

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR MEETING MINUTES
APRIL 14, 2015**

PRESENT AND ACTING:

**THOMAS G. FLOWERS, CHAIRMAN
MARION "LEE LEE" BROWN, VICE-CHAIRMAN
DENNIS JONES
DARRELL MCDUGALD
WOODROW "LEE" SHELTON**

**GENE MORRIS, DEPUTY
MATT FUQUA, ATTORNEY
CARLA HAND, CLERK OF COURT AND COUNTY COMPTROLLER
BECKY BROWN, DEPUTY CLERK**

The meeting in the Regular Meeting Room was called to order by Chairman Flowers at 6:00 p.m., CT. Commissioner Jones led the Prayer and Pledge of Allegiance to the Flag.

Chairman Flowers reminded everyone to silence their cell phones and reminded those on the agenda they will have three minutes to speak on their topic. The public will have an opportunity to speak on items before the Board votes on a motion.

APPROVAL OF MINUTES

❖ A motion to approve the March 24, Workshop – Building Applicants Meeting Minutes, March 24, 2015 Regular BOCC Meeting Minutes, April 7, 2015 Special BOCC Meeting Minutes, vouchers for warrants: 1503-2GS, 1504-GS, 1504-1GS, 1504-1G, 1504-1RD, 1504-1L, 1504-1E, 1504-1S and payroll warrants PR15-B08, PR15-B09, PR15-B10, PR032615 was made by Commissioner Jones and seconded by Commissioner Shelton. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

KEVIN JACKSON – BAILEY SUBDIVISION

Mr. Jackson addressed with comments regarding drainage issues on Shuman Ferry Road.

WARDEN PAYNE – CALHOUN CORRECTIONAL INSTITUTION

Warden Payne stated he appreciated all the help from the County with debris removal after the November 2014 tornado. Everyone did an excellent job with the cleanup.

Warden Payne advised the Board the Institution is trying to meet their obligation of sending four (4) inmate work squads to the County but due to unseen circumstances there are days they can't meet that obligation. Warden Payne stated Secretary Jones, Department of Corrections Secretary, advised funding is forth coming which will help alleviate these issues.

DEPARTMENT QUARTERLY UPDATES

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TIM JENKS – MAINTENANCE SUPERINTENDENT

Mr. Jenks advised the Board they are continuing to clean up Sam Atkins Park with ball season in full swing and getting ready for the rodeo on Saturday, April 18, 2015.

Mr. Jenks advised the Board they poured a concrete sidewalk in the Hugh Creek area.

Mr. Jenks also notified the Board the gate/automatic opener is operational at Sam Atkins Park.

Mr. Jenks advised the Board Relay for Life which was held at Sam Atkins Park went well.

DAN CLEMONS – WEATHERIZATION MANAGER

Mr. Clemons advised the Board there were seven (7) weatherization jobs bid during January and February.

Mr. Clemons advised the Board the 2014 Weatherization Assistance agreement has been closed out.

Mr. Clemons advised the Board he advertised the Residential Construction Mitigation Program (RCMP) in January. Mr. Clemons stated he is in the process of writing eight (8) projects for advertising and bidding next month.

Mr. Clemons advised the Board he is currently filling in for Mr. Parrish, State Housing Initiatives Partnership Program (SHIP) Coordinator, during his absence. Mr. Clemons stated Ms. Dykes' SHIP house project is complete as far as the original agreement. Mr. Clemons advised the Board a change order will be forth coming for some additional work. Mr. Clemons asked the Board to extend the contractor's agreement through next month to give time to work up the change order and bring before the Board at the next meeting, April 28, 2015. Mr. Clemons stated the contractor would like to get paid for the original agreement amount.

- ❖ A motion to pay the contractor for original contract amount and extend the contract agreement was made by Commissioner McDougald and seconded by Commissioner Shelton. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

Mr. Clemons advised the Board he will start the spray program back up week after next.

Commissioner Jones asked Mr. Clemons how many names are on the Weatherization waiting list and Mr. Clemons stated there are 22. Commissioner Jones asked Mr. Clemons to post the list for public view so the applicants can see where they are on the list. It was determined this would be placed in the Emergency Management Office.

RITA MAUPIN – LIBRARY DIRECTOR

Chairman Flowers thanked Ms. Maupin and her staff for keeping the Library safe during a dangerous situation which occurred on March 10, 2015.

Ms. Maupin advised the Board the "Spring Fling" pancake breakfast which was held on March 28, 2015 at the Mossy Pond Library was a huge success.

Ms. Maupin advised the Board they are getting ready for the Florida Library Youth Program (FLYP) starting June 3, 2015 and ending July 30, 2015. Ms. Maupin stated the program will be offered at all six

(6) libraries plus at the Nettle Ridge Fire Department in Pine Island and during the program participants will receive a lunch and a snack in the afternoon.

Ms. Maupin advised the Board the Kinard Library was opened on March 28, 2015 for the cyclists who participated in the biking event which came through Calhoun County.

JERRY GUILFORD – BUILDING DEPARTMENT

Mr. Guilford thanked the Board for the career opportunity he has been given. Mr. Guilford advised the Board his “provisional” license packet has been delivered to the Building Code Administrators and Inspectors Board for review.

Mr. Wood advised the Board Mr. Dickie Stanley, Liberty County Building Inspector, will oversee Mr. Guilford on an “as needed basis” during Mr. Parrish’s absence or until Mr. Guilford obtains his “provisional” license.

ELTON MCDANIEL – ROAD DEPARTMENT

Mr. McDaniel provided the Board with a written activity report for the months of January through March recapping the work performed.

Mr. McDaniel advised the Board Truck #2 is out of service and Truck #13 is still down at this time.

Mr. Wood advised the Board the service truck for the Road Department should be delivered around August 10, 2015.

JUDY LUDLOW – COUNTY EXTENSION

Ms. Ludlow gave the Board a handout that included the following activities for the month of January through March:

- Whitney Cherry and I are broadcasting on the local radio station with this week being National Volunteer week, Whitney is spotlighting a local volunteer daily
- Graduated a new class of 23 Master Gardeners
- Held a beekeeping class in which Calhoun County participants were part of a class of 300 people from across the district, as well as a local Cattleman’s Association meeting
- Extension office participated with a fundraiser at the recent cross-county bike tour
- Extension will be participating with educational displays at the Chamber of Commerce’s first annual North Florida Wildflower Festival on April 25, 2015

JODY DANIELS – 911 MAPPING/ADDRESSING

Mr. Daniels gave the Board a report for the months of January through March for the following:

- Issued 32 addresses
- Replaced/repared 73 road signs
- 449 911 telephone updates for Fairpoint
- Mapped out 5 new driveways

DONALD STANLEY – PREBLE-RISH – COUNTY ENGINEER

Mr. Stanley advised the Board there are no project updates at this time.

Mr. Stanley presented the Board with Change Order #1 from C.W. Roberts, Inc. for SCRAP CR 69S Phase II for additional work including extension of the reclamation area, increased asphalt thickness, changing guardrails, etc for an increase of \$424,124.25 (Contract total with Change Order #1 is \$1,354,031.34) Adequate grant funding is available to cover this change order.

- ❖ A motion to approve Change Order #1 for additional work was made by Commissioner Jones and seconded by Commissioner McDougald. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

Mr. Stanley presented the Board with Change Order #6 from North Florida Construction, Inc. for Pine Island Water System for changes to contract. (see table below)

Description of Changes	Decrease in Contract Amount	Increase in Contract Amount
Add well abandonment (1) LS \$872.00		\$ 872.00
Deduct Residential Meter (installed) (9) EA \$357.47	(\$3,217.23)	
Add Residential Meter (material) (9) EA \$260.58		\$2,345.23
Totals	(\$3,217.23)	\$3,217.23
Net Change in Contract Price	\$ 0	\$ 0

- ❖ A motion to approve Change Order #6 for changes to contract was made by Commissioner McDougald and seconded by Commissioner Jones. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

Mr. Stanley presented the Board for their approval and execution Resolution 2015-9 to support the Altha Park Sidewalk project funded through the Transportation Alternative Program.

RESOLUTION NO. 2015-9

A RESOLUTION BY THE CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS, FLORIDA, TO SUPPORT THE ALTHA PARK SIDEWALK WITH TRANSPORTATION ALTERNATIVE PROGRAM FUNDING; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, walking helps meet the goals of Chapter 339.175 Florida Statutes-Metropolitan Planning organization – to serve the mobility needs of people while minimizing transportation related fuel consumption and air pollution; and

WHEREAS, the Center for Disease Control (CDC) encourages people to walk for fitness, transportation and fun; and

WHEREAS, MAP-21, the Moving Ahead for Progress in the 21st Century Act (P.L. 112-141), was signed into law by President Obama on July 6, 2012, to address growing concerns about air quality, open space, and traffic congestion. The Transportation Alternative Program (TAP) strengthens the cultural, aesthetic, and environmental aspects of the Nation’s intermodal transportation system; and

WHEREAS, this support is consistent with the FDOT, CDC and MAP-21 policies supporting alternative means of transportation.

NOW, THEREFORE BE IT RESOLVED by the Board of County Commissioners of Calhoun County, Florida, as follows:

The Board of Calhoun County Commissioners supports the construction of Altha Park Sidewalk.

DULY PASSED AND ADOPTED by the Board of County Commissioners of Calhoun County, Florida this **14th day of April, 2015.**

- ❖ A motion to adopt Resolution 2015-9 was made by Commissioner McDougald and seconded by Commissioner Shelton. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

Mr. Stanley advised the Board the Small County Road Assistance Program (SCRAP), Small County Outreach Program (SCOP), and County Incentive Grant Program (CIGP) applications are due to the Florida Department of Transportation. Mr. Stanley stated he is proposing Parrish Lake Road and Porter Grade Road for the SCOP projects, Silas Green Road for the CIGP project and Live Oak Heights and River Street for the SCRAP projects. There was consensus by the Board for Mr. Stanley to submit the applications with these proposed projects.

Attorney Fuqua advised the Board there is a Natural Resources Conservation Service (NRCS) EWP Project for Gray Road to repair ditch and install more rip-rap in the ditch. Attorney Fuqua stated the Engineer plans documented all repairs will be in the existing right of way. Attorney Fuqua stated the Board must provide the required assurances relating to real property acquisition.

- ❖ A motion to approve and execute the document "Assurances Relating to Real Property Acquisition" was made by Commissioner Shelton and seconded by Commissioner McDougald. Chairman Flowers called for public comments. There were no comments from the public. The motion passed unanimously 5-0.

ANGIE SMITH – EMERGENCY MANAGEMENT DIRECTOR

Ms. Smith presented the Board for their approval and execution the Northwest Florida Water Management District (NFWMD) for the Pine Island Water System grant amendment #3 to amend the final scope of work project description.

- ❖ A motion to approve and execute grant amendment #3 was made by Commissioner McDougald and seconded by Commissioner Shelton. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

Ms. Smith presented the Board for their approval and execution Change Order #1 to ARCADIS for the Hurricane Shelter Retrofit for a deduction of \$3,138.00 in grant admin support services and a time extension of 92 days.

- ❖ A motion to approve and execute Change Order #1 was made by Commissioner Shelton and seconded by Commissioner Jones. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

Ms. Smith advised the Board the notice to receive bids for the DR4177 projects will be advertised Wednesday, April 15, 2015 and the bids will be opened at the next Board meeting, April 28, 2015.

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Ms. Smith requested annual leave May 18-22, 2015. The Board agreed by consensus to approve Ms. Smith's annual leave.

Ms. Smith asked the Board what kind of verbiage they would like at the bottom of the boat landing sign. The Board agreed by consensus for "supported by".

JOE WOOD – DIRECTOR OF OPERATIONS

Mr. Wood advised the Board Rita Maupin, Kathy Stewart and I have been working on the Personnel Policy for the Board and have been meeting on Thursday mornings.

Chairman Flowers called for a break at 7:00 pm and reconvened at 7:05 pm. Commissioner Brown left at this time.

CARLA A. HAND – CLERK OF COURT AND COUNTY COMPTROLLER

The Clerk asked the Board to execute a Memorandum of Support for office space as a match for Keep Calhoun County Beautiful. The office space is located in the Extension Office.

- ❖ A motion to execute the Memorandum of Support for Keep Calhoun County Beautiful was made by Commissioner McDougald and seconded by Commissioner Jones. Chairman Flowers called for public comments. There were no comments from the public. The motion passed unanimously 4-0.

The Clerk advised the Board OneBlood is requesting permission to hold a blood drive at the Courthouse on May 22, 2015. The Board agreed by consensus to allow OneBlood to hold a blood drive at the Courthouse.

The Clerk reminded the Board of the Budget Workshop which will be on Monday, April 20, 2015 at 5:30 p.m. in the Board Room for the Department Heads and the Constitutional Officers.

ATTORNEY FUQUA

Attorney Fuqua advised the Board Attorney Clay Milton will be attending the next Board meeting, April 28, 2015 in his place due to a scheduling conflict.

Attorney Fuqua reminded the Board of their May 12, 2015 meeting which is scheduled for 3:00 p.m.; Jeff Atwater, Florida's Chief Financial Officer, will be attending.

COMMISSION TIME

COMMISSIONER MCDOUGALD

Commissioner McDougald had nothing to report.

COMMISSIONER JONES

Commissioner Jones had nothing to report.

COMMISSIONER SHELTON

Commissioners Shelton had nothing to report.

COMMISSIONER BROWN

Not in attendance.

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CHAIRMAN FLOWERS

Chairman Flowers asked the Board if they had received any feedback in their districts regarding golf cart communities. Attorney Fuqua stated it would be easier to include all the districts in one ordinance. Attorney Fuqua stated the County must make a determination of safety, this is a liability issue, noting each individual road must be approved.

Chairman Flowers asked the Board for permission to execute the Amended Interlocal Agreement for Medical Examiner Services for Dr. Jay M. Radtke to serve as interim Medical Examiner due to Dr. Michael Hunter resigning.

- ❖ A motion to execute the amended Interlocal Agreement for Medical Examiner Services was made by Commissioner McDougald and seconded by Commissioner Shelton. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 4-0.

Chairman Flowers advised the Board several churches from Calhoun County and Liberty County are presenting a firework show at the Airport grounds and the Tri-County Ag Park. The churches are asking the Board for a Letter of Support.

- ❖ A motion to approve a Letter of Support was made by Commissioner McDougald and seconded by Commissioner Shelton. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 4-0.

Chairman Flowers presented the Board for their approval and execution the agreement with Roumelis Planning & Development Services, Inc. for the CDBG application and administrative services.

- ❖ A motion to approve and execute the agreement with Roumelis Planning & Development Services, Inc. for the CDBG application and administrative services was made by Commissioner McDougald and seconded by Commissioner Shelton. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 4-0.

Chairman Flowers reminded the Board a Technical Assistance Grant Workshop will be held on April 28, 2015 at 5:00pm prior to the Board meeting.

Chairman Flowers reminded the Board a Budget Workshop will be held on April 20, 2015 at 5:30pm in the Regular Board room with Department Heads and Constitutional Officers.

Chairman Flowers advised the Board to contact Jody Daniels if there are any signs in their district that need replacing.

Chairman Flowers advised the Board Tommy Horton with ARCADIS contacted him and advised they are ready to submit the HMGP grant applications for Calhoun County. Chairman Flowers stated the roads identified for drainage repairs are Troy McCroan Road, Sam Duncan Road, Black Bottom Road and Bears Head Road. The plans for these projects have been prepared by Preble-Rish, Inc. and ARCADIS has them ready for submission. The cost for ARCADIS' services is \$6,500.00 and payment will be deferred until the grant is approved.

- ❖ A motion to authorize ARCADIS to submit the HMGP grant applications was made by Commissioner McDougald and seconded by Commissioner Jones. Chairman Flowers called for public comment. There were no comments from the public. The motion passed 4-0.

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Chairman Flowers advised the Board the WastePro contract is still operating on a month to month basis. Commissioner McDougald stated WastePro accepted the \$1.75 rate increase but he hasn't seen the rate increase on the bill.

Chairman Flowers advised the Board the Ambulance contract is still operating on a month to month basis. Chairman Flowers stated the Board needs to review this contract in the upcoming meetings. Attorney Fuqua stated to wait till after Legislative Session due to a bill that may impact how much anyone could charge for emergency services.

There being no further business, the Chairman adjourned the meeting at 7:30pm.



THOMAS G. FLOWERS, CHAIRMAN

ATTEST:



CARLA A. HAND, CLERK