDougald made a motion to accept all low bidders under the cap amount, excluding Arzella Smith and Christie Faircloth who were over the cap, and excluding Skylar Bailey who is a relative of Commissioner Bailey. Commissioner Jones seconded the motion. The motion passed unanimously 5-0.
- ❖ Commissioner McDougald made a motion to accept the low bidder on Skylar Bailey. Commissioner Jones seconded the motion. The motion passed unanimously 4-0. Commissioner Bailey abstained.

Ms. Kelly stated Ms. Laura Snowden's home was included in SHIP bids in January, and the contractor who was awarded the project has not started the project. Ms. Kelly stated Ms. Snowden is requesting her name to go back on the list and be re-bid. Ms. Kelly stated the contractor who was awarded the project is requesting to withdraw from the project. Commissioner Bailey asked if there was a second bidder on the job. Ms. Kelly stated there was, but they were over the cap amount.

- ❖ Commissioner Bailey made a motion to re-bid Ms. Snowden's SHIP job. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.
- ❖ Commissioner McDougald made a motion to accept the bids for Arzella Smith and Christie Faircloth if Ms. Kelly can negotiate with the lowest bidder to get the bid amount under the cap, and to re-bid if negotiations are not successful. Commissioner Jones seconded the motion. The motion passed unanimously 5-0.

### **FRANK SNOWDEN – REPORT ON COMPREHENSIVE PLAN VIOLATIONS IN THE HUGH CREEK AREA**

Mr. Snowden stated he has reviewed the property in question on McDaniel Road, and at the adoption of the Comprehensive Plan in 1991, the property was a 20-acre parcel that had been divided into four parcels at the time. There were four dwelling units on the 20-acre parcel at the time the Comprehensive Plan was adopted. Mr. Snowden stated there are now seven (7) dwelling units on the property today, if a travel trailer is counted as a dwelling unit. Mr. Snowden stated all the additional dwelling units have been developed since the Comprehensive Plan was put in place, and they have always been in the flood zone. Mr. Snowden stated all the dwelling units have a septic tank permit, with the exception of one half acre lot on which sits a travel trailer but the lot does have a well and power. There was further discussion about the half-acre parcel and the other parcels. Mr. Snowden stated one of the parcels has a dwelling unit on it, but it is not being assessed on taxes. Mr. Snowden stated it is hard to tell whose house is on whose property, and the area has likely not been surveyed. Mr. Snowden stated there is archived imagery from the time the Comprehensive Plan was adopted that can show the amount of development in the area over the years. Mr. Snowden stated Mr. Dowling Parrish has been alerting him of any new development, and asks if he has questions about something.

Mr. Snowden stated there would be a Public Workshop on April 25 in the regular Board meeting room at 5:00 to go over the proposed changes to the Comprehensive Plan.

### **CLIFFORD EDENFIELD – ROAD DEPARTMENT**

Mr. Edenfield reported the Road Department has been busy the past month working on Coy Lindsey Road, which is about 1/3rd complete, mowing roadsides in all districts, and working on other various jobs around the County.

Mr. Edenfield stated the scrap metal has begun to be hauled off from the County yard, and all the tires have been removed. Mr. Edenfield stated one whole load of tires has been hauled, and they have another 1/3 load left. Mr. Edenfield asked the Board if they were agreeable to the trailer being left at the Road Department to load as needed until the weight requirement is met. Mr. Wood stated the one load that was hauled off was \$1,700, and Mr. Cumbaa returned the trailer to the Road Department because not all the tires were able to be loaded. Commissioner Bailey asked if the tires at the recycling center had been removed. Mr. Wood stated all the tires from the Recycling Center had been removed. Mr. Wood stated there was only permission from the Board to haul one trailer load of tires, and the Road Department would like to leave the trailer at the County yard to load tires as they are accumulated and when the trailer is full it can be hauled off. Commissioner Bailey asked if this would be for the same price previously quoted. Mr. Wood stated the trailer would be hauled for the previously agreed upon \$1,700. There was consensus from the Board to allow the tire trailer to remain at the Road Department.

Mr. Edenfield stated he would like to change the organizational chart for the Road Department. Mr. Edenfield stated there is no Assistant Superintendent position, and he would like to create this position with the Board's approval. Commissioner McDougald asked Mr. Edenfield if he has an employee in mind for the position. Mr. Edenfield stated he would like to name Mr. Troy Wood for the position. Commissioner Bailey asked if a new position is being created or the employee's designation on the organizational chart would be changing. Mr. Edenfield stated no other position or salary is being created, only changing his title and pay rate.

- ❖ Commissioner Bailey made a motion to approve Mr. Edenfield changing the organizational chart to include an Assistant Superintendent position and to increase Mr. Wood's pay rate to \$17 per hour. Commissioner Hall seconded the motion. Commissioner McDougald asked what the hourly rate increase would be. Mr. Edenfield stated Mr. Wood's salary would increase to \$17 per hour. Commissioner Jones voiced concerns about other employees having a problem with the pay increase. Commissioner McDougald stated he believes the other employees would be fine with this; Mr. Wood is already a leader at the Road Department. Mr. Edenfield stated Mr. Wood is a very good leader, goes above and beyond his job title currently, and works well with everyone. Mr. Edenfield stated no one else at the Road Department has shown interest in wanting the position of Assistant Superintendent. Commissioner Bailey asked if there is reserve money to cover the salary increase. Mr. Edenfield stated there is money to cover the salary without an increase to the budget. Commissioner Bailey asked when the position would become effective. Mr. Edenfield stated he would like to have the position effective as soon as all the paperwork was in order. Commissioner Bailey stated he would like Mr. Edenfield to bring the job description back before the Board at the next regular meeting. The motion passed 4-1. Commissioner Jones opposed.

Mr. Edenfield stated there are two (2) pipes on Clayton Shiver Road that will need replacing in the near future. Mr. Edenfield stated the pipes are rusting away, and the project could be quite extensive. Mr. Edenfield stated close attention should be paid to all pipes to make sure this does not happen elsewhere. There was further discussion about the pipes and funding to replace the pipes. Mr. Edenfield stated the Road Department has temporarily fixed the pipes, but he is not sure how long the fix will last.

Commissioner Jones requested for a crew with weed eaters come behind the mowers to trim the areas the mowers cannot reach, such as culverts and guardrails. Mr. Edenfield stated he is hoping to get a prison crew to go out and take care of this once a month. Commissioner McDougald stated spraying the road sides would help with the growth around these problem areas as well. Mr. Edenfield stated he and Mr. Wood met today about spraying and would have the spray truck operator out spraying soon.

#### **RITA MAUPIN – DIRECTOR OF LIBRARY SERVICES**

Ms. Maupin introduced the Board to Ms. Mary Balint, the Panhandle Public Library Cooperative System (PPLCS) Board Administrator. Ms. Balint stated she is seeking permission from the Board to continue the partnership between the Panhandle Public Library Cooperative and the Calhoun County Library. Ms. Balint stated PPLCS is a special district funded solely from State aid to library grants, and in order to be a part of the cooperative the only thing the State requires is for member libraries to not charge other member county residents to use the library. Ms. Balint stated the Calhoun County Library system in return receives \$39,000 each year from PPLCS. Ms. Balint stated all PPLCS grant funds go financially support the member libraries and includes paying for the circulation system, providing databases such as Rosetta Stone, and programming funds for summer reading programs, along with many other benefits. Ms. Rita Maupin added Calhoun County was one of the initiating counties to get the legislation for libraries passed. Ms. Maupin stated Attorney Fuqua has reviewed the agreement before the Board tonight. Ms. Maupin provided the Board with a handout of different programs PPLCS pays for the library.

- ❖ Commissioner Bailey made a motion to approve the Interlocal agreement with PPLCS. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

#### **TIM JENKS – MAINTENANCE DEPARTMENT**

Mr. Jenks stated the Maintenance Department has been busy over the past few weeks with mowing and maintenance around the County. Mr. Jenks stated they are almost finished with the canning center, and have installed a new metal roof and painted the building. Mr. Jenks stated he would like to place the old canning center sign that is inside the building on the outside, if the Board was agreeable. Commissioner Bailey stated the building looks much better, and the residents on the road have commented on how much better the building looks as well.

Mr. Jenks stated the block for the Lamb Edy Boat Landing bathrooms was delivered yesterday and he would start laying the block hopefully tomorrow.

Mr. Jenks stated he has the beaver-trapping license in his name, starting April 1. Mr. Jenks stated anyone could be designated as a beaver trapper; each trap will just have to include the name and the beaver trapping license number on a tag. Mr. Jenks stated there is an individual who has expressed interest in trapping beavers for \$2,000 per year. Chairman Wise asked if the individual would be able to trap the beavers for \$2,000 per year. Commissioner McDougald stated he would want to know how much time is spent trapping the beavers and how many beavers are trapped. Mr. Jenks stated the person would be on call for Mr. Edenfield to contact when a beaver dam is located. Mr. Wood stated the County could trap on the right of way, and on other owner's properties with permission. Commissioner Bailey asked if the Board needs a binding contract for a beaver trapper. Attorney Fuqua suggested paying the person \$500 per quarter. Commissioner Bailey asked Mr. Jenks if he thought the gentleman would be agreeable to the payment of \$500 per quarter. Mr. Jenks stated he believed he would.

- ❖ Commissioner Bailey a motion to pay a beaver trapper \$500 per quarter. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Commissioner Hall stated he has talked to Mr. Jenks about a sign at the Mossy Pond Library and a flagpole. Mr. Jenks stated he has checked on a sign, and a good sign will cost about \$900. Mr. Jenks stated a flagpole and a flag would cost around \$450. Mr. Jenks stated he is not sure where the funding for the sign and flagpole should come from. There was further discussion about budgets and where the funding should come from. Commissioner Bailey asked when the first budget workshop would be held. Clerk Hand stated the first budget workshop needs to be scheduled within the next week or two.

- ❖ Commissioner Bailey made a motion to place a sign and flagpole in front of the Mossy Pond Library. Commissioner Hall seconded the motion.
- ❖ Commissioner Bailey made a motion to table the motion until the Board has their budget workshop. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

#### **DOWLING PARRISH – BUILDING INSPECTOR**

Mr. Parrish stated he has been busy the past month with permitting, checking houses and with the SHIP program.

Commissioner Bailey asked Mr. Parrish about Mainstreet Property Services. Mr. Parrish stated the company has bid before, but has not ever been awarded any jobs until tonight. Commissioner Bailey stated they were awarded eight (8) jobs tonight, and asked if Mr. Parrish thought they contractor would be able to do the work. Mr. Parrish stated he hopes the contractor will be able to keep up with the jobs. There was further discussion about the SHIP bids and inspections.

#### **JUDY BISS – COUNTY EXTENSION OFFICE**

Ms. Biss stated she attended the State Agricultural Emergency Response Team (SART) meeting earlier this month. Ms. Biss stated the trip was worthwhile and she learned about everything from mosquito control and diseases, new livestock diseases, the new FDACS Office of Agricultural Law Enforcement, and pet sheltering logistics and procedures for emergencies.

Ms. Biss stated that this month they are gearing up for the sixth annual beekeeping tradeshow in Chipley, pesticide training, and the North Florida Wildflower Festival the Chamber of Commerce is organizing in Blountstown.

Ms. Biss stated Ms. Whitney Cherry, the 4-H agent, has been working hard recruiting, screening, and training new volunteers for 4-H. The screening requirements have increased and Ms. Cherry is happy to report that 21 new and existing volunteers have been background screened in the new system. Ms. Biss stated many of the volunteers are in partnership with the County libraries.

Ms. Biss stated the School Board has agreed to provide funds for new raised bed gardens at the high school CARE and adult school classrooms. Ms. Biss stated these gardens would be used by the school for teaching and will be managed by master gardeners.

Ms. Biss stated one of the 4-H clubs would be hosting a fundraiser on Saturday, April 22, from 8:00 a.m. to 10:00 a.m. in front of the Extension Office. They will be selling vegetable plants they have raised for \$1 per plant.

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

Ms. Chelsea Snowden opened and passed out proposals and scoring sheets to the Board for Construction Engineering Inspection (CEI) services for the SCRAP Roy Golden Road and SCOP Matthew Wood/Charlie Wood Roads. There were four (4) proposers for each project: Anchor CEI, Inc., David H. Melvin, Inc. Consulting Engineers, Panhandle Engineering, Inc., and Southeastern Consulting Engineers, Inc. Ms. Snowden requested the Board score the proposals and bring the score sheets back to the next regular meeting on April 25.

Ms. Snowden stated Musgrove/Buddy Johnson Road has been advertised and the bid opening will be May 9 for the project. Ms. Snowden stated the CEI Proposals will be due on April 25 for the project, and will be distributed to the Board for scoring.

Ms. Snowden stated she has been working with Mr. Noah Byler, with Dewberry/Preble Rish, on the Chipola Sidewalk project. This is a federally funded project, and Mr. Byler has been working on making sure all the necessary specifications are submitted to FDOT (Florida Department of Transportation).



Ms. Snowden stated Dewberry/Preble Rish hand delivered the FBIP (Florida Boating Improvement Program) boating ramp grant application, and it will be several months before any further information is received on the application.

Commissioner Bailey asked Ms. Snowden to inform the Board of what she learned at the seminar she attended earlier in the day. Ms. Snowden stated she attended a LAP (Local Agency Program) workshop today, which was about the professional services checklist for a LAP project. Ms. Snowden stated certain criteria on the checklist must be met when procuring design engineers and consultants. Ms. Snowden stated she learned a lot about negotiation procedures with a federally funded project with design and CEI services, and trying to manipulate the scope of work and contract procedures to comply with Federal aid terms.

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

Mr. Ford stated the Catalyst Site water line extension has been advertised, and bids will be opened for the project at the next regular meeting on April 25. Commissioner McDougald asked if the sewer line would be extended. Mr. Ford stated the grant is for the extension of the water line only. There was further discussion about the possibility of extending the sewer line.

Mr. Ford stated he has been working with the contractor awarded the Countywide paving project to get bonds and insurance in place, and some progress should be made soon on the project.

Mr. Ford stated the FEMA projects are almost all complete, and Mr. Edenfield has been out checking the roads and signing off on them as they are completed.

Mr. Ford stated Mr. Edenfield, Ms. Angie Smith, Ms. Chelsea Snowden, and himself have a meeting every Monday to make sure all projects are running smoothly, and they noticed one project timeline with BKW, Inc. had been exceeded for Charlie Skipper, Charlie Wood, CJ Roberts, Eddie Faircloth, Hill Brogden, O'Neal, and Woodrow Smith Roads. Mr. Ford stated the timeline expired on March 1, and BKW, Inc. has completed about 75% of the project. Mr. Ford stated he has prepared Change Order #2 for an additional 60 days to extend the project deadline to May 1 for the Board's consideration.

- ❖ Commissioner Bailey made a motion to approve Change Order #2. Commissioner Hall seconded the motion. Commissioner Bailey asked if Mr. Ford were sure they would have the work completed by May 1, and asked if a report could be given at the next meeting on the progress. Mr. Ford stated he does not see any issues that would keep BKW, Inc. from completing the work within this month. The motion passed unanimously 5-0.

Mr. Ford stated bids were opened on two (2) projects at the last regular Board meeting for Ocheessee Landing Road and Jim Godwin Road. Mr. Ford stated BKW, Inc. was the low bidder on both, but upon review of the bids, it was found BKW, Inc. was missing some FDOT prequalifications that were listed in the original advertisement. Mr. Ford presented the Board with a handout of the original advertisement and the qualifications BKW, Inc. is prequalified in with FDOT. Mr. Ford stated he has notified BKW, Inc. of the recommendation he is making to the Board tonight, and he has discussed the issue with Attorney Fuqua, and recommends disqualification of the bid by BKW, Inc. for not having the prequalifications for

the projects. Mr. Ford stated North Florida Construction was the next lowest bidder on the Ocheessee Landing Road project, and they have all the required prequalifications. Mr. Ford recommended the Board award the Ocheessee Landing Road project to North Florida Construction in the amount of \$247,995.47. Commissioner McDougald asked if the prequalifications BKW, Inc. are missing could be sub-contracted out. Mr. Ford stated BKW, Inc. had originally planned to sub-contract the work, but the advertisement stated all bidders shall be prequalified to complete the work, not sub-contract the work, and if the Board were to award the bid to BKW, Inc., they could possibly have a bid protest from the other bidders. Commissioner Bailey asked Attorney Fuqua if he agreed. Attorney Fuqua stated he and Mr. Ford have discussed the issue, and he agrees the BKW bid should be disqualified.

- ❖ Commissioner Bailey made a motion to award the Ocheessee Landing Road project to North Florida Construction. Commissioner McDougald seconded the motion. The motion passed unanimously 5-0.

Mr. Ford stated the same situation happened with Jim Godwin Road, and Roberts & Roberts, Inc. were the next low bidders on the project. Mr. Ford presented the Board with a handout outlining the prequalifications needed, and the prequalifications BKW, Inc. is missing. Mr. Ford stated Roberts & Roberts, Inc. have all the prequalifications needed for the project. Mr. Ford recommended the Board award the Jim Godwin Road project to Roberts & Roberts, Inc. in the amount of \$182,115.00

- ❖ Commissioner McDougald made a motion to award the Jim Godwin Road project to Roberts & Roberts, Inc. Commissioner Jones seconded the motion. The motion passed unanimously 5-0.

Mr. Ford opened and read aloud the bids for the SCOP Matthew/Charlie Wood Roads and SCRAP Roy Golden Road.

<b>SCRAP Roy Golden Road</b>	
<b>Contractor</b>	<b>Total Base Bid</b>
C.W. Roberts Contracting, Inc.	\$688,861.81
GAC Contractors, Inc.	\$612,030.60
Capital Asphalt, Inc.	\$916,745.00
Roberts & Roberts, Inc.	\$578,509.10

Mr. Ford stated the Board could issue a notice of award tonight on the SCRAP Roy Golden Road project, and allow Dewberry/Preble-Rish to negotiate with the contractor to get the project within budget or negotiate with FDOT. Mr. Ford stated the budget for the project is \$466,650.00, and on some projects FDOT has made up the difference or met in the middle by the scope of work being reduced and making up half the remaining funds.

- ❖ Commissioner McDougald made a motion to award the project to the low bidder, Roberts & Roberts, Inc., contingent upon negotiations being made to get the project within budget. Commissioner Bailey seconded the motion. The motion passed unanimously 5-0.

<b>SCOP Matthew/Charlie Wood Roads</b>	
<b>Contractor</b>	<b>Total Base Bid</b>
C.W. Roberts Contracting, Inc.	\$829,349.25
Roberts & Roberts, Inc.	\$699,271.10
Capital Asphalt, Inc.	\$1,882,444.00
North Florida Construction, Inc.	\$739,216.89

Mr. Ford stated the Board could do the same thing for this project, award the project to the low bidder, Roberts & Roberts, Inc., and allow Dewberry/Preble-Rish to negotiate with the contractor or FDOT to get the project within budget.

- ❖ Commissioner Bailey made a motion to award the project to the low bidder, Roberts & Roberts, Inc. contingent upon negotiations being made to get the project within budget. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Commissioner Bailey asked about the resurfacing of CR 392 and if plans would be completed in July. Mr. Ford stated the project, along with John F. Bailey Road, Suggs Attaway Road, and River Street, is on track and plans are underway. Mr. Ford stated Dewberry/Preble-Rish internal deadlines were a little ahead of the schedules the Board received.

**JOE WOOD – DIRECTOR OF OPERATIONS**

Mr. Wood stated he and Commissioner Hall have spoken with several residents on Martin Sewell Road who are adjacent to the prospective dirt pit property. Mr. Wood stated there were no negative comments from the residents. Mr. Wood stated the location of the dirt pit would be designed where there would be an easement to the property, and the pit would not be viewable from Martin Sewell Road. Commissioner McDougald asked if a check on the quality of the dirt had been done. Mr. Wood stated they have not checked, but the dirt across the road at the other site the County had bought was suitable. Mr. Wood stated other than checking with the neighbors, no other work has been done as far as title searches. Mr. Wood stated if the Board wishes, he could continue to move forward on the property. Commissioner Bailey asked Mr. Edenfield about the other possible site he had found. Mr. Edenfield stated it would not be possible for parcels to be separated from the other property site. Commissioner McDougald stated he would like to move forward with purchasing the property on Martin Sewell Road. Attorney Fuqua stated there would need to be a Comprehensive Plan amendment for the property to be used as a dirt pit. Commissioner Bailey stated he would rather wait to move forward with the purchase until after the first budget workshop. There was further discussion about purchasing the policy. Mr. Snowden stated the amendment to the Comp Plan would be a small-scale amendment.

- ❖ Commissioner McDougald made a motion to move forward with buying the property. Commissioner Hall seconded the motion. Chairman Wise asked Mr. Edenfield how in need the County is for a dirt pit. Mr. Edenfield stated at the moment they are not pressed to have a dirt pit, but one will be needed in the future. There was further discussion about the property. Mr. Edenfield stated the Board might want to consider using the \$25,000 budgeted for the dirt pit for the striping costs on the countywide paving project, and wait until October to purchase a property. Chairman Wise asked about a letter for an option to buy or a binder. Mr. Wood stated he was not sure what the property owner would gain with the option to buy, and if the County puts down a reasonable binder and does not buy the property, they lose that money.

- ❖ Commissioner McDougald made a motion to table his motion until the next regular meeting on April 25. Commissioner Bailey seconded the motion. The motion passed unanimously 5-0.

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

Clerk Hand stated it is time to start the 2017-2018 budget process. Clerk Hand provided the Board with six (6) month year to date budget actual statements from the General Fund and the Road Department Fund for their review. Clerk Hand stated halfway through this fiscal year the revenues are on target and expenditures look reasonable. Clerk Hand stated budget requests are due in the Clerk's office by June 1 from all departments, constitutional officers, and outside agencies to give them time to put the budget together for the formal budget proceedings. Clerk Hand stated the Clerk's office usually prepares a letter from the Board Chairman outlining the Board's directives for budget requests. Clerk Hand asked the Board if there are any specific directives they would like to give or if they would like to schedule a workshop to talk about these directives. Clerk Hand stated health insurance premiums are expected to increase by 10% to 15% from the current premium. This would increase the premium about \$80 per employee if the increase were 15%, and would cost the County between \$75,000 and \$100,000 if the County covered the entire cost. There was further discussion about the County insurance. Clerk Hand stated some budget workshops need to be scheduled to discuss the budget before September when the formal budget hearings will be scheduled. Commissioner Bailey stated he would like to set a workshop as soon as possible to discuss the budget. Clerk Hand stated instead of a workshop the Board might want to call the meeting a special meeting so they can vote on the directives. The Board came to a consensus to schedule a Special Budget Meeting on April 25 at 4:00 p.m., CT.

#### **ATTORNEY FUQUA**

Attorney Fuqua stated after the meeting with the volunteer fire departments last night he spoke with the Washington County Attorney, and they are implementing a utility franchise fee and expect it to generate between \$600,000 and \$800,000 per year. Attorney Fuqua stated he has been speaking with a consultant about giving an opinion of how much they believe could be generated in Calhoun County, and what it will cost the County.

Attorney Fuqua stated his brother was listed as a reference for Mainstreet Property Services, Inc. who was awarded SHIP bids tonight. Attorney Fuqua stated his brother told him the contractor recently completed five (5) jobs in Washington County and have done some jobs in Holmes County. Attorney Fuqua stated he was told the contractor is certified and does a good job.

#### **COMMISSIONER TIME**

##### **COMMISSIONER MCDUGALD**

Commissioner McDougald stated he attended a workshop today at Calhoun County Correctional Institution, and the prison is concerned with the contraband prisoners are bringing in. The prison wanted everyone to be aware of what is going on. Commissioner McDougald stated there were three (3) Commissioners present at the workshop, and it reflects well and makes a good impression when there is a good representation of the Board present at these type meetings.

Commissioner McDougald stated there have been two (2) economic development workshops in the past few weeks, and had to do with identifying potential sites for industry in the County. Commissioner McDougald stated potential sites in the County were looked at and information on how the process works was presented. Commissioner McDougald stated there has been more interest from Commissioners in economic development recently than there has been in the past, and this makes a difference and looks good to the people who are helping us look for these opportunities. Commissioner McDougald thanked the Commissioners who have attended the workshops.

**COMMISSIONER JONES**

Nothing to report.

**COMMISSIONER BAILEY**

Commissioner Bailey stated he spent three (3) days last week in Tallahassee in meetings about drug management and the comprehensive plan, and financial management and budgets, and he talked to some legislators. Commissioner Bailey stated they also discussed the amendment about increasing the homestead exemption to \$75,000. Commissioner Bailey stated he is not sure what will come out of legislature about the bill. There was further discussion about the bill.

Commissioner Bailey stated he attended the Chipola Regional Workforce Development Consortium on economic development in Marianna today and attended an Apalachee Regional Planning Council (ARPC) meeting last week. Commissioner Bailey stated the County might be able to receive some grant writing help from ARPC. Commissioner Bailey stated there would be a charge for the service if the County chose to use the ARPC for some of their grant writing needs.

**ATTORNEY FUQUA**

Attorney Fuqua stated after the fire department meetings he also contacted Jim Dean, the city manager of Marianna, and he used to work for Rural Development. Mr. Dean stated there are rural development grants out there with 20% matches, based upon how much funding there is available, to purchase fire trucks. Attorney Fuqua stated he did not know how these grants would work with a 501c3 company or if the fire trucks would have to be purchased through the county, but the grants could be looked into.

**COMMISSIONER HALL**

Nothing to report.


**CHAIRMAN WISE**

Chairman Wise stated there would be a medical marijuana conference in Tampa in May he will be attending. Chairman Wise stated Attorney Fuqua has asked him about Comprehensive Plan amendments and how to address potential stores coming to Calhoun County. Chairman Wise stated some restrictions need to be looked at for the Comp Plan in the case someone would like to open one of these businesses in the County. Attorney Fuqua stated there was a draft restriction ordinance given to the Board from a lawyer who represents one of the companies licensed to grow and distribute marijuana that did not seem to favor one company over the other, and after the seminar this may be something the Board can focus on, along with the airport ordinance.

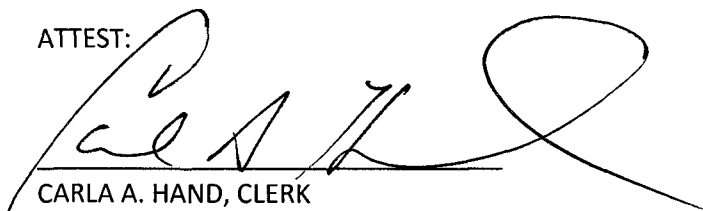
**COMMISSIONER BAILEY**

Commissioner Bailey stated there is a generator at the Mossy Pond Library, which is LP gas operated. Commissioner Bailey stated he talked to Ms. Smith, who told him the tank is empty and there is no funding to fill the tank. Commissioner Bailey stated the generator needs to be run at least once a month, if not once a week. Commissioner Bailey stated the Board needs to figure out some way to keep gas in the generator so it can be run, and for maintenance records to be kept on the machine. Commissioner Bailey stated if there is an emergency, the generator needs to be able to run the library. Mr. Wood stated the generator automatically exercises itself, so it burns a fair amount of gas. Mr. Wood stated if the power goes off, the generator also automatically turns on. Mr. Wood stated he is not sure how many power outages the area has had, but when the power goes out the generator is running the library whether the library is open or closed. Commissioner Bailey suggested taking the generator off automatic and switching it to manual so it has to be physically turned on and run for a certain length of time, then turned off to save gas. There was further discussion about the generator. Commissioner McDougald suggested Mr. Wood take a look at the generator and get with Mr. Jenks about the maintenance. Mr. Wood stated he could look at the generator, but the issue is where to find funding to re-fill the generator. Mr. Jenks stated the library is a backup EOC (Emergency Operations Center) so funding should potentially come from Emergency Management. Chairman Wise stated the generator needs to be refilled with gas, and a solution should be found. Mr. Wood stated there might be issues as far as getting a technician out to set up the generator to manual instead of automatic. Commissioner Bailey stated he could handle switching the generator to manual. There was further discussion about filling the generator with gas. Mr. Wood stated he would check on gas prices and report to the Board his findings.

There being no further business, the meeting adjourned at 8:38 p.m., CT.

  
DANNY RAY WISE, 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>Bailey Lee Eugene</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>Calhoun County Commission</i>
MAILING ADDRESS <i>19906 S.W. South St.</i>	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input checked="" type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY COUNTY <i>Blountstown Calhoun</i>	NAME OF POLITICAL SUBDIVISION: <i>Calhoun</i>
DATE ON WHICH VOTE OCCURRED <i>7-11-17</i>	MY POSITION IS: <i>County Comm</i> <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, Gene Bailey, hereby disclose that on April 11, 20 17.

(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, Skylar Bailey \_\_\_\_\_;

inured to the special gain or loss of \_\_\_\_\_, by whom I am retained; or

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:

4-11-17

Date Filed

Signature

Gene Bailey

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.