

CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
MINUTES
March 19, 2013

PRESENT AND ACTING:

THOMAS G. FLOWERS, CHAIRMAN
WILLIE T. GRANT
DARRELL MCDOUGALD
LEE SHELTON

DEPUTY, MCGHEE
MATT FUQUA, ATTORNEY
CARLA A. HAND, CLERK
CARLA PEACOCK, DEPUTY CLERK

The meeting was called to order by Chairman Flowers at 6:00 p.m., CT. The Prayer and Pledge of Allegiance to the Flag were led by Commissioner McDougald.

OATHS ADMINISTERED TO IDA BOARD MEMBERS

Attorney Fuqua administered oaths to the IDA Board Members: Maxi Waldorff, Carla Hand, Robert H. Fleck, Gene Bailey, Gary Shuler, Darrell McDougald, and Kevin Parrish

APPROVAL OF MARCH 5, 2013 MINUTES AND WORKSHOP

A motion to approve the March 5, 2013 Minutes and Workshop was made by Commissioner McDougald, seconded by Commissioner Grant. The motion passed unanimously (4-0).

JOE WOOD, GRANTS COORDINATOR/PUBLIC WORKS DIRECTOR

Mr. Wood presented to the Board a request to waive the procurement policy and allow him to negotiate the purchase of a 1996 Gradall owned by Mr. R.G. Brown. Mr. Wood explained most of the county's roads are lime rock and the County has been searching for equipment to maintain the roads; a motor grader can't be used to clean the ditches because it contaminates the roads. He stated they need something to scoop out the sediment and this machine is perfect for that. Mr. Wood stated the Road Superintendent and Chief Mechanic had inspected and operated the Gradall and were pleased with the condition. Mr. Wood stated he had researched pricing on machines of similar age and quality and Mr. Brown is well within the price range, but he would like to negotiate for a better price. Mr. Wood stated a new Gradall costs \$170,000. Mr. Wood stated this machine will fit the needs of the County and it will be less than \$10,000. A motion to waive the procurement policy and allow Mr. Wood to negotiate with Mr. R.G. Brown for the purchase of the Gradall was made by Commissioner McDougald, seconded by Commissioner Shelton. The motion passed unanimously (4-0).

Mr. Wood stated one of the projects they are working on for security of the Courthouse is construction of a handicap ramp at the front entrance to the Courthouse for one public entrance. Mr. Wood

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informed the Board that funding for Courthouse security will be provided from the Courthouse Facilities Fund (comes from assessment of additional court costs) and Preble Rish is donating their services for design and engineering. Mr. Wood asked the Board for permission to advertise for bids on this project. A motion was made to accept bids on the construction of the handicap ramp by Commissioner Grant, seconded by Commissioner Shelton. The motion passed unanimously. (4-0)

Mr. Wood brought before the Board a request for annual leave from Maintenance Supervisor, Tim Jenks. Mr. Jenks is requesting annual leave in November 2013 and January 2014. A motion was made to approve the annual leave by Commissioner McDougald, seconded by Commissioner Shelton. The motion passed unanimously. (4-0).

Mr. Wood presented to the Board a 9-1-1 Grant Application in the amount of \$16,986.33 for maintenance and technical support of the 9-1-1 System and Automatic Location Information System. He informed the Board the County has been without a 9-1-1 Coordinator since January and Ronnie Stone, 9-1-1 Addressing and Mapping, is the acting 9-1-1 Coordinator. Mr. Wood asked Mr. Stone to explain the Grant to the Board.

Mr. Stone explained he had received the Grant application from Ben Guthrie, former 9-1-1 Coordinator. He stated the grant would be effective from July 2013-June 2014 and the cost to maintain the system is \$16,986.33. A motion was made by Commissioner McDougald, seconded by Commissioner Grant to accept the grant. The motion passed unanimously. (4-0).

ANGIE SMITH, EMERGENCY MANAGEMENT DIRECTOR

Ms. Smith presented to the Board for approval and execution of Resolution 2013-8 and Resolution 2013-9 for a USDA Rural Development Grant application for a paved public parking area on the south side of the Courthouse. Ms. Smith stated the Grant amount is \$199,825.00 with a \$19,123.00 in kind match. A motion was made to approve the resolutions by Commissioner McDougald, seconded by Commissioner Grant. The motion passed unanimously. (4-0).

Ms. Smith presented to the Board for approval and execution Modification to the CDBG DREF Grant. Ms. Smith stated this grant is ready to be closed out and she is requesting to transfer \$3,880.00 from Administration to Construction; leaving \$1,000 in administration as agreed to by the Grant Administrator. Commissioner McDougald made a motion to approve the modification, seconded by Commissioner Grant. The motion passed unanimously. (4-0)

DAN CLEMONS, SHIP

Mr. Clemons presented to the Board SHIP Change Order #1 in the amount of \$645.00 to replace an air conditioning coil in the home of Peggy Adams. A motion to approve the change order was made by Commissioner Grant, seconded by Commissioner Shelton. The motion passed unanimously. (4-0)

Mr. Clemons presented to the Board for approval, Resolution 2013-7 for the appointment of Christian Smith to the Affordable Housing Advisory Committee. A motion to approve the Resolution was made by Commissioner Grant, seconded by Commissioner Shelton. The motion passed unanimously. (4-0)

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DONALD STANLEY, PREBLE RISH, INC.

Mr. Stanley updated the Board on the current Hazard Mitigation Grant Projects:

Max Nursery Rd – 97.5% complete. Second course of asphalt has been installed and in the process of installing sod.

Gray Rd – 100% complete

Whitewater Grade/CR 287 – 100% complete

B.H. Stone Rd – 97.5 % complete. Installed second course of asphalt and in the process of installing the sod. All projects are on schedule to be completed on time. Mr. Stanley stated that he and Joe Wood will review all projects and complete a punch list for contractors.

Iola Rd Widening and Resurfacing Project – notice to proceed was issued on March 18, 2013 and anticipate the contractor starting any day now.

Mr. Stanley reported that he and Joe Wood met with Mary McKenzie last week and presented her with an agreement for a right of way on Buddy Johnson Rd. He stated Ms. Mckenzie was going to have her attorney review and he hasn't heard back from her yet.

Chairman Flowers inquired if the contractor would be responsible for clean up on the different road projects. Mr. Stanley stated Preble Rish would review the projects and a punch list would be generated and final payment would not be made until the contractors completed the items on the list.

Catalyst Site/Retention Pond – Mr. Stanley recommended the Board withdraw the bids, reduce the scope of work and re-advertise in a larger newspaper. He recommended removing the DOT restriction which will open it up to more contractors. Mr. Stanley stated this would generate more bids and the County could get a better price. A motion was made by Commissioner McDougald to reject the bids, seconded by Commissioner Grant. The motion passed unanimously. (4-0)

Mr. Stanley answered questions from the Chairman by explaining benefits to businesses and the County. The initial benefit for a business to build at the Industrial Park is a reduced input cost to construction because they will have a building pad ready site. An incentive for the County is for every job created at the project site, the county would be eligible for \$34,999 in Economic Development funds.

Mr. Stanley opened bids for the Annual Limerock Contract.

1. Dolomite, Inc.	HIGH CALCIUM LIMEROCK <u>NO BID</u> LIMEROCK FDOT SPEC 911 F.O.B. PICK UP FROM MINE/PER TON <u>\$ 7.00</u>
2. North Florida Rock	HIGH CALCIUM LIMEROCK <u>NO BID</u> LIMEROCK FDOT SPEC 911 F.O.B. Pick up from Mine/PER TON

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	\$ <u>6.50</u>
3. Marianna Hi-Cal, Inc.	HIGH CALCIUM LIMEROCK \$ <u>7.00</u> LIMEROCK FDOT SPEC 911 F.O.B. Pick up from Mine/PER TON \$ <u>6.00</u>

Mr. Stanley recommended the bids be tabled until the next meeting to allow him to evaluate the price per ton including the freight costs. A motion was made by Commissioner McDougald, seconded by Commissioner Shelton. The motion passed unanimously. (4-0).

MAXI WALDORFF – IDA BOARD

Mr. Waldorff gave an update on the Airport. He stated the two hangar projects are in the engineering phase and should be ready to take bids within the next 30 days. He reported that activity at the airport has really picked up, fuel sales are good, and all hangars are leased or in process of being leased.

KATHLEEN HERZOG – NATIONAL RECREATION TRAIL

The Board received a letter from Ms. Herzog asking for a letter of support for the National Recreation Trail. A motion to draft a letter of support was made by Commissioner McDougald, seconded by Commissioner Shelton. The motion passed unanimously. (4-0).

ALBERT JOHNSON – 3RD ANNUAL CAR SHOW

Ms. Teresa Boyd, 16190 SE Boyd Street, Blountstown, came before the Board on behalf of her son, Albert Johnson. Ms. Boyd stated her son could not attend the Board meeting because he is away at school. Ms. Boyd stated they are seeking approval to hold a 3rd Annual Car Show in Blountstown at Cooper Park. Ms. Boyd stated all the profits will go to a non-profit charitable organization and they will have liability insurance. Attorney Fuqua explained that the County's policy does not allow county parks to be used for profit ventures and asked for the name of the charitable organization. Ms. Boyd stated MBP Ministries (Melody Bess Peterson) is the organization and she can provide a copy of the 501C3. A motion was made to allow use of the park contingent upon providing a copy of the 501C3 and proof of liability insurance by Commissioner McDougald, seconded by Commissioner Grant. The motion passed unanimously. (4-0).

ATTORNEY TIME

Attorney Fuqua updated the Board on the issue of the unpaid hangar rent at the Airport stating there has not been any communication from the renter since the last meeting. Commissioner McDougald stated this issue had been discussed by the IDA Board and their recommendation was to proceed with

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legal action. A motion was made to initiate legal proceedings against the renter by Commissioner McDougald, seconded by Commissioner Shelton. The motion passed unanimously. (4-0)

COMMISSIONER TIME

COMMISSIONER SHELTON

Commissioner Shelton addressed his concerns with the limerock bids from Marianna Hi-Cal. He stated he wanted a test conducted on the limerock to make sure they were not using limerock from the same pit on each bid specification. Joe Wood stated as soon as they award the bids they will do a test road.

CHAIRMAN FLOWERS

Chairman Flowers reported the school has some lights out on the ball field and the School Board has to hire someone with equipment to reach the lights. He asked Commissioner McDougald about the work crew on the water tower at the Airport. Commissioner McDougald stated they were not local and wouldn't be in the area long. After some discussion, it was suggested the school should contact one of the utility companies to see if they could provide assistance.

Chairman Flowers brought before the Board the issue of the leaking roof at the Health Department in Blountstown; he visited the Health Department and found the leaks are critical and the roof needs repairing. After some discussion, there was a general consensus among the Commissioners that the roof needs replacing. Mr. Stanley with Preble -Rish said he would provide bid specifications at no charge for both a metal and asphalt shingle roof. A motion was made to allow Mr. Stanley to prepare bid specifications for a new roof and advertise for bids in the newspaper by Commissioner McDougald, seconded by Commissioner Shelton. The motion passed unanimously. (4-0)

Chairman Flowers informed the Board he recently contacted a local business regarding setting up and maintaining a website for the County. He presented a letter from Julio Mayorga of CTS CompuNet Technical Service and asked Attorney Fuqua to read the letter. In the letter, Mr. Mayorga offered to provide the design, site setup and maintenance of the website free of charge. The only fee to the County would be the web hosting fee of \$19.99 per month for 24 months. This fee would cover e-mail addresses, identity and secured data protection, directory listing, website compatibility with mobile units, site back-up, and assign web site to business directories and top searches. Chairman Flowers stated Mr. Mayorga would also place the Board minutes on the website, set up email addresses for each County Commissioner and provide links to all the Constitutional Offices. Attorney Fuqua stated he had just priced a website for his office and the quote was \$3,000. After some discussion, a motion was made by Chairman Flowers, seconded by Commissioner McDougald and passed unanimously (4-0) to set aside the procurement policy and accept the proposal from Mr. Mayorga. Chairman, Chamber Director, and Clerk will help design the website with the assistance of the school technology students.

Chairman Flowers asked for everyone to be proactive in seeking out new businesses to locate in Calhoun County.

Chairman Flowers asked Ronnie Stone and Sheriff Kimbrel to speak on the 911 Coordinator position. Sheriff Kimbrel explained that three counties work jointly together to work one 911 System. He stated former Sheriff Tatum had contracted out the 911 Coordinator position to an individual in Gulf County.

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Sheriff Kimbrel stated the County Commission has the authority to appoint the 911 Coordinator. A motion was made to appoint Ronnie Stone as the 911 Coordinator and move the funds of approximately \$5,000 from the Sheriff to pay Mr. Stone by Commissioner Grant, seconded by Commissioner Shelton. The motion passed unanimously. (4-0)

Commissioner McDougald expressed his concern that Mr. Stone was given money for his additional duties, but Joe Wood and Angie Smith had not received a pay increase when they were promoted and given additional responsibilities.

Commissioner McDougald asked for clarification on the funding of the positions. Chairman Flowers stated Ms. Smith's position is funded by the Emergency Management Grant and Mr. Stone's position is funded through the 911 grant. Mr. Wood's position is the only position funded by the County Commission.

After some discussion, a motion was made to give Joe Wood, Public Works Director and Angie Smith, Emergency Management Director each a \$5,000 annual pay increase by Chairman Flowers, seconded by Commissioner Shelton. The motion passed unanimously. (4-0)

Angie Smith, Emergency Management Director presented to the Board a request for the purchase of a four wheel drive truck for the Emergency Management Department through a State contract. She stated she has funding for this in her grant. She stated Calhoun County is the only county in the State that doesn't have an Emergency Management vehicle and it will be used for Emergency Management duties only. A motion was made to approve the purchase of a vehicle for Emergency Management by Chairman Flowers, seconded by Commissioner McDougald. The motion passed unanimously. (4-0)

Chairman Flowers brought before the Board that Joe Wood's County car is in poor condition and was not able to access some of the damaged roads during the recent rain event. Chairman Flowers stated he had checked with Clerk Hand and there are funds available to purchase a vehicle. A motion was made to purchase a full size truck through State contract for Public Works Director, Joe Wood by Chairman Flowers, seconded by Commissioner Grant. The motion passed unanimously. (4-0)

Chairman Flowers asked Attorney Fuqua to draft a letter to the insurance company on behalf of the Scott's Ferry Fire Department for damages to their fire truck when a vehicle ran into the fire station.

Attorney Fuqua stated there is a bill pending in the Legislature that will increase the caps on sovereign immunity from \$200,000 - \$300,00 to 3,000,000 - \$4,500,000 which would have a devastating effect on small government. He urged everyone to speak to their Representatives or our lobbyist to let them know how this will hurt our county.

Chairman Flowers brought before the Board an issue with annual leave for an employee. He stated it was recently discovered the employee's annual leave was not correct by explaining when an employee reaches ten years of service they are entitled to an increase in the amount of annual leave they accrue; the accrual rate was never changed for this employee who reached ten years of service several years ago. The employee requested to be paid for the annual leave they never received and Clerk Hand stated the cost is approximately \$2,500 - \$3,000. A motion was made to pay the employee for the annual leave by Commissioner Grant, seconded by Commissioner Shelton. The motion passed unanimously. (4-0)

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Chairman Flowers brought to the Board's attention that at the November 13, 2012 Board Meeting there was a Contract Change order request for B.H. Stone Road under the HMGP Tupelo Expansion Project.

Chairman Flowers asked Donald Stanley for a description of the Change Order request

- 1) B.H. Stone Rd – request for 4,825 yards of reclamation for a total of \$20,988.75
- 2) B.H. Stone Rd – request for 1,593 tons for a total of \$29,470.50

Chairman Flowers stated he remembered Commissioner Grant asking at the November 13, 2012 Board meeting if funds were available to pay for this project and the Board was told the funding was available. Chairman Flowers stated when Clerk Hand and Angie Smith were going through the files it was discovered that the funds of approximately \$64,000 - \$65,000 were not available at the time the request was made. Chairman Flowers stated the projects are complete and they need to be paid. A motion was made to pay for this project out of the General Fund subject to reimbursement from the Transportation Fund by Chairman Flowers, seconded by Commissioner Grant. The motion passed unanimously. (4-0)

Chairman Flowers informed the Board that the Super Council Meeting is March 21, 2013 at 5:30 p.m. in the Heritage Room at the Blountstown Library. Chairman Flowers and Commissioner McDougald encouraged all Commissioners to attend so they can have a quorum and make decisions with the other entities in attendance.

Clerk Hand brought before the Board a Letter of Agreement for the Crime Stoppers Trust Fund to be corrected to state Jackson County Crime Stoppers of Jackson County Inc. would act as Calhoun County's agent for the purpose of applying for, and receiving monies from the Crime Stopper Trust Fund. A motion was made to correct the letter by Chairman Flowers, seconded by Commissioner Grant. The motion passed unanimously. (4-0)

A motion was made to hold a Special Meeting on April 2, 2013 at 1:00 p.m. in the Board Room by Chairman Flowers, seconded by Commissioner Shelton. The motion passed unanimously.

Chairman Flowers discussed holding Board meetings in different locations approximately four times per year and asked each Commissioner to pick a location in the County they would like to hold a meeting. He stated he would like to hold one meeting at a school to give students the opportunity to see local government in action. Commissioner McDougald stated he would like to have a meeting in Altha. Commissioner Shelton stated he would like to hold a meeting at the Mossy Pond Library. Chairman Flowers picked the Kinard Community Center for a location.

Clerk Hand informed the Board that the summary minutes beginning with January 2013 are on the Clerk's website.

Clerk Hand suggested early April for a date to set the budget committee meeting.

Chairman Flowers brought before the Board the issue of giving free dirt to citizens for their private property. Attorney Fuqua stated it is the opinion of the Attorney General that this practice is illegal and provided a written copy of the opinion to each Commissioner. Mr. Wood asked if it was ever allowable to provide dirt, etc. Attorney Fuqua stated it is only allowable during a declared State of Emergency. Chairman Flowers made a motion that the County will not deliver dirt to private citizens unless in a State of Emergency declared by the County, motion was seconded by Commissioner Shelton, amending the

motion to allow the County to haul one load of dirt per year, per address at a price to be determined.
The motion passed unanimously. (4-0)

Chairman Flowers stated he wanted the Road Department to understand that Mr. Wood as the Public Works Director has the authority to ask questions and they should give him the answers.

There being no further business a motion was made by Commissioner McDougald, seconded by Commissioner Grant and passed (4-0) to adjourn this meeting at 8:30 p.m. (C.S.T.)

ATTEST:



CARLA A. HAND, CLERK



THOMAS G. FLOWERS, CHAIRMAN

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