

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR MEETING MINUTES
SEPTEMBER 8, 2015**

PRESENT AND ACTING:

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

**THAD SCOTT, DEPUTY SHERIFF
MATT FUQUA, ATTORNEY
CARLA HAND, CLERK OF COURT AND COUNTY COMPROLLER
BECKY BROWN, DEPUTY CLERK**

The meeting held 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 (3) 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 August 25, 2015 Regular BOCC Meeting Minutes, and September 3, 2015 TRIM Budget Hearing Minutes; vouchers for warrants: 1509-GS, 1509-1G, 1509-1RD, 1509-1L, 1509-1E, 1509-VFD, 1509-1S and payroll warrants: PR15-B24 and PR082715 was made by Commissioner Jones and seconded by Commissioner Brown. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 4-0. (Commissioner Shelton not present for vote) (Vouchers and warrants are available in the Clerk's Office)

Chairman Flowers asked the Board for their permission to hold a workshop with Calhoun-Liberty Hospital in October regarding the ambulance contract. The Board agreed by consensus.

Chairman Flowers presented to the Board for approval a letter of support to the USDA Agriculture Department Marianna Service Center on behalf of the Calhoun-Liberty Hospital for the proposed equipment purchase. The Board agreed by consensus to approve the letter of support and allow the Chairman to sign the letter.

THOMAS HERBERT – CHOLLA PETROLEUM PRESENTATION ON PLANNED OIL EXPLORATION IN CALHOUN COUNTY

Mr. Thomas Herbert explained to the Board Cholla Petroleum, Inc. plans to conduct a 2D geophysical seismic project in Calhoun County west of the Apalachicola River. Mr. Herbert stated Cholla Petroleum, Inc. has two (2) permits filed with the State of Florida: Geophysical Permit (G-172-15) and Environmental Resource Permit. Mr. Herbert stated Cholla Petroleum, Inc. will use seismographic explosives as the energy source to identify sub-surface geologic features of interest in this area as part of its exploration

for oil and natural gas. The use of the seismographic explosives has been approved by the Fire Marshal and there will be security and environmental specialists on hand. Hazard surveyors, project layout survey crews, and Resource Specialists (biological and cultural resources) are expected to begin fieldwork by mid-November 2015. Drilling and recording crews will commence work on or around December 1, 2015, depending on receipt of permits, and complete activities by late January 2016. Geophysicists will analyze the data after completion of field operations and cleanup. Commissioner McDougald asked if a report will be sent with the outcome of the oil exploration. Mr. Herbert stated a report will be sent to landowners and oil companies and there will be a sense of success when Cholla Petroleum, Inc. comes back for drilling permits and further seismic drilling. Chairman Flowers asked when the landowners would be contacted regarding the oil exploration. Mr. Herbert stated Cholla Petroleum, Inc. and its contractors are coordinating field operations with representatives of Neal Land & Timber and other land owners will be queried regarding needs.

RACHEL MANSPEAKER – 5K RUN

Ms. Manspeaker stated every County in Florida will have a 5K walk/run on September 26, 2015 and is asking the Florida Department of Transportation and the Commission to close one lane of the east bound portion of the Apalachicola River bridge for two (2) hours beginning at 8:00 AM CST for Calhoun and Liberty Counties to participate in the statewide event. The Board agreed by consensus.

Ms. Manspeaker advised the Board the Health Department is in the process of renovating the Health Department building. The State funded \$150,000 project will bring the building in compliance with the Americans with Disabilities Act (ADA) and make repairs necessary to the HVAC system and eliminate mold.

DAN CLEMONS – S.H.I.P. COORDINATOR

Mr. Clemons presented to the Board for their approval and execution the State Housing Initiatives Partnership Annual Report (SHIP); report is due to grantor agency by September 15, 2015.

- ❖ A motion to approve and execute the SHIP Annual Report 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. Clemons presented the Board for their approval and execution Modification #1 for the Weatherization Assistance Program in the amount of \$3,672 (increase).

- ❖ A motion to approved and execute Modification #1 for a total of \$3,672 (increase) was made by Commissioner McDougald and seconded by Commissioner Brown. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

Mr. Clemons advised the Board during the July 14, 2015 Board meeting Mr. Charles Hunter is eligible for SHIP rehab and the project was bid on February 24, 2015. Mr. Clemons stated the project was approved and awarded contingent upon coming within budget. Mr. Clemons stated he spoke with the contractors and was able to get the project within budget in the amount of \$22,656.76.

DONALD STANLEY – PREBLE-RISH – COUNTY ENGINEER

Mr. Stanley gave the Board an update on County projects:

1. CR 69S Phase II – The Sub-Contractor is continuing to work on cross drain extensions and the primary contractor is working on preparing shoulders of ditches for installation of seed and mulch. There are 25 days remaining on the contract.

2. Historic Courthouse Brick Repointing – The Contractor is working on installation of mortar.
3. Catalyst Site/Industrial Park Water Improvements – The Contractor has mobilized and has completed some repair work on the elevated tank.

Mr. Stanley presented the Board with a handout of all ongoing FEMA DR4177 projects. Mr. Stanley stated the only projects currently being worked on are Baggett Loop, Pendarvis Road, Cook Road, Kelly Hill Road and John Daniels Road; Project Worksheet (PW) 136 is 70% complete, PW 283 is 70% complete, and PW 212 is 50% complete. (Contractor is North Florida Construction Inc. on these PWs.) Mr. Stanley stated both mines have recently run out of rock; this is being logged by the engineers if contract extensions become necessary.

Mr. Stanley presented the Board with Change Order #4 from C.W. Roberts Contracting, Inc. for CR 69S Phase II for sod, additional asphalt for the entrance turnout at Calhoun Correctional Institution and an additional 30 calendar days in the amount of \$11,193.75 (increase) (new contract amount \$1,467,871.44).

- ❖ A motion to approve Change Order #4 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 a Task Order from Preble-Rish, Inc. for professional engineering services for FEMA DR 4177 (Phase II) projects obligated and awarded after November 18, 2014.

- ❖ A motion to approve the task order with Preble-Rish, Inc. 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.

Mr. Stanley presented the Board with a modification to the Calhoun County Historic Courthouse Brick Re-pointing Grant extending the grant agreement through September 18, 2015 allowing the contractor, Williams Industrial and Marine additional time to complete the project.

- ❖ A motion to accept the contract amendment was made by Commissioner McDougald and seconded by Commissioner Brown. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

Mr. Stanley discussed the 2016 Legislative Budget Request for Senator Montford which is to be submitted to Senator Montford's office by November 30, 2015. Mr. Stanley stated he would begin to prepare the Legislative budget request application and bring a list of projects submitted last year to the next Board meeting, September 21, 2015.

Mr. Stanley presented the Board for approval and execution the Contractor Agreement, Notice to Award, and Notice to Proceed for the SCOP Cain Road and CR 287 projects. Mr. Stanley stated both projects were awarded contingent upon negotiation under the grant budget.

- ❖ A motion to approve and execute the Contractor Agreement, Notice to Award, and Notice to Proceed for SCOP Cain Road and CR 287 projects 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.

Attorney Fuqua advised the Board the Florida Department of Transportation (DOT) rejected the request for reimbursement for the Calhoun County Airport hangar project Change Order #6 in the amount of

\$6,782.36. Attorney Fuqua has reached out to the attorney for DOT for further explanation which will be reported to the Board when available.

Attorney Fuqua advised the Board a letter was received from the Department of Environmental Protection (DEP) regarding the state funded restoration for the contaminated site at the Road Department. Attorney Fuqua recommended the County allow DEP to handle the whole process and allow the Director of Operations to notify DEP of this decision.

- ❖ A motion to allow DEP to handle the restoration process at the Road Department contamination site 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.

ANGIE SMITH – EMERGENCY MANAGEMENT DIRECTOR

On Board approved leave.

JOE WOOD – DIRECTOR OF OPERATIONS

Mr. Wood advised the Board the contract for harvesting timber at the airport has expired and the timber has not been cut. Mr. Wood stated the IDA Board would like to rebid this project and include a provision requiring the awarded bidder to pay 50% upfront of the value of the timber. There was further discussion trying to determine how to figure the value of the timber. Mr. Wood stated the IDA Board will bring back their recommendations to the Board at a later meeting. The Board agreed by consensus.

Mr. Wood advised the Board there is only one (1) 2010 County-held tax certificate with a current fair market value over \$5,000. The Board agreed by consensus to apply for a tax deed on the County-held tax certificate valued over \$5,000 and not to apply for a tax deed on those properties with a value of less than \$5,000.

Mr. Wood advised the Board in an effort to purchase Ag chemicals before the end of the fiscal year he contacted three (3) vendors for price quotes: Altha Farmers CO-OP and two (2) vendors out of Bainbridge, Georgia: Crop Productions Services and Helena. Mr. Wood stated he would purchase each chemical from the vendor with the cheapest quote. Mr. Wood reviewed the procurement policy and asked the Board to set aside the policy requiring an advertised bid and allow him to purchase the chemicals from quotes.

- ❖ A motion to allow Mr. Wood to purchase chemicals from the vendor with the lowest price quote in lieu of by formal bid 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.

Mr. Wood advised the Board the Calhoun County Sheriff's Office would like to donate a used van to the Board for use by the Maintenance Department.

- ❖ A motion to accept the used van from the Sheriff's Office for use by the Maintenance Department 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.

Mr. Wood advised the Board there was an accident involving a commercial dump truck on Highway 392 and the guardrails and some of the asphalt was damaged. Mr. Wood stated Mr. Stanley assessed the

damage at \$38,500-\$40,000 and the company involved in the accident has insurance. Mr. Wood asked the Board for permission to procure repairs for the guardrails and asphalt by advertised solicitation for bid.

- ❖ A motion to advertise for solicitation of bids for repairs of damages caused by the dump truck to the guardrails and asphalt on Hwy 392 was made by Chairman Flowers and seconded by Commissioner Brown. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

Mr. Wood asked the Board to surplus and donate two (2) 34" mowers to Calhoun Correctional Institution. Mr. Wood is to provide the Clerk's Office with the Asset numbers so the two mowers can be updated in the fixed asset records.

- ❖ A motion to surplus and donate mowers 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.

CARLA A. HAND – CLERK OF COURT AND COUNTY COMPTROLLER

The Clerk asked the Board for permission to remove from the fixed asset inventory the following assets with a cost below the capitalization threshold (asset 1469, asset 665, asset 668, asset 612, asset 621, asset 622 and asset 624) and to declare obsolete and junk items (asset 833, asset 1296 and asset 1300).

- ❖ A motion to remove assets and declare assets obsolete was made by Commissioner McDougald and seconded by Commissioner Brown. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

The Clerk asked the Board for their direction for an effective date for 2015-2016 Board approved pay increases. The Clerk stated the first payroll in October has nine (9) paid days in fiscal year 2014-2015 and one (1) paid day in fiscal year 2015-2016 and the 2014-2015 budgets does not allow for the increases. The Clerk asked the Board to make the effective date for the pay increases October 2, 2015.

- ❖ A motion to make the effective date October 2, 2015 was made by Commissioner McDougald and seconded by Commissioner Brown. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

The Clerk advised the Board the Final TRIM Budget Hearing is set for Monday, September 21, 2015 at 5:01pm. The Clerk stated there has been discussion of holding the Regular Board meeting immediately after the Final TRIM Budget Hearing and holding the Public Hearing on Tuesday, September 22, 2015. The Clerk asked the Board if the invoice and agenda cutoff for the Monday, September 21, 2015 meeting be Tuesday, September 15, 2015.

- ❖ A motion to allow the invoice and agenda cutoff for the September 21, 2015 Regular Meeting to be September 15, 2015 was made by Commissioner Jones and seconded by Commissioner Brown. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

The Clerk advised the Board Calhoun County Sheriff's Office is asking for approval of two (2) Crime Prevention expenditures; both are included in the agenda packet. The Clerk stated the invoices are for a motivational speaker to speak to Calhoun County High School and Middle School students and for radio announcements during Blountstown football games.

- ❖ A motion to approve the two (2) Crime Prevention Fund invoices was made by Commissioner McDougald and seconded by Commissioner Brown. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

The Clerk discussed the 3% raises the Board voted to give Department Heads in 2015-2016. The Clerk stated one (1) of the Department Heads, the County Extension Director, has requested that her 3% raise be given to one of her employees, the Office Manager, due to an increase in responsibilities.

- ❖ A motion to allow County Extension Director to give her 3% raise to one of her employees was made by Commissioner McDougald and seconded by Commissioner Brown. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

ATTORNEY FUQUA

Attorney Fuqua advised the Board he is in the process of amending the Floodplain Administrator Ordinance. Attorney Fuqua stated the Ordinance will be ready to adopt during the October 27, 2015 Board meeting.

Attorney Fuqua advised the Board it has been reported there is going to be a rock concert in Southern Calhoun County. Attorney Fuqua stated Ordinance 1977-5 requires the general public to obtain a permit from the Board of County Commissioners. Mr. Ray Goodwin (owner of Tri-State Off Road Park) advised the Board the concert location was originally posted on Facebook to be held at the Off Road Tri-State Park without his permission. Mr. Goodwin advised the concert promoter he must come before the Board for permission. Mr. Godwin stated he subsequently heard the concert location had been moved to a 100 acre field off of Porter Grade Road. Attorney Fuqua asked Mr. Goodwin to give the promoters name to Sheriff Kimbrel for further investigation.

Attorney Fuqua advised the Board during the Personnel Policy Workshop there was discussion of changing the language regarding displaying tattoos while at work and giving employees two (2) options for payment or future use of their accumulated sick leave balance as of 09/30/2015. (Selection of option prior to inception of the new personnel policy) Attorney Fuqua explained the "draft" (new) Personnel Policy provides County employees with Paid Time Off (PTO) leave instead of separate accruals for annual and sick leave. The maximum PTO accrual is 360 hours. Attorney Fuqua stated there are some County employees who have accumulated more than 240 hours of sick leave but would only get paid for 25% (60 hours maximum) of 240 hours of sick leave at termination under the "old" policy. The Attorney explained the necessity of giving County employees options for their accumulated sick leave as the "draft" policy no longer allows for sick leave accrual. The two options are: (1) carry over all accumulated sick time to be used only for sick leave with no additional accrual and no payout at termination or (2) payment of 50% of accrued sick leave at the current hourly rate resulting in a zero sick leave balance. Attorney Fuqua suggested making the Personnel Policy effective October 1, 2015.

- ❖ A motion to adopt the Personnel Policy with the language change regarding the display of tattoos and make the policy effective October 1, 2015 and to give employees the two options outlined by the attorney for their accumulated sick leave 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.

COMMISSION TIME

COMMISSIONER MCDOUGALD

Commissioner McDougald had nothing to report.

COMMISSIONER JONES

Commissioner Jones had nothing to report.

COMMISSIONER SHELTON

Commissioner Shelton reported receiving several phone calls regarding dog issues in Calhoun County. Commissioner Shelton asked what steps can be taken to handle dog issues. Attorney Fuqua stated there has been discussion in the past about passing an ordinance but no further action was taken. Sheriff Kimbrel stated the Sheriff's Office follows the State Statute. There was further discussion of the cost to administer animal control.

COMMISSIONER BROWN

Commissioner Brown received several phone calls regarding citizens trying to make contact with County employees and not having their phone calls returned. Commissioner Brown reminded everyone to return phone calls in a timely manner.

CHAIRMAN FLOWERS

Chairman Flowers reminded the Board of the upcoming event "Swamp and Stomp" to be held in Altha on Saturday, September 19, 2015.

Chairman Flowers advised the Board the County received a grant for a new ambulance which will pay for 90% of the cost of the new ambulance and the Hospital paying the 10% required match. Chairman Flowers stated Calhoun-Liberty Hospital has located a new ambulance. Chairman Flowers asked the Board for their permission to purchase the ambulance as a sole source item and to pay the deposit with the order.

- ❖ A motion to purchase the ambulance as a sole source item and to pay the deposit with the order was made by Commissioner McDougald and seconded by Commissioner Brown. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

There being no further business, the Chairman adjourned the meeting at 7:21 pm.



THOMAS G. FLOWERS, CHAIRMAN

ATTEST:



CARLA A. HAND, CLERK

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