

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR MEETING MINUTES
June 3, 2014**

PRESENT AND ACTING:

**THOMAS G. FLOWERS, CHAIRMAN
WOODROW "LEE" SHELTON, VICE-CHAIRMAN
WILLIE T. GRANT
DARRELL MCDOUGALD
MARION "LEE LEE" BROWN**

**SHERIFF GLENN KIMBREL,
EMORY GODWIN, CAPTAIN
ERICA WHITFIELD, DEPUTY SHERIFF
MATT FUQUA, ATTORNEY
CARLA HAND, CLERK OF COURT AND COUNTY COMPTROLLER**

The meeting at St. Paul's AME Church was called to order by Chairman Flowers at 6:00 p.m., CT. Commissioner Brown led the Prayer and Pledge of Allegiance to the Flag.

Chairman Flowers reminded everyone the Board recently adopted a Public Participation Policy pursuant to Florida Statute 286.0114 and those on the agenda will have three minutes to speak on their topic. The public will have an opportunity to speak on items before the Board for a vote before any action is taken.

APPROVAL OF MINUTES

- ❖ A motion to approve the May 20, 2014 Regular Meeting minutes and vouchers for warrants: 1406-1G, 1406-1RD, 1406-1RS, 1406-1L, 1406-1E, 1406-1S 052314, and 050914 was made by Commissioner Shelton and seconded by Commissioner Brown. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

BIDS – SHIP (State Housing Initiatives Partnership)

Attorney Fuqua opened the sealed SHIP bids:

Client Names	Maximum allowed	Crest Enterprises Building, Inc.	Gulf Coast Home Solutions, LLC
C. Baker	29,000	27,500	24,650
J. Maloy	25,500	26,250	21,725
M. Mills	11,000	6,950	9,025
R. Lane	10,680	8,750	8,425
G. Marshall	20,400	25,900	28,125
O. Blue	11,000	6,400	7,400
V. Roberts	8,100	14,975	No Bid

- ❖ A motion to accept the SHIP bids from the apparent low bidder (shaded) for each job excluding Verna Roberts was made by Commissioner Grant and seconded by Commissioner Brown. Chairman Flowers called for public comment; there was none. The motion passed unanimously 5-0.
- ❖ A motion was made by Commissioner McDougald and seconded by Commissioner Grant to pay \$8,100 (maximum allowed for this past recipient) of the Crest Enterprises Building, Inc. bid for the V. Roberts job with Ms. Roberts paying the balance (upfront). The Chairman called for public comment. Ms. Annie Dawson asked how much Ms. Roberts would have to pay and Mr. Parrish responded \$6,875. Commissioner Shelton asked how long Ms. Roberts would have to decide and Mr. Parrish responded there is a time limit of 45 days from the award of the bid to complete the job. There were no more public comments. The motion passed unanimously 5-0.

BIDS – SILAS GREEN STREET SMALL COUNTY ROAD ASSISTANCE PROGRAM (SCRAP) PROJECT

Donald Stanley, Preble-Rish Engineering opened the paving bids:

1. C.W. Roberts Contracting, Inc. \$143,027.30
2. Roberts & Roberts, Inc. \$132,856.70

Mr. Stanley asked the Board to allow him to review the bids for completeness and bring back his recommendation later during the meeting.

LIZZIE FANT – 16548 NE CLEMONS ROAD – WEATHERIZATION PROJECT

At the Board's request Lizzie Fant attended this meeting during which Ms. Fant was instructed by the Board's Attorney, Matt Fuqua to put GADCON's liability insurance provider on notice, noting for Ms. Fant to take up her claim with the contractor and the contractor's insurance company. The Attorney instructed Ms. Fant to get the insurer's contact information at the Clerk's office on Wednesday.

BOBBY SULLIVAN 3841 NW TWIN PONDS ROAD

Mr. Sullivan addressed the Board discussing the condition of NW Twin Ponds Road. There was much discussion between Mr. Sullivan and the Board with Mr. Sullivan stating he purchased the Calhoun County property in 2007 and pays \$8,000 per year in property taxes. Mr. Wood explained that NW Twin Ponds Road is maintained by Jackson County per an inter-local agreement as the road is in both counties. Mr. Sullivan stated Jackson County does not adequately maintain the road and he has no recourse as he pays no taxes to Jackson County. The Attorney advised the Board that Mr. Sullivan, Mr. Wood, the Chairman, and Jackson County should meet to discuss the issue. Mr. Sullivan agreed to the suggestion and Mr. Wood agreed to contact Mr. Sullivan with the meeting arrangements.

JOHN DAVIS – CLOSING OF JOHN JONES ROAD

Mr. Davis provided the Board with a map showing how John Jones Road divides his property and asked the Board to close (abandon) the road; this parcel is going to be farmed and irrigated and closing the road would allow Mr. Davis to purchase the irrigation system at a more reasonable price. Mr. Wood advised the Board that closing John Jones Road would not adversely affect anyone. The Attorney advised the Commission there must be an advertised public hearing and Mr. Davis (the requestor) would pay the advertising cost (approximately \$500). Mr. Davis agreed to pay the advertising cost. Commissioner Grant asked how many public hearings were required with the Attorney stating one public hearing and two weekly advertisements.

- ❖ Chairman Flowers made the motion to advertise the public hearing for closing John Jones Road. Commissioner Brown seconded the motion. The Chairman called for public comment; there was no public comment. The motion passed unanimously 5-0.

The Attorney stated he would prepare the advertisement for the newspaper.

OUIDA O'BRYAN – GEORGE O'BRYAN ROAD

Ms. O'Bryan addressed the Board with water concerns at her home. She showed pictures from 2012 showing water in her yard. Ms. O'Bryan also stated due to a misunderstanding George O'Bryan Road has not been graded in years and also noted the ditch north of her house hasn't been cleaned out in years. Ms. O'Bryan thanked Commissioner McDougald for helping with the noise from the military operation and told the Board she would appreciate their help with keeping water from coming into her yard.

DEPARTMENT MONTHLY UPDATES

TIM JENKS – MAINTENANCE SUPERINTENDENT

Mr. Jenks advised the Board of the Maintenance Department monthly activities including grass mowing, working on the basketball court at Cooper Park, building the foundation for the bathroom at Neal Landing (FRDAP), repairing sidewalks and tables at Four-mile Creek Park, installing a light at Kinard for the walking trail (requested by Chairman Flowers) completing handicap parking spaces at the Courthouse so the handicap ramp can be used at the front entrance of the Courthouse. Commissioner Grant made inquiries regarding the foundation type at the Neal Landing bathrooms and Mr. Jenks stated it is a concrete foundation. Commissioner Grant also asked whether the bathroom being constructed is an addition to the existing structure or a separate building and was informed by Mr. Jenks it is a separate structure.

DAN CLEMONS – WEATHERIZATION COORDINATOR

Mr. Clemons informed the Board there are currently three weatherization projects in progress and all should be completed by the end of the week.

Mr. Clemons presented to the Board for their approval and execution a change order for the Gladys Miller Residential Construction Mitigation Program job (RCMP-03); Change Order # 1 is an increase of \$4,258. Commissioner Flowers asked if there are funds available in the program for this and Mr. Clemons responded yes. There was discussion regarding the contractor and Mr. Clemons informed the Board Mr. Rogers, a General Contractor, is expecting his roofing license within a week otherwise he will have to sub out the roof work to a licensed roofer. Mr. Clemons also advised the Board the deadline was last Sunday. The Board asked Mr. Clemons how long it would take Mr. Rogers (GADCON) to complete the job and he said as soon as Mr. Rogers gets his roofing license.

- ❖ Commissioner Grant made the motion to approve the Change Order for an increase of \$4,258 and the motion was seconded by Commissioner Shelton. The Chairman called for public comment. Carrie Baker, a friend of Ms. Miller (Ms. Miller was unable to attend the meeting) informed the Board the contractor uses substandard materials, inexperienced workers, and causes chaos in Ms. Miller's house. It was also noted the City Building Inspector shut the job down because there was not a licensed roofing contractor performing the work. The Board amended the motion by adding a completion deadline of seven days from today before liquidated damages will be assessed. Also Mr. Clemons was instructed not to pay the contractor

without Board approval. There was no more public comment. The motion passed unanimously 5-0.

Mr. Clemons presented a claim for damages (\$1,935) to the sod at the airport from the military. The Board asked Mr. Gene Bailey, IDA Board member, whether this claim should be filed. Chairman Flowers further explained he is against filing the claim against the military.

- ❖ Chairman Flowers made the motion not to file the claim against the military for \$1,935. The motion was seconded by Commissioner Brown. The Chairman called for public comment. There was no public comment and the motion passed unanimously 5-0.

JUDY LUDLOW – COUNTY EXTENSION

Ms. Ludlow gave the Board a handout that included the following activities for the month of May: Tropicana Speech County-wide contest, Bat night was held at the Panhandle Pioneer Settlement, Planting watermelon, cantaloupes, and blueberries in the 4-H Learning Garden, Training volunteers from North Florida Child Development and the Hugh Creek, Mossy Pond, and Blountstown Libraries to teach 4-H Youth curricula in their summer programs, Finalizing plans for Camp Timpooshee, June 16-20, and Planning for the Emergency Expo to be held Saturday June 7th.

RITA MAUPIN – LIBRARY DIRECTOR

Ms. Maupin provided the Board with a handout of the May 2014 activities at the Calhoun County libraries. Ms. Maupin noted the summer reading camps will be offered at all six libraries during June and July. Most of the libraries will participate in the Calhoun County School's Title I Nutrition Program providing meals to children living in rural remote areas. Ms. Maupin also noted Lavaine Williams, Altha Branch Manager – Literacy Volunteer of America Instructor, had three adult students who were awarded their GED at the June 2, 2014 Adult Graduation Ceremony.

DOWLING PARRISH – BUILDING OFFICIAL/STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM(SHIP)

The Building Inspector provided the Board with an overview of his May 2014 activity: 28 building permits issued - \$2,519.49, collected surcharge tax of \$117.69 (goes to State of Florida), 24 licenses issued \$1,350.00, issued one driveway permit for \$25.00. The total amount collected from all license, permits, and surcharges is \$4012.18. The Building Inspector also conducted inspections on footers, roofs, floor systems, and electrical upgrades in the County.

Mr. Parrish stated the contractor (GADCON) who was awarded the Pennie Dudley SHIP rehab project placed substandard cabinets in the house; the contractor is also 27 days late on the contract. It was Mr. Parrish's recommendation to the Board for them to replace GADCON on this job with the contractor having the next lowest bid. After some discussion the Attorney stated the contractor would have to be given a chance to cure the deficiencies (to be outlined in writing by Mr. Parrish).

- ❖ Commissioner McDougald made the motion to give the Contractor thirteen days to cure and complete the project (prior to the next meeting). Commissioner Shelton seconded the motion and the Chairman called for public comment. Ms. Annie Dawson asked whether the County has requirements contractors must meet prior to bidding on jobs. There was an answer by the Building Official to the affirmative. Ms. Carrie Baker stated there are problems with all of the jobs being performed on by GADCON and asked what it takes to disqualify a Contractor from being able to perform jobs in Calhoun County; further stating Mr. Rogers is not a good

contractor. Chairman Flowers stated the Commissioners are working on this. Being no further public comment the motion carried unanimously 5-0.

Mr. Parrish informed the BOCC they had been approved for the 2014-2015 SHIP funding. The Clerk noted there was some paperwork that must be completed and submitted.

RONNIE STONE – 911 COORDINATOR

Mr. Stone provided the Board with his April and May activity. He assigned ten 911 addresses, made 13 road signs, performed 245 telephone updates and resolved issues with the mapping system, call stations, and speed dials functions. Mr. Stone also informed the Board the \$13,698.67 grant for annual maintenance and support was recently received. These funds are for the annual maintenance and support for Solacom (\$7,604.67) and Fairpoint Communications (\$6,094.00). Mr. Stone also informed the Board he worked on damage assessments from April 15, 2014 through May 9, 2014; damages resulted from 15" of rain received in Calhoun County. Mr. Stone also mentioned the mapping plotter is no longer compatible with current software and he will include a new plotter in his 2014-2015, 911 budget.

ELTON MCDANIEL – ROAD DEPARTMENT

Mr. McDaniel provided the Board with a written activity report for the month of May recapping the work performed as follows: repairing washouts in roads, grading, mowing, and working on the Chipola Expansion Project. The report also included the work performed by the inmate crews. The Chairman asked Mr. McDaniel to check on the outfall ditches on Charlie Wood Road and Big Mac Road and also inquired whether the Road Department maintains a list of all outfall ditches in the County. Mr. McDaniel stated he would ask. After a brief discussion about the inmate van the Chairman asked Mr. Wood to look for a van (used) that could be purchased from the remaining auction proceeds. Commissioner Brown asked the Road Department to contact Jason Weiler who is possibly in need of a culvert pipe.

DONALD STANLEY – PREBLE-RISH – COUNTY ENGINEER

Mr. Stanley reviewed the two bids received for the Silas Green Small County Road Assistance Program (SCRAP) Widening and Resurfacing Project and informed the Board all paperwork is in order and recommended awarding the project to the lowest bidder, Roberts & Roberts, Inc. for \$132,856.70

- ❖ A motion to accept the lowest bid by Roberts & Roberts, Inc. for the SCRAP widening and resurfacing of Silas Green Street was made by Commissioner Brown and seconded by Commissioner Shelton. Chairman Flowers called for public comment; there was none. The motion passed unanimously 5-0.

Mr. Stanley then informed the Board he would prepare a deductive change order for this project by the next Board meeting and bring the contracted project cost equal to the grant award of \$100,000 by changing the scope of work.

Mr. Stanley asked the Board for a 50 day time extension for the contractor to complete the CR 69S County Incentive Grant Program (CIGP) project due to the adverse weather conditions.

- ❖ Commissioner Grant motioned to increase the contractor's time to complete the project by 50 days with Commissioner Brown seconding the motion. The Chairman called for public comment. There was no public comment and the motion passed unanimously 5-0.

Mr. Stanley mentioned the headwalls on John F. Bailey/Roy Golden Roads (Hazard Mitigation Grant Program (HMGP) Chipola Road Expansion Project) and inquired as to whether or not these should be solicited by sealed bid. Mr. Wood indicated he wanted these jobs bid.

Mr. Stanley updated the Board on the Pine Island Water Project.

ANGIE SMITH – EMERGENCY MANAGEMENT DIRECTOR

Ms. Smith stated it has not yet been determined whether a Presidential Declaration of Public Assistance will be given to Calhoun County for the recent flooding event. Ms. Smith hopes to know the determination by first of next week. (Necessary to receive FEMA disaster relief funding)

Ms. Smith asked the Board for permission to take vacation (as long as there is not a storm) on July 2, 3, and 7 to attend a family function out of town. There was no objection.

Commissioner Grant brought up the pay increases given two to three weeks ago and said he meant no disrespect to Angie Smith, Ronnie Stone, or Amy Hall in mentioning this. Commissioner Grant stated he had no problem with Amy Hall receiving an increase as her job changed and recommended eliminating the other increases given.

Commissioner Shelton stated the Board is paying less than was paid to the prior Emergency Management Director. Commissioner Brown said he did not handle this properly and should not have voted for the increases without having a better understanding of this matter. Commissioner Shelton stated at the time of the vote he understood the situation well because he spent 1.50 hours with Angie. He also stated this saves the County funds. Commissioner McDougald stated he has a passion for the Road Department and the Maintenance Department.

- ❖ Chairman Flowers made a motion to hold a workshop to discuss salaries at 5:00 pm CT on June 17, 2014. Commissioner Grant seconded the motion. The Chairman called for public comment. There was no public comment and the motion passed unanimously 5-0.

JOE WOOD – DIRECTOR OF OPERATIONS

Mr. Wood asked the Board if they would like to apply for USDA-NRCS (Natural Resources Conservation Service) funding for recent erosion damages to Gray Road. The project cost of \$117,460 would require a 25% local match with 75% funding through USDA-NRCS. The local match could be earned by work performed by the Road Department.

- ❖ Commissioner Shelton made the motion to apply for the USDA-NRCS funding for Gray Road and the motion was seconded by Commissioner Brown. The Chairman called for public comment and there was none. The motion passed unanimously 5-0.

Mr. Wood discussed the needed repairs to reopen Walter Potts Road and there was much discussion whether or not the Board should make temporary repairs or wait and see if FEMA (Federal Emergency Management Agency) will fund permanent repairs. The Board directed Donald Stanley to provide estimated cost of repairs at the next Board meeting.

Other items discussed were the purchase of an asphalt machine, accepting bids on lime rock material, and the outfall ditch on IOLA Road.

CARLA A. HAND – CLERK OF COURT AND COUNTY COMPTROLLER

The Clerk asked the Board for clarification of their understanding of the one year lease period to the Florida Department of Juvenile Justice (DJJ) for office space. By consensus they all agreed to the term from July 1, 2015- June 30, 2016. The current lease expires June 30, 2015.

The Clerk asked for permission to declare surplus and dispose of obsolete item 836 (Tax Collector router) and permission to declare surplus item 487 (mower/finisher) previously given to CCI but still listed on fixed asset inventory.

- ❖ Commissioner Grant made the motion to declare surplus and dispose of obsolete item 836 and permission to declare surplus item 487 donated to CCI. Commissioner Shelton seconded the motion. The Chairman called for public comment. There was no public comment and the motion passed unanimously 5-0.

The Clerk asked for permission to accept asset #1538 (1997 Ford F-350) from Nettle Ridge Fire Department for the Road Department. There was some discussion with Mr. McDaniel explaining the vehicle has engine problems and the Road Department is in the process of determining the extent of those problems.

- ❖ Commissioner McDougald motioned to accept asset #1538 from the Nettle Ridge Fire Department. Commissioner Brown seconded the motion. The Chairman called for public comment. There was no public comment and the motion passed unanimously 5-0.

The Clerk reported the Property Appraiser has estimated the taxable value for the 2014 tax year to be \$390,000,000 which is approximately the same as the 2013 tax year.

The Clerk discussed line item budget for 01513-51349 Other Current Charges and explained the budget amount is one-half spent at this time and there are more expected expenditures; the budget will most likely be expended in its entirety.

Commissioner Grant stated his appointee as an alternate on the Value Adjustment Board is Ms. Annie Dawson; Ms. Dawson was in the audience and agreed to the appointment. The Clerk informed Ms. Dawson she will be notified of the upcoming organizational meeting. Commissioner Grant asked the Clerk to inform the City the street light on the intersection of Hwy 69 South and Hwy 71 is not working. The Clerk agreed to report this matter to the City.

The Clerk thanked St. Paul's AME Church for hosting the meeting and providing the food.

ATTORNEY FUQUA

Attorney Fuqua instructed Mr. Bailey, IDA Board member, to notify North Florida Construction to proceed with building the hangar with the foundation plan being their choice, between the two engineering plans.

COMMISSION TIME

Commissioners Grant, Brown, Shelton, and McDougald thanks St. Paul's AME Church for hosting the Board meeting and providing the food.

CHAIRMAN FLOWERS

The Chairman asked the Board whether or not they would like to renew the line of credit with Centennial Bank explaining there is a \$295 fee charged to renew the line of credit; the line of credit has not been accessed during 2013-2014 and it does not seem likely the line of credit is necessary.

- ❖ Commissioner Shelton made the motion not to renew the line of credit with Centennial with the second by Commissioner Grant. Chairman Flowers called for public comment. There were not comments from the public. The motion passed 4-1 with Commissioner McDougald voting no.

The Chairman reminded the Board about the annual ethics training requirement and mentioned the 2014 Regional Workshops – Wind and Flood Mitigation, and the blood drive at the courthouse on July 9, 2014 from 10:00 a.m. to 4:00 p.m.

The Chairman instructed the Clerk to include in the proposed budget all requests from outside agencies whether or not they have been funded in the past.

The Chairman reminded the Count Engineer, IDA Board, Department Heads, etc. that the Clerk's office shall be given all Board agreements, grants, contracts, building plans, etc.

The Chairman mentioned the success of the recent barrel racing event held at the Tri-County Agricultural Pavilion and thanked Magnolia and Nettle Ridge Volunteer Fire Departments for pulling out vehicles bogged down in the mud at the Pavilion the day following the event.

The Chairman mentioned Representative Beshears was at Connie's kitchen this morning and there was good attendance.

There being no further business, the Chairman adjourned the meeting at 9:18 p.m.


THOMAS G. FLOWERS, CHAIRMAN

ATTEST:


CARLA A. HAND, CLERK