

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS  
REGULAR MEETING MINUTES  
SEPTEMBER 21, 2015**

**PRESENT AND ACTING:**

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

**DANIEL LARAMORE, DEPUTY SHERIFF  
CARLA HAND, CLERK OF COURT AND COUNTY COMPTROLLER  
BECKY BROWN, DEPUTY CLERK**

The meeting held in the Regular Meeting Room was called to order by Chairman Flowers at 6:15 p.m., CT. (This meeting convened at the conclusion of the Final Trim Hearing.) Commissioner McDougald 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 September 8, 2015 Workshop – Personnel Policy and September 8, 2015 Regular BOCC Meeting Minutes; vouchers for warrants: 1509-GS1, 1509-GS2, 1509-2G, 1509-2RD, 1509-2L, 1509-ES1, 1509-2ES, 1509-ES3, 1509-2E, 1509-2S and payroll warrants: PR15-B25 and PR091015 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. (Vouchers and warrants are available in the Clerk's Office)

**STEVE OSWALT – FLORIDA FOREST SERVICE**

Mr. Varnum gave the Board a handout of the Annual Report and provided the Board with an overview. He also presented the Board for their consideration the annual Operation **Plan** between the Florida Forest Service, Calhoun County Board of County Commissioners, and the Calhoun County Volunteer Fire Departments. The **Plan** is a document with written guidelines that clarify the type and extent of cooperation between agencies for the benefit of the citizens of Calhoun County.

- ❖ A motion to accept the annual Operation Plan between the Florida Forest Service, Calhoun County Board of County Commissioners, and the Calhoun County Volunteer Fire Departments 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.

**DAN CLEMONS – RCMP/S.H.I.P./WEATHERIZATION**

**RESIDENTIAL CONSTRUCTION MITIGATION PROGRAM (RCMP) PROJECTS**

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Mr. Clemons gave the Board an RCMP project update for the bids awarded during the June 9, 2015 Board meeting:

1. The Goodman and Larkins RCMP projects are not able to be leveraged with S.H.I.P. grant funds in this S.H.I.P. grant cycle.
2. The Castleberry RCMP project will be leveraged with S.H.I.P. grant funds in this S.H.I.P. grant cycle.
3. The Yon and Garver RCMP projects required additional time for windows to be ordered and installed. The contract completion date was August 5, 2015; both projects were not completed within the contract period. The Yon project is now complete.

Mr. Clemons asked the Board to approve a Change Order #1 extending the contract completion date for the Yon RCMP project to September 30, 2015.

- ❖ A motion to approve Change Order #1 extending the contract completion date to September 30, 2015 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. Clemons presented to the Board for their approval Change Order #1 for the Garver RCMP project for an increase of \$2,200. Mr. Clemons stated the change order is to delete (3) three panel doors (-\$1,200), install (3) roll down shutters on exterior doors (+\$3,400) and extend the contract completion date to October 30, 2015.

- ❖ A motion to approve Change Order #1 (net increase of \$2,200; extend completion date to October 30, 2015) was made by Commissioner McDougald and seconded by Chairman Flowers. Chairman Flowers called for public comment. There were no comments from the public. Commissioner Brown asked if there are adequate funds for these changes. Mr. Clemons stated there are adequate funds. There was further discussion of the requirements for the RCMP projects. There were no further comments. The motion passed unanimously 5-0.

Mr. Clemons advised the Board the contractor, Chariot Construction, LLC, awarded the Baker and Williams' RCMP projects hasn't signed the agreement and has made no effort to start the projects. (Projects were awarded June 9, 2015.) Mr. Clemons recommended the Board award the Baker and Williams' RCMP projects to Gulf Coast Home Solutions, Inc. (other bidder) for the original award amount of \$9,368.68-Baker and \$9,855.70-Williams. Gulf Coast Home Solutions, Inc. agreed to perform the work at this price.

- ❖ A motion to award projects to Gulf Coast Home Solutions, Inc. was made by Commissioner Jones and seconded by Commissioner McDougald at \$9,368.68-Baker and \$9,855.70-Williams. Chairman Flowers called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

Mr. Clemons asked the Board permission to allow the Chairman to sign a State Housing Initiatives Partnership Annual Report (SHIP) closeout certificate for each grant.

- ❖ A motion to allow the Chairman to sign the SHIP closeout certificates 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. Clemons informed the Board he had a meeting with Commissioner Jones on August 31, 2015 regarding SHIP/Weatherization/RCMP applications. Mr. Clemons asked the Board to consider revising the current application process.

Commissioner Jones had a question regarding grant funded mobile home repairs. Mr. Clemons stated the only county grants program paying home for mobile home repairs is Weatherization.

**DONALD STANLEY – PREBLE-RISH – COUNTY ENGINEER**

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

1. CR 69S Phase II – The Sub-Contractor finished cross drain extensions, placed sod, seed and mulch around all cross drains. The Primary Contractor started paving turnouts for driveways and side roads and started placing final lift of asphalt on the main roadway. Mr. Stanley stated the guardrails are on back order at this time. There are 12 days remaining on the contract.
2. Historic Courthouse Brick Repointing – The Contractor is currently 97% complete with the project. Mr. Stanley advised the Board he received a time extension request to extend the project completion date to Monday, September 21, 2015. Commissioner McDougald asked why there have been so many time extensions on this project. Mr. Stanley stated the funding agency had certain requirements and the mortar had to be sent off to be evaluated.
  - ❖ A motion to approve the time extension request 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.
3. Catalyst Site/Industrial Park Water Improvements – The Contractor installed 900' of 8" waterline and mechanical devices and pressure washed the water tank and painted. There are 76 days remaining on the contract. Mr. Stanley advised the Board Water Management is currently receiving applications for the upcoming year. The IDA Board has expressed interest in extending the waterline down on the other side of runway to provide water for fire flow on the runway. Mr. Stanley stated he will draft the application if the Board wishes. Commissioner Jones asked Mr. Stanley to inquire about District 4 while he is inquiring about the Airport. The Board agreed by consensus.

Mr. Stanley advised the Board the FEMA DR4177 projects are currently underway. Mr. Stanley stated North Florida Construction Inc. is the only contractor working on the projects. C.W. Roberts Contracting, Inc. will begin working as soon as the CR 69S Phase II project has been completed.

Mr. Stanley presented the Board with a Task Order from Preble-Rish, Inc. for professional engineering services for FEMA DR 4177 (Phase II) small projects obligated and awarded after November 18, 2014.

- ❖ A motion to approve the task order with Preble-Rish, Inc. 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. 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 the list of projects submitted last year.

**JOE WOOD – DIRECTOR OF OPERATIONS**

Mr. Wood advised the Board Ms. Linda Tew was issued a Conditional Use permit (5) five years ago allowing her to place (2) two temporary mobile homes on her property for her children. The Board at

that time allowed her to place (2) two mobile homes, (2) two septic tanks and hook up to the existing well on the property. Mr. Wood stated the Conditional Use permit has expired. Mr. Wood stated he spoke with Ms. Tew and she would like to continue with the Conditional Use permit. Mr. Wood advised Ms. Tew she would need to come before the Planning Commission for their consideration. There was further discussion of actions the Planning Commission can take regarding this Conditional Use permit. The Board agreed by consensus to wait and discuss with Attorney Fuqua during the next Board meeting on September 22, 2015.

Mr. Wood addressed the Board regarding the letter from the Department of Environmental Protection (DEP) on the state funded restoration for the contaminated site at the Road Department. Mr. Wood stated he spoke with a DEP representative to explain the clean-up process has been ongoing for several years. Mr. Wood asked the Board for their permission to allow the Chairman to sign the response to DEP.

- ❖ A motion to allow the Chairman to sign the response to DEP 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. Wood provided the Board with the asset numbers for the (2) 34" mowers donated to Calhoun Correctional Institution. (asset #1279 and #1280)

- ❖ A motion to surplus and donate the mowers (#1279 and #1280) 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. Wood advised the Board there are (54) 2011 County-held tax certificates with a current fair market value less than \$5,000 and none with a current fair market value over \$5,000. Mr. Wood asked the Board (3) three questions regarding the County-held tax certificates:

1. Does the County want to apply for tax deed on any mineral rights?
  2. Does the County want to apply for tax deed on any properties with an assessed value less than \$5,000?
  3. Will the County be applying for tax deed on any properties with a non-exempt assessed value greater than \$5,000 but with a current value less than \$5,000?
- ❖ A motion **not** to apply for tax deed on any 2011 County-held certificates (all have a current assessed value of less than \$5,000) 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. Wood advised the Board a NRCS project on Gray Road has been completed as initially intended with the exception of adding rip-rap in the ditches. Mr. Wood stated he received (2) two quotes: Junction City in Midway, Florida and Ag Place in Panama City, Florida. (Only two local/regional sources of this type of rock) Mr. Wood stated the amount needed exceeds the \$10,000 procurement policy bid threshold. Mr. Wood asked the Board permission to purchase of rip-rap based on these quotes.

- ❖ A motion to allow the purchase of rip-rap for this project based on the lowest quote was made by Commissioner Shelton and seconded by Commissioner McDougald. 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 7:01 pm.



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THOMAS G. FLOWERS, CHAIRMAN

ATTEST:

  
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CARLA A. HAND, CLERK