

CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS  
MINUTES  
SEPTEMBER 6, 2013

PRESENT AND ACTING:

THOMAS G. FLOWERS, CHAIRMAN  
DARRELL MCDUGALD  
LEE SHELTON  
LEE LEE BROWN  
WILLIE T. GRANT - ABSENT

MANUEL HIRES, BALIFF  
MATT FUQUA, ATTORNEY  
CARLA A. HAND, CLERK  
CARLA PEACOCK, DEPUTY CLERK

The meeting was called to order by Chairman Flowers at 1:00 p.m., CT. The Prayer and Pledge of Allegiance to the Flag were led by Joe Wood, Public Works Director/Grants Coordinator

A motion was made to approve the August 20, 2013 Regular Board Minutes, August 20, 2013 Budget Hearing Minutes, and August 20, 2013 Planning Commission Minutes and approval of Vouchers for Warrants: 1308-GS1; 1309-1G; 1309-1RD; 1309-1L; 1309-1E; 1309-1S; 1309-1GS by Commissioner McDougald, seconded by Commissioner Shelton and passed unanimously 4-0.

LINDA SMITH, CALHOUN COUNTY PIONEER SETTLEMENT

Ms. Smith thanked the Board for the \$10,000 in support, stating monthly expenses are approximately \$8,000. Ms. Smith said the Pioneer Settlement hosts many activities such as weddings, anniversary parties, family reunions, meetings and other events. Ms. Smith stated on September 14, 2013 there are several events scheduled and the road leading to the horse arena is washed out. Ms. Smith asked the Board to repair the road. She also mentioned that visitors to the Settlement have problems getting correct directions to the Settlement when using online maps. She asked for suggestions in getting this corrected.

Joe Wood, Public Works Director stated the Road Department would repair the road with the approval of the Board. It was the general consensus of the Board for the Road Department to repair the washed out road leading to the horse arena.

MAXI WALDORFF, IDA BOARD & CALHOUN COUNTY AIRPORT

Mr. Waldorff presented to the Board for approval and execution the FAA Grant Agreement (Project No. 3-12-0158-005-2013) in the amount of \$342,463.00 for the Calhoun County Airport North Apron Extension.

14-000-6d4

A motion was made to approve and execute the FAA Grant Agreement for the Calhoun County Airport North Apron Extension by Commissioner McDougald, seconded by Commissioner Brown and passed unanimously 4-0.

Mr. Waldorff said some hangar leases have expired and the IDA Board is sending out new lease agreements. Mr. Waldorff recommended to the Board not to renew leases for hangars 25, 26 and 31. Mr. Waldorff stated the IDA Board voted not to renew those leases. Mr. Waldorff mentioned several violations by the Jones'.

Attorney Fuqua said Mr. Waldorff brought up valid concerns and said the Jones' have stated they will comply with written rules. Mr. Fuqua advised the Board to renew the Jones' leases for one year at \$6468 total for all hangars with the stipulation they must comply with all rules.

After much discussion, a motion was made not to renew the Jones' hangar leases by Commissioner McDougald, seconded by Chairman Flowers. The motion failed with Commissioners Brown and Shelton opposing.

#### RACHEL MANSPEAKER

Ms. Manspeaker informed the Board PanCare who was awarded the Federally Qualified Health Center (FQHC) contract, is scheduled to open operations in Liberty County on September 30, 2013 and November 1, 2013 in Calhoun County.

Ms. Manspeaker informed the Board that October is breast cancer awareness month and the Health Department would like to organize an event to engage community partners and promote early detection of breast cancer. The event "Bras Across the Bridge" will include collecting and stringing bras across the walking portion of the Apalachicola River Bridge. Ms. Manspeaker asked for approval from the Board for this event.

A motion to approve the event "Bras Across the Bridge" to promote breast cancer awareness was made by Commissioner Shelton, seconded by Commissioner McDougald and passed 4-0.

Ms. Manspeaker informed the Board the Health Department has new brochures detailing what services they will be providing after the FQHC contract ends on September 30<sup>th</sup>.

Chairman Flowers called a recess at 1:47 p.m. to allow students to change classes. Chairman Flowers called the meeting back to order at 1:58 p.m.

Ms. Manspeaker said Mike Hill, CEO of Pancare, met with Joe Wood, Public Works Director and Chairman Flowers. She stated Mr. Hill has expressed an interest in the office space being vacated by Dr. Farooqi and also possibly providing medical care to Calhoun County jail inmates.

#### TIM JENKS, MAINTENANCE SUPERINTENDENT

Mr. Jenks updated the Board on the activities of the Maintenance Department:

- Grass mowing and other general maintenance duties
- Loaned some equipment to the Department of Corrections
- Youth football practice has started at Sam Atkins Park
- Assisted Howard Johnson with the erection of the monument honoring First Responders.

14 11/15

**ELTON MCDANIEL – OFFICE MANAGER/ROAD DEPARTMENT**

Mr. McDaniel updated the Board on the activities of the Road Department and provided a printout of his monthly report.

- Catalyst Site – digging out retention pond
- Grading and shaping roads in District 2, 3, 4 & 5
- Mowing grass on shoulders of roads in District 3
- Pickup tree debris in Districts 1 & 2
- Cleaning out ditches in District 3

State Inmate Work Crews

- Mowing and weed eating road and ditches on NE Grady Burkett Rd
- Clean out culvert pipe in District 3
- Clean out beaver dams on NE Troy McCroan Rd and SW River Rd.
- Cut grass at road department and parking lot.

Mr. McDaniel reported both mechanics are out of work at this time due to illness or injury.

Chairman Flowers asked the Road Department to follow-up on three items:

1. Repair road going into Pioneer Settlement
2. Old tires being dumped on Kennys Mill Rd
3. Ditches on Eddy Faircloth Rd

Chairman Flowers reported a local contractor has volunteered to repair the Gradall at no charge if the County supplies the parts.

**RONNIE STONE – 911 COORDINATOR**

Mr. Stone updated the Board on his activities for the month of August:

- Issued four 911 addresses
- Repaired or replaced road signs in the Mossy Pond area
- Completed 156 telephone updates
- Equipment to monitor 911 calls used by 911 dispatchers in training is up and running well.

**DAN CLEMONS, WEATHERIZATION**

Mr. Clemons reported there are two Weatherization projects that will pre-bid next Tuesday and will be opened at the September 17<sup>th</sup> Board meeting.

Mr. Clemons presented to the Board for approval and execution a Changer Order for the Pitts SHIP project in the amount of \$891 for the addition of two piers and new floor sills. (Information provided in handout).

A motion to approve the change order for the Pitts Ship project in the amount of \$891 was made by Commissioner McDougald, seconded by Commissioner Shelton and passed unanimously 4-0.

**JUDY LUDLOW, CALHOUN COUNTY IFAS EXTENSION AGENT**

Ms. Ludlow updated the Board on the activities of the Calhoun County Extension Office and provided a handout.

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- 4-H Youth Development Program – 879 Calhoun County youth participated in 4-H programs between September 1, 2012 and August 30, 2013. This is an increase of 132 participants from the previous year.
- Agriculture, Horticulture, and Natural Resources Program – Ogelsby Plant International was honored as Calhoun County's Agriculture Innovator of the Year at the annual NW Florida Agriculture Innovator Recognition Program. Calhoun County Extension is presenting information about non-invasive, invasive species at the Florida Forest Stewardship program in Jackson County next week.
- Administration – Calhoun County Extension Staff, offices and the 4-H Youth Camp at Sam Atkins Park are being used this week for a unique military training exercise for six Civil Affairs Units under the coordination of Danny Hassig. A UF/IFAS NW Extension District Directors meeting representing 16 panhandle counties will be held at the Log Cabin at the Pioneer Settlement next week.

**ANGIE SMITH, EMERGENCY MANAGEMENT DIRECTOR/GRANTS ADMINISTRATOR**

Ms. Smith presented to the Board for approval and execution Resolution 2013-26 to submit an application for a Florida Recreation Development Assistance Program (FRDAP) Grant for primary and support recreation areas at the Mossy Pond Community Center in the amount of \$200,000. This Resolution also authorizes Ms. Smith to act as Program Manager for this grant.

- A motion to approve and execute Resolution 2013-26 FRDAP Grant for primary and support recreation areas at the Mossy Pond Community Center in the amount of \$200,000 was made by Commissioner Shelton, seconded by Commissioner Brown and passed unanimously 4-0.

Ms. Smith presented to the Board for approval and execution Resolution 2013-27 to submit an application for a Florida Recreation Development Assistance Program (FRDAP) Grant for primary and support recreation areas at the Sam Atkins Park in the amount of \$50,000. This Resolution also authorizes Ms. Smith to act as Program Manager for this grant.

- A motion to approve and execute Resolution 2013-27 FRDAP Grant for primary and support recreation areas at the Sam Atkins Park in the amount of \$50,000 was made by Commissioner Brown, seconded by Commissioner Shelton and passed unanimously 4-0.

Ms. Smith reported to the Board that a Public Meeting will be held on Friday, September 13, 2013 at 8:00 am (CT) for Sam Atkins Park and 8:30 am (CT) for Mossy Pond Community Park in the Emergency Operations Center (EOC). These meetings are to receive public comment for the improvements intended at each park.

Ms. Smith reported to the Board that she has received the executed Agreements and the Notices to Proceed on the FDOT County Incentive Grant Program (CIGP) County Road 69 project and the Small County Outreach Program (SCOP) County Road 392 project. The surveying is being completed at this time and we will then advertise to receive bids. These grants total 1,816,729.00.

Ms. Smith reported to the Board that the Courthouse Retrofit project is progressing on schedule.

Ms. Smith informed the Board that two (2) staff personnel of the Emergency Management Office will be attending Incident Command System (ICS) 300 class training in Tallahassee on September 17, 18, and 19<sup>th</sup>. This training is required by the State.

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Ms. Smith reminded the Board and invited the public to attend the Woodman of the World's Lodge 61, First Responders, Firefighters, Law Enforcement, and Emergency Medical Service Monument Dedication on Wednesday, September 11<sup>th</sup> at 5:00 pm on the front lawn of the Calhoun County Courthouse.

**JOE WOOD, PUBLIC WORKS DIRECTOR/GRANTS COORDINATOR**

Mr. Wood said the Board approved the purchase of a Bush Hog rotary mower at \$14,760. Later it was discovered the option for dual wheels was not included in the quote. The price including the dual wheels came to \$15,329 which was still the lowest quote received. There was no objection by the Board of the difference.

Mr. Wood and Chairman Flowers met with Warden Payne of Calhoun Correctional Institution (CCI) and requested by letter (3) non-DOC supervised work crews. The request was for (1) five man crew and (2) three man crews. Mr. Wood stated Warden Payne would submit the letter to Department of Corrections for approval.

Mr. Wood requested approval to purchase two trailers from a local vendor in the amount of \$2,600 each. The trailers are needed to transport equipment for the inmate works crews.

A motion was made to approve the purchase of the trailers from the local vendor in the amount of \$2600 each by Commissioner McDougald, seconded by Commissioner Shelton and passed unanimously 4-0.

**CLERK HAND**

Clerk Hand reminded everyone of the BOCC final budget hearing to be held on September 23, 2013 at 5:01 p.m.

Clerk Hand said the County's fiscal year ends on September 30, 2013 and any items to be purchased with old year funds (2012-2013) should be received by September 30<sup>th</sup>.

**ATTORNEY FUQUA**

Attorney Fuqua said the Insurance carrier is recommending the County to settle the Cousins civil suit for \$75,000. The deductible has been met.

- A motion to settle the Cousins vs. Calhoun County civil suit in the amount of \$75,000 was made by Commissioner McDougald, seconded by Commissioner Shelton and passed unanimously 4-0.

Attorney Fuqua reported the attorney fees for the Watford civil suit total approximately \$31,000. Attorney Fuqua asked the Board for permission to allow himself and Chairman Flowers to negotiate to reduce the fees.

- A motion to allow Attorney Fuqua and Chairman Flowers to negotiate to reduce the attorney fees in the Watford vs. Calhoun County civil suit was made by Commissioner McDougald, seconded by Commissioner Brown and passed unanimously 4-0.

**COMMISSIONER TIME**

**COMMISSIONER MCDUGALD**

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Commissioner McDougald recognized the Altha Town Council for their attendance at this meeting and other meetings. Commissioner McDougald asked the Commissioners to ride and look at some of the streets in Altha after the meeting. He said he has brought to the Board's attention the need for paving and storm drainage for Altha Streets.

**COMMISSIONERS BROWN AND SHELTON**

Nothing to report

**CHAIRMAN FLOWERS**

Chairman Flowers said the Grants Administration Policies and Procedures were given to each Board member at the last meeting for review.

- A motion to approve the Grants Administration Policies and Procedures was made by Chairman Flowers, seconded by Commissioner Shelton and passed unanimously 4-0.

SHIP Annual Report – Tracy Scott, Clerk's Grant Accountant reported the SHIP annual report is due September 15, 2013 and must be certified by the Board. Ms. Scott asked the Board for approval for the Chairman to sign the report.

- A motion was made to allow Chairman Flowers to sign the SHIP Annual Report by Commissioner McDougald, seconded by Commissioner Brown and passed unanimously 4-0.

Tracy Scott asked Attorney Fuqua for guidance on handling the Jones' lease payments since the leases have expired. Attorney Fuqua advised the Clerk's office to accept the lease payments on a month to month basis and to refer the Jones' to their Attorney if they have any questions.

Chairman Flowers reported Clerk Hand is requesting permission to donate the old County cell phones to the Boy Scouts.

- A motion was made to donate old County cell phones to the Boy Scouts by Commissioner Shelton, seconded by Commissioner Brown and passed unanimously 4-0.

Chairman Flowers reported Clerk Hand is requesting permission to increase the cost of fuel by 10 cents per gallon at the Fuel Depot to cover maintenance and insurance costs. Joe Wood stated several departments (including the Ambulance Service and the Sheriff) use the Fuel Depot and this would keep the County from absorbing all the costs associated with the maintenance and insurance of the fuel system.

- A motion to increase the cost of fuel by 10 cents per gallon at the Calhoun County Fuel Depot was made by Commissioner McDougald, seconded by Commissioner Shelton and passed unanimously 4-0.

Chairman Flowers reminded everyone all elected officials must take training on Ethics by December 31<sup>st</sup>. The course can be taken online and Deputy Clerk Peacock has the registration information.

Chairman Flowers reported several employees have more than 240 hours of annual time and historically the Board has paid employees for this time.

- A motion to pay employees for annual time in excess of 240 hours was made by Commissioner Shelton, seconded by Commissioner Brown and passed unanimously 4-0.

Chairman Flowers asked Attorney Fuqua for an update on the IDA Resolution. Attorney Fuqua advised the following for the IDA Board:

- 5 members serving 4 year terms.
- The members can only be removed from the Board for misconduct or malfeasance and can live in any district in the County.
- IDA Board reports to BOCC
- Designate terms for current Board members so they are staggered
- Conflict between IDA Board and Airport duties – think about separating

**KEVIN PARRISH, IDA BOARD**

Mr. Parrish stated the basic premise for the IDA Board is searching for economic development for the Airport and County. He stated Airport business takes a lot of time and takes precedent over IDA business. He suggested hiring a full time Airport Manager.

Attorney Fuqua said Mr. Waldorff has done an excellent job at the Airport. He suggested appointing Maxi Waldorff as Airport Manager and Bob Fleck as the Assistant Airport Manager with a salary of \$1 per year. Attorney Fuqua said if they were separated from the IDA Board this would eliminate a lot of the Sunshine Law issues.

No action was taken; further discussion will take place at the next Board meeting.

Mr. Parrish stated Mr. Waldorff and Mr. Fleck are not at the airport full time. He also discussed maintenance issues such as security lighting not working.

Chairman Flowers asked Mr. Wood to get with Paul Laramore and make sure the security lighting is repaired at the airport.

Chairman Flowers asked Attorney Fuqua if the County was required to give employees an option to choose between the two health insurance plans. Attorney Fuqua stated the County is not required to provide employees with options and the County can choose to go with one plan.

A motion to select Capitol Health Plan as the health insurance provider for the Calhoun County was made by Chairman Flowers, seconded by Commissioner Shelton and passed 3-1. Commissioner McDougald was opposed.

Chairman Flowers asked Attorney Fuqua if the County is required to fund ARPC. Attorney Fuqua responded no.

**MEETING ADJOURNED**

There being no further business, a motion was made by Commissioner Brown to adjourn, seconded by Commissioner McDougald. The motion passed 4-0 to adjourn this meeting at 3:30 p.m.

ATTEST:

  
 CARLA PEACOCK, DEPUTY CLERK

  
 THOMAS G. FLOWERS, CHAIRMAN

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