

CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR MEETING
November 5, 2013
6:00 P.M.

PRESENT AND ACTING

COMMISSIONERS:

THOMAS FLOWERS, CHAIRMAN
LEE LEE BROWN, VICE-CHAIRMAN (Absent)
DARRELL MCDUGALD
LEE SHELTON
TRUMAN GRANT

MANUEL HIRES, DEPUTY
MATT FUQUA, ATTORNEY
CARLA HAND, CLERK of COURTS AND COUNTY COMPTROLLER
CARLA PEACOCK, DEPUTY CLERK

The meeting was called to order by Chairman Flowers at 6:00 P.M.

Prayer and pledge were led by Joe Wood.

APPROVAL OF MINUTES AND VOUCHERS

A motion to approve the October 15, 2013 Regular minutes; October 25, 2013 Special Minutes; and Approval Of Vouchers For Warrants 1311-1GS; 1311-1GP; 1311-1GC; 1311-1RC; 1311-1LP; 1311-1LC; 1311-1EP; 1311-1EC; 1311-1WC; 1311-1SP; 1311-1SC was made by Commissioner McDougald, seconded by Commissioner Shelton and passed unanimously 4-0.

PROPOSALS FOR CALHOUN COUNTY PLANNING SERVICES

Attorney Fuqua opened the sealed proposals for Calhoun County Planning Services. Proposals were received from Tony Arrant and Frank Snowden. Attorney Fuqua asked the Board to allow him time to review the proposals and report back later in the meeting.

SHERIFF GLENN KIMBREL

Sheriff Kimbrel addressed the Board concerning inquiries as to why Calhoun County doesn't house female jail inmates. Sheriff Kimbrel stated Isaiah Dennard, Jail Services Coordinator with the Florida Sheriff's Association inspected the old jail at his request. Sheriff Kimbrel stated some of Mr. Dennard's comments were:

- Jail was great in its day, but in current condition is useless
- Upgrading old jail to current building code would require MILLIONS of dollars

OR BOOK 14 PAGE 674

- ADA Compliance – Hallways would have to be widened (must be at least 36")
- Sprinklers would need to be installed
- Galvanized pipes/plumbing replaced
- Electrical upgrades
- DOES NOT RECOMMEND operating without cameras. (Places Sheriff in jeopardy – liability)
- DOES NOT RECOMMEND operating with cameras and without staff.
- Staff must be female. (See attached Florida Model Jail Standards)
- RECOMMENDS 5-6 minimum corrections staff added to provide for proper shift coverage
- Why would you spend that kind of money for an average of 5-8 females housed?

Sheriff Kimbrel stated most civil litigation comes from jail inmates. Sheriff Kimbrel stated the projected annual cost to house female inmates in Calhoun County is \$362,587.12 which does not include building upgrades. The amount paid to Liberty County to house Calhoun County female inmates for Fiscal Year 2012-2013 was \$149,916.00. Sheriff Kimbrel provided each Commissioner with a detailed report including photos of the old jail.

Sheriff Kimbrel asked the Board to put this issue to rest tonight and either take over the jail operations or allow him to run it. Sheriff Kimbrel stated he is operating the jail system the best way.

It was the consensus of the Board not to interfere in the operations of the jail and leave it to the Sheriff.

Chairman Flowers asked if he could review the contract proposals from other counties for housing the female inmates.

Sheriff Kimbrel stated he had two proposals; one from Bay County for \$41.00 per day and one from Jackson County for \$39.00 per day to house female inmates.

Attorney Fuqua asked how much Liberty County charges to house female inmates and the Sheriff responded \$39.00 per day.

Commissioner McDougald asked Sheriff Kimbrel if the issues with the Liberty County Jail had been resolved.

Sheriff Kimbrel stated the biggest issue in Liberty County is the medical care and his office is continuing to monitor that. Sheriff Kimbrel stated the County has contracted with PanCare to provide medical inmate care to the females housed in Liberty County and this is working much better.

OR BOOK 14 PAGE 675

MAXI WALDORFF, IDA BOARD

Mr. Waldorff introduced Edgar Figueroa, Project Manager and Peter Green, Environmental Planner with URS Corporation. Mr. Figueroa explained the need to change the parking lot JPA to a taxi way design project at the Calhoun County Airport. Mr. Figueroa stated the parking lot has already been constructed and the funds for this could be used for the design of extensions and completion of the parallel taxiway and runway connectors. There is a need for a runway extension due to planes having to back-taxi to the single runway connector.

There was much discussion between the Board and URS Corporation. Chairman Flowers told Mr. Green the Board is being asked to approve airport projects without ample opportunity to review the paperwork and the Board needs time to review any item that comes before the Board for approval. Mr. Green stated it is commonplace for FAA to issue grant projects late and require the approved paperwork to be turned in quickly. Chairman Flowers stated he would like URS to come before the Board at least once a year to answer any questions the Board may have.

Chairman Flowers asked Mr. Green to provide clarification on the time period for the contract between Calhoun County and URS Corporation. Mr. Green stated he believed it was a five year contract, but would verify and report back to the Clerk.

Mr. Waldorff presented to the Board for approval an Airport Layout Plan in the amount of \$28,000 which includes plan projections for the next five years. Mr. Waldorff stated this is required by FAA and funded by FDOT. Mr. Waldorff stated a JPA has already been approved for this.

Chairman Flowers asked URS Corporation if the Board could review the Airport Layout Plan and take action at the next meeting. Mr. Green stated the Board had time to review the Airport Layout Plan. No action was taken.

Mr. Figueroa stated URS would be available whenever the BOCC needed them.

Mr. Waldorff presented to the Board for approval a JPA for replacing the entrance road at the Calhoun County Airport.

A motion to allow Mr. Waldorff to submit a JPA on replacement of the entrance road at the Calhoun County Airport was made by Commissioner McDougald, seconded by Commissioner Grant and passed unanimously 4-0.

OR BOOK 14 PAGE 676

DONALD STANLEY, COUNTY ENGINEER

Mr. Stanley updated the Board on the following projects:

- Calhoun County Catalyst Site
 - North Florida Construction is 85% complete
- CR 392 – surveying completed – moving into the design phase
- CR 69 – surveying completed – moving into the design phase

DEPARTMENT HEADS

ELTON MCDANIEL – ROAD DEPARTMENT

Mr. McDaniel provided the Board with a monthly report detailing the activities of the Road Department.

DAN CLEMONS

Mr. Clemons informed the Board Calhoun County had inadvertently invoiced Florida Department of Transportation (FDOT) grants AQS89 and AQT12 incorrectly. 100% of the invoice amounts were charged to FDOT in the amount of \$19,848.60. 90% should have been charged to FAA grant 3-12-0158-005-2103. Mr. Clemons asked the Board for permission to return \$19,848.60 to FDOT.

- ❖ A motion was made to correct the error in invoicing and send \$19,848.60 to Florida Department of Transportation (FDOT) for grants AQS89 and AQT12 by Commissioner McDougald, seconded by Commissioner Grant and passed unanimously 4-0.

Mr. Clemons stated he will send a corrected invoice to FAA.

Mr. Clemons asked the Board for permission to advertise the Notice of Residential Construction Mitigation Program (RCMP) in the local newspaper on November 13, 2013.

- ❖ A motion was made to allow Dan Clemons to advertise in the newspaper the Notice of Residential Construction Mitigation Program (RCMP) by Commissioner McDougald, seconded by Commissioner Grant and passed unanimously 4-0.

OR BOOK 14 PAGE 677

Mr. Clemons reported to the Board all Weatherization projects are complete. He stated this leaves \$12,024.40 and should be enough for renovations to two more homes.

Mr. Clemons reported he is completing test spots on the dead grass on CR 286. He stated he won't have the results for a couple of more weeks.

ANGIE SMITH, EMERGENCY MANAGEMENT DIRECTOR/GRANTS ADMINISTRATOR

1. Ms. Smith presented to the Board for approval and execution the Small County Consolidated Grant in the amount of \$90,909.00. The grant period is October 1, 2013 – September 30, 2014. Ms. Smith stated this is the Solid Waste grant that funds the Recycling Program.
 - ❖ A motion was made to approve and execute the Small County Consolidated Grant by Commissioner Shelton, seconded by Commissioner Grant and passed unanimously 4-0.

2. Ms. Smith presented to the Board for approval and execution 1595-32B Chipola Road Storm Water Drainage Expansion Project Grant Agreement in the amount of \$1,050,036. The project will include two sites on John F. Bailey and one site on Roy Golden Road.
 - ❖ A motion was made to approve and execute 1595-32B Chipola Road Storm Water Drainage Expansion Project Grant Agreement in the amount of \$1,056,036 by Commissioner McDougald, seconded by Commissioner Grant and passed unanimously 4-0.

3. Ms. Smith informed the Board the Calhoun County Citizen Advisory Task Force will meet on November 14, 2013 at 3:00 p.m. CT in the EOC Room to review potential applications for the CDBG.

4. Ms. Smith requested permission to take Annual Leave from December 20, 2013 – January 3, 2014.
 - ❖ A motion to approve annual leave for Angie Smith from December 20, 2013 – January 3, 2014 was made by Commissioner McDougald, seconded by Commissioner Grant and passed unanimously 4-0.

Chairman Flowers called for recess at 7:15 p.m.

Chairman Flowers called the meeting back to order at 7:25 p.m.

OR BOOK 14 PAGE 678

JOE WOOD, DIRECTOR OF OPERATIONS

1. **Road Department Equipment Auction update:** Mr. Wood introduced Mr. Greg Russell with Midway Machinery & Auction LLC. Mr. Russell presented each Commissioner with a copy of Midway's proposal. Mr. Russell stated Midway guarantees a payment of \$475,000 for vehicles and equipment. If the net sales are less than \$ 400,000, Calhoun County will be paid \$475,000. If the net sales exceed \$475,000, there will be a 5% commission charge on the excess. The proposal stated all vehicles and equipment must be in running condition, clean and with good rubber. Attorney Fuqua stated the list of equipment provided to Midway included equipment that was not running. Mr. Russell stated the equipment listed as not running has been accepted by Midway and is not required to be in running condition for Calhoun County to receive the \$475,000.

❖ A motion was made to accept the proposal from Midway Machinery and Auction LLC by Commissioner McDougald, seconded by Commissioner Shelton and passed unanimously 4-0.

2. Mr. Wood asked the Board to amend County Ordinance 2007-02 (pertaining to requirements for driveway permits and installations) as follows:
 - Page 4 – Change the words engineer to Road Superintendent
 - Page 5 – Change the word engineer to Road Superintendent
 - Page 6 – Change the first sentence to read:

If the requested permit meets all applicable rules and regulations, the applicant shall be provided with appropriate plans and specifications for said driveway and a driveway permit along with the plans and specifications shall be issued by the county building department to the owner or agent of record of the owner.
 - Page 6 – Change the permit fee from \$200.00 to \$25.00
 - Page 7 – Change item (d) temporary driveway permit fee from \$100 to \$0.

Mr. Wood stated Preble Rish has agreed to assist the Road Superintendent as needed at no charge.

OR BOOK 14 PAGE 678

- ❖ A motion was made to amend Ordinance 2007-02 and advertise for Public Hearing by Commissioner McDougald, seconded by Commissioner Shelton and passed unanimously 4-0.

3. Mr. Wood reported that PanCare of Florida has started moving into the office vacated by Dr. Farooqi.

RITA MAUPIN, LIBRARY MANAGER

Ms. Maupin gave an update to the Board on the activities of the Libraries.

1. Over 400 attended the Fall Festival – Dan Clemons cooked hotdogs
2. Great Leaps reading program will start in late November with volunteers providing one on one reading assistance two times per week to students who are referred by their teachers
3. Sheriff Kimbrel is placing a substation at the Mossy Pond Library

CLERK HAND

1. Clerk Hand asked the Board to schedule a Supplemental Budget Hearing for the 2012-13 budget. The Hearing must be advertised and held after 5:00 p.m.
 - Have 60 days after yearend to amend the budget for items not anticipated when the original 2012-2013 budget was adopted
 - Increase CTF 1 Budget for FEMA estimated closeout paybacks and other various items
 - Clerk Hand recommended the Budget Hearing be scheduled on Monday, November 18, 2013 at 5:01 p.m. CT

- ❖ A motion was made to schedule a Budget Hearing for November 18, 2013 at 5:01 p.m. CT and advertise in the newspaper by Commissioner McDougald, seconded by Commissioner Shelton and passed unanimously 4-0.

2. Clerk Hand notified the Board of payment to the Riparian County Stakeholder Coalition in the amount of \$2,500 as approved by the Board on August 20, 2013. This will be paid from account 01513-51349. (\$26,864 budget total)
3. Senior Management Position Update

OR BOOK 14 PAGE 679

- The Clerk's Office provided the Division of Retirement with the Emergency Management Director's job title and the Division of Retirement agreed to change the existing position to Emergency Management Director upon review of the job description. This is the position held by Angie Smith. No notice of intent is required to be advertised.
 - Clerk Hand made a recommendation to the Board to change the current position title to Emergency Management Director to agree with the approved Senior Management Position.
 - ❖ A motion was made to change the position held by Angie Smith to Emergency Management Director by Commissioner McDougald, seconded by Commissioner Shelton and passed unanimously 4-0.
 - Clerk Hand asked the Board to approve Joe Wood's job description and job title to be advertised as a notice of intent by the Board as a Senior Management Service position.
 - Calhoun County Director of Operations (in lieu of Public Works Director/Grants Coordinator)
 - ❖ A motion to approve Joe Wood's job description, change his title to Calhoun County Director of Operations and advertise the notice of intent to designate as a Senior Management Position was made by Commissioner McDougald, seconded by Commissioner Grant and passed 4-0.
4. Clerk Hand asked the Board for approval of a SHIP Change Order on J.B. Porter Roof
- \$750 increase for rot damage to roof
 - Original contract of \$4,560 - with increase \$5,310
 - ❖ A motion to approve the SHIP Change Order increase of \$750.00 was made by Commissioner McDougald, seconded by Commissioner Shelton and passed unanimously 4-0.
 - Clerk Hand recommended the Board give SHIP Coordinator permission to approve unforeseen changes without Board approval at \$1,000 or less as long as Grant will pay for the changes.

- ❖ A motion to give SHIP Coordinator permission to approve unforeseen changes without Board approval at \$1,000 or less as long as the Grant will pay for the changes was made by Commissioner McDougald, seconded by Commissioner Shelton and passed unanimously 4-0.
5. Clerk Hand notified the Board and Public of the upcoming County holiday.
 - Veterans Day will be observed Monday, November 11, 2013 – Courthouse will be closed.
 6. Inmate Medical Insurance renewal is in February. The premium is based on several items including the number of inmates, past claims, and caregiver agreements.

The insurance company is asking for any written agreements with caregivers setting forth a discount for medical services provided to inmates. There is currently an unwritten agreement with the Calhoun-Liberty Hospital. The County currently pays 35% of the billed amount. Inmate transports are also at no cost. There is an agreement with Bay Medical that sets forth a per diem rate of \$1,800. There is not an agreement with Tallahassee Memorial Healthcare (TMH). In the past they have accepted 50% of the billed amount. There are currently two invoices from TMH for inmate care in the amount of \$3, 175.68 and \$15,434.85. Clerk Hand stated she is waiting on a response from TMH for a discount amount.

7. Proposed Accounts Payable Advance Payment Policy
 - Clerk Hand asked the Board to approve the Advance Payment Policy provided to them at the last meeting.
 - ❖ A motion to approve the Accounts Payable Advance Payment Policy was made by Commissioner McDougald, seconded by Commissioner Shelton and passed unanimously 4-0.

ATTORNEY FUQUA

1. Attorney Fuqua stated he reviewed the proposals for Planning Services submitted by Tony Arrant and Frank Snowden and neither met the qualifications set forth in the Request for Proposals for Calhoun County Planning Services.
 - Mr. Arrant delineated from the fee provision – stating amendments and revisions to the County Plan and Land Development Code and all activities associated with legal proceedings would be billed separately.
 - Mr. Snowden doesn't have experience in local government planning.

CITROOK 14 PAGE 681

Attorney Fuqua advised the Board they could waive the requirements or re-advertise the position.

- ❖ A motion to waive the requirements in the specifications for Calhoun County Planner and to select Frank Snowden as the County Planner was made by Chairman Flowers, seconded by Commissioner Shelton and passed unanimously 4-0.

2. Attorney Fuqua presented to the Board a proposal for Public Participation Policy. After some discussion, the matter was tabled until the next meeting.

COMMISSIONER TIME

COMMISSIONER MCDUGALD

1. Commissioner McDougald reported he attended a meeting with the City of Blountstown regarding the Pine Island Water System Inter-local Agreement.
2. Commissioner McDougald reported he attended the Keith vs. Calhoun County trial - judge should make ruling sometime in January. Commissioner McDougald said in his opinion it is sometimes easier to fix a problem if the solution is simple, even if you are right rather than get into a lawsuit.

CHAIRMAN FLOWERS

1. The Transportation Disadvantaged Coordinating Board has requested the BOCC to appoint a Chairperson to this Board. The Chairperson must be an elected official from within the County.
 - ❖ A motion was made to re-appoint Commissioner Lee Lee Brown as the Chairperson to the Transportation Disadvantaged Coordinating Board by Commissioner Shelton, seconded by Commissioner Grant and passed unanimously 4-0.

2. Chairman Flowers presented two invoices for Board approval to be paid from the Sheriff's Department Crime Prevention fund.
 - PROforma - \$1,004.26
 - Positive Promotions -\$691.95
 - ❖ A motion to approve the invoices from PROforma and Positive Promotions was made by Commissioner Grant, seconded by Commissioner Shelton and passed 4-0.
3. Chairman Flowers informed the Board the Drug Enforcement Grant submitted by the Sheriff's Office has been approved for \$44,910. Need Board approval and execution for the Drug Enforcement Subgrant Award Certificate.
 - ❖ A motion to approve and execute the Drug Enforcement Subgrant Award Certificate was made by Commissioner McDougald, seconded by Commissioner Grant and passed 4-0.
4. Deborah Hammond has requested permission from the Board to use Clay Mary Park in January 2014 for a Martin Luther King 5K run and FunDay.
 - ❖ A motion to approve Deborah Hammond's use of Clay Mary Park was made by Commissioner McDougald, seconded by Commissioner Grant and passed 4-0.
5. Chairman Flowers presented to the Board a Proclamation to proclaim November as Pancreatic Cancer Awareness month.
 - ❖ A motion to proclaim November as Pancreatic Cancer Awareness month was made by Commissioner McDougald, seconded by Commissioner Shelton and passed unanimously 4-0.
6. Chairman Flowers asked if it was possible to hire a part-time mechanic to repair equipment. Attorney Fuqua advised the Union Policy would not allow this.
 - Attorney Fuqua advised this was not allowed by the Union Policy.
 - ❖ A motion to allow the Director of Operations to confer with the Clerk on the availability of funds for a part time mechanic position was made by Commissioner McDougald, seconded by Commissioner Grant and passed unanimously 4-0.

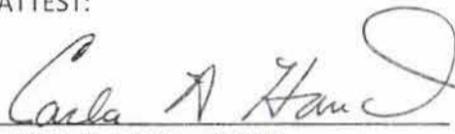
7. Chairman Flowers asked the Board to set a workshop to discuss the ambulance contract.

- ❖ A motion to hold a workshop to discuss the Ambulance Contract on November 19, 2013 at 4:00 p.m. was made by Commissioner McDougald, seconded by Commissioner Grant and passed unanimously 4-0.

MEETING ADJOURNED

There being no further business, a motion was made by Commissioner Grant to adjourn, seconded by Chairman Flowers. The motion passed 4-0 to adjourn this meeting at 8:50 p.m.

ATTEST:


CARLA A. HAND, CLERK


THOMAS FLOWERS, CHAIRMAN

CIRBOOK 14 PAGE 684