

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR MEETING MINUTES
NOVEMBER 24, 2015**

PRESENT AND ACTING:

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

**EMANUEL HIRES, DEPUTY SHERIFF
MATT FUQUA, ATTORNEY
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 6:00 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.

ANNUAL RE-ORGANIZATION OF THE BOARD

Chairman Flowers nominated Commissioner Brown as Chairman. (The Attorney advised the Board a second was not necessary.) The Board elected Commissioner Brown as Chairman unanimously, 5-0.

Chairman Flowers nominated Commissioner Shelton as Vice-Chairman. The Board elected Commissioner Shelton as Vice-Chairman unanimously, 5-0.

APPROVAL OF VOUCHER

- ❖ A motion to approve the November 9, 2015 Regular BOCC Meeting Minutes and November 19, 2015 Special Board Meeting Minutes; vouchers for warrants: 1511-GS, 1511-2GP, 1511-2GC, 1511-2RD, 1511-2L, 1511-2EP, 1511-2EC; payroll warrants: PR15-B31, PR111915 was made by Commissioner Flowers and seconded by Commissioner Jones. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0. (Vouchers are available in the Clerk's Office)

JEFF HESTER – RELAY FOR LIFE

Mr. Hester asked the Board for their permission to use Sam Atkins Park for Relay for Life on April 15, 2016 from 6:00 PM – 12:00 AM.

- ❖ A motion to use Sam Atkins Park for Relay for Life was made by Commissioner Jones and seconded by Commissioner Flowers. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

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AMY DATZ – NO FRACKING RESOLUTION

Ms. Datz, Dr. Saff and Dr. Kesler addressed the Board with health, environment, and economic concerns related to “Fracking” and provided the Board with handouts. Ms. Datz asked the Board for their consideration on passing a Resolution requesting a statewide ban on oil and gas extreme hydraulic fracturing, acid fracturing and any form of well stimulation for oil and gas in Florida.

- ❖ A motion to consider a no “Fracking” resolution once drafted was made by Commissioner Jones and seconded by Commissioner Flowers. Chairman Brown called for public comment. Mr. Travis MacClendon stated once the seismic testing is complete and wells are built there won’t be a need for jobs. Ms. Peggy Frith stated she feels “Fracking” would impact the aqua system in the County. There were no further comments. The motion passed unanimously 5-0.

GEORGE ROBERTS – ROBERTS & ROBERTS, INC.

Mr. Roberts, Vice-President of Roberts & Roberts, Inc., advised the Board due to the shortage of lime rock at Marianna Hi-Cal, Inc. Roberts & Roberts, Inc. has been unable to begin work on the awarded FEMA DR 4177 projects. Mr. Roberts advised the Board they will stockpile lime rock until there is enough lime rock to complete a project noting it is too costly to start and stop a project due to a lack of materials.

JODY DANIELS – ENGINEERING DESIGN SERVICE BIDS

Mr. Daniels collected score sheets from each Commissioner for Engineering Design Services for the Local Agency Program (LAP) CR69A Paved Shoulders Project and the LAP Chipola Road Sidewalk Project and advised the Board the score sheets will be tabulated during the meeting; once tabulated the Board will be advised of the high score for each project. Mr. Daniels stated the Engineering Design Services proposals will be sent to the Department of Transportation for review prior to being awarded.

FRANK SNOWDEN – COUNTY PLANNER

Mr. Snowden advised the Board the Planning Meeting that was scheduled for Tuesday, December 8, 2015 has been cancelled. Mr. Snowden stated Ms. Kharzouz, owner of Hidden Creek Mobile Home Park, submitted an application and asked how long the application is good. There was further discussion by the Board of how long a Conditional Use application is good.

- ❖ A motion to set a six (6) month timeframe to allow for a Conditional Use application was made by Commissioner Shelton and seconded by Commissioner Jones. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

Mr. Snowden advised the Board he spoke with the Department of Emergency Management Services and has notified them the County wants to participate in the National Flood Insurance Program Community Rating System.

BOB FLECK – IDA BOARD CHAIRMAN

Mr. Fleck advised the Board of the following:

- The South Taxiway Development Project is underway and going well.
- The Airport Entrance Road project is 75% complete and the IDA Board is waiting to receive lighting quotes.

BID OPENINGS

STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) BIDS

Mr. Clemons advised the Board William Manning, owner of Chariot Construction, realized he had the wrong insurance certificate in his bid packet. Mr. Clemons stated subsequent to the bid submittal and before the deadline he received the correct insurance certificate and asked the Board to accept the correct insurance certificate.

- ❖ A motion to accept the correct insurance certificate was made by Commissioner Jones and seconded by Commissioner Shelton. Chairman Brown called for public comment. There were no comments from the public. The motion passed 3-2. (Commissioner Flowers and Chairman Brown opposed)

Mr. Clemons advised the Board the County calculated maximum on Mr. Castleberry’s S.H.I.P project was incorrect; the correct amount is \$25,748.00.

Mr. Clemons advised the Board the cutoff for receiving well bids was 12:00 p.m. and Williamson Well Drilling turned in their bid at 1:53 p.m. Mr. Clemons stated Williamson Well Drilling was the only bidder.

- ❖ A motion to accept the well bid from Williamson Well Drilling was made by Commissioner McDougald and seconded by Commissioner Shelton. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

Mr. Clemons opened and read aloud the State Housing Initiatives Partnership (SHIP) bids:

Client Name	Gulf Coast Home Solutions, LLC	Chariot Construction, Inc.	County Calculated Maximum
S. LaBlanc	\$11,400.00	\$10,600.00	\$9,116.40
C. Gatlin	\$8,875.00	\$8,025.00	\$8,928.00
S. Smith	\$4,875.00	\$4,225.00	\$6,270.00
W. Castleberry	\$27,200.00	\$28,775.00	\$25,748.00
D. Yon	\$34,950.00	\$40,350.00	\$28,800.00

- ❖ A motion to award each project to the **apparent low bidder** contingent upon the Contractor reducing his bid to the County calculated maximum was made by Commissioner McDougald and seconded by Commissioner Jones. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

Mr. Clemons opened and read aloud the SHIP well bids:

Client Name	Williamson Well Drilling	County Calculated Maximum
S. Smith	\$5,800.00	\$3,480.00

Mr. Clemons asked the Board to advertise for well drilling and septic tank contractors and create a list of approved contractors for SHIP well and septic tank projects. Mr. Clemons said this is a SHIP allowed process which should provide more contractors. Mr. Clemons stated they would need to advertise once a year to update the list of contractors. This project was not awarded and will have to be rebid.

- ❖ A motion to advertise for well drilling and septic tank contractors was made by Commissioner McDougald and seconded by Commissioner Flowers. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

Chairman Brown called for break at 7:04 p.m. to reconvene at 7:15 p.m.

JODY DANIELS – ENGINEERING DESIGN SERVICE BIDS

Mr. Daniels advised the Board of the highest score for the Engineering Design Services for the Chipola Sidewalk Project and the CR 69A Widening and Resurfacing Project was Preble-Rish, Inc. Mr. Daniels stated that the proposals will be reviewed by the Florida Department of Transportation (DOT) before the projects are awarded.

DONALD STANLEY – PREBLE-RISH – COUNTY ENGINEER

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

1. CR 69S Phase II – The contractor is currently working on punch list items. Mr. Stanley advised the Board there was an under run on a lump sum item in the amount of \$766.94. The contractor has agreed to pour additional concrete. Mr. Stanley presented the Board with Change Order #6 from C.W. Roberts, Inc. for the C.R. 69S Phase II for additional concrete with a zero-dollar change order.
 - ❖ A motion to accept Change Order #6 to pour additional concrete with a zero-dollar change order was made by Commissioner Jones and seconded by Commissioner McDougald. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0.
2. Catalyst Site/Industrial Park Water Improvements – The contractor is currently working on punch list items. There are 13 days remaining on the contract.

Mr. Stanley presented the Board with a handout of all ongoing FEMA DR 4177 projects noting several of the projects are almost complete. Mr. Stanley advised the Board there are several projects that will not meet the contract completion date. Mr. Stanley asked the Board for their permission to bring back a Change Order for a time extension on these projects. The Board agreed by consensus for Mr. Stanley to bring the time extension Change Orders to the next Board meeting.

ANGIE SMITH – EMERGENCY MANAGEMENT DIRECTOR

Ms. Smith presented to the Board for approval and execution a task order with ARCADIS in the amount of \$6,906 for grant administrative services for four (4) Hazard Mitigation Grant Program (HMGP) Phase I (Design) Projects. (Blackbottom Road \$1,818, Bears Head Road \$1,903, Troy McCroan Road \$1,398, and Sam Duncan Road \$1,787)

- ❖ A motion to approve and execute the task order with ARCADIS was made by Commissioner McDougald and seconded by Commissioner Shelton. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

JOE WOOD – DIRECTOR OF OPERATIONS

Mr. Wood informed the Board he, Elton McDaniel, and Troy Wood went to Birmingham to look at a used bucket truck for the Road Department. The truck was refurbished by Altec Inc.; the cost to purchase the used bucket truck is \$59,900. Mr. Wood asked the Board to set aside the Procurement Policy and purchase the bucket truck for the Road Department. Mr. Wood noted there are budgeted funds available.

- ❖ A motion to set aside the Procurement Policy and purchase the used bucket truck for \$59,900 was made by Commissioner McDougald and seconded by Commissioner Flowers. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

Mr. Wood gave the Board an update on the ongoing paving project on Willard Smith/John F. Bailey Roads. Mr. Wood stated the County has acquired the last section of Right of Way on John F. Bailey Road. As agreed to by both parties the former property owner will harvest the timber on the Right of Way. Mr. Wood asked the Board for their permission to clear the stumps and shape the Right of Way for paving.

- ❖ A motion to allow the County to clear the Right of Way once timber has been harvested was made by Commissioner Flowers and seconded by Commissioner McDougald. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

Mr. Wood advised the Board he solicited three (3) price quotes to purchase culverts for the Road Department. Mr. Wood stated Gulf Atlantic has the lowest price of the three (3) prices quoted. Based on the price quotes received Mr. Wood asked the Board for their permission to purchase culverts for the Road Department from Gulf Atlantic for six (6) months. (Prices may vary from the original quote.)

- ❖ A motion to purchase culverts from Gulf Atlantic for six (6) months was made by Commissioner Flowers and seconded by Commissioner McDougald. Chairman Brown 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 their approval of 2014-2015 Budget Amendment for Calhoun County Sheriff Office in the amount of \$55,395.00. The Clerk stated the budget amendment was for unanticipated grant funds.

- ❖ A motion to accept 2014-2015 Budget Amendment for the Calhoun County Sheriff Office was made by Commissioner McDougald and seconded by Commissioner Shelton. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

The Clerk presented to the Board for approval and execution Resolution 2015-35 regarding the Fiscal Year 2014-2015 Budget Amendment. The Clerk stated there was unanticipated revenue in the County Transportation Trust Fund I and the Industrial Development Authority (IDA) Board Fund, and other budget increases and decreases between line items in the General Fund and the (IDA) Board Fund for fiscal year 2014-2015.

RESOLUTION 2015-35 OF THE BOARD OF COUNTY COMMISSIONERS OF CALHOUN COUNTY, FLORIDA

WHEREAS, the Calhoun County Board of County Commissioners of Calhoun County, Florida has unanticipated revenue in the County Transportation Trust Fund I and the Industrial Development Authority (IDA) Board Fund, and other budget increases and decreases between line items in the General Fund and the (IDA) Board Fund for fiscal year 2014-2015 and

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WHEREAS, said revenue is needed to help pay certain expenditures incurred in fiscal year 2014-2015,

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The fiscal year 2014-2015 budget be amended as follows:

		Current Budget	Increase (Decrease)	Amended Budget
General Fund				
Expenditures:				
Legislative:				
01511-51122	Retirement	\$ 28,602	\$ 14,800	\$ 43,402
Grants Management & Executive:				
01512-31000	Professional Services	\$ -	\$ 5,390	\$ 5,390
01512-51112	Salaries	\$ 84,477	\$ 24,270	\$ 108,747
01512-51121	FICA/Medicare Payroll Taxes	\$ 6,523	\$ 1,984	\$ 8,507
01512-51123	Health Insurance	\$ 11,086	\$ (2,000)	\$ 9,086
01512-52000	Operating Supplies & Fuel	\$ 7,500	\$ (3,000)	\$ 4,500
Detention/Corrections:				
01523-34000	Inmate Care	\$ 300,000	\$ (44,298)	\$ 255,702
Weatherization Program:				
01554W-02100	Administration Funds	\$ -	\$ (12,420)	\$ (12,420)
01554W-41000	Communications	\$ -	\$ 210	\$ 210
01554W-46000	Repairs and Maintenance	\$ -	\$ 400	\$ 400
01554W-49000	Other Current Charges	\$ -	\$ 230	\$ 230
01554W-51000	Office Supplies	\$ -	\$ 135	\$ 135
01554W-51112	Salaries	\$ -	\$ 10,503	\$ 10,503
01554W-51121	FICA/Medicare Payroll Taxes	\$ -	\$ 797	\$ 797
01554W-51122	Retirement	\$ -	\$ 771	\$ 771
01554W-51123	Health Insurance	\$ -	\$ 1,713	\$ 1,713
01554W-52000	Operating Supplies	\$ -	\$ 515	\$ 515
Parks:				
01572-57263	Park Expenses	\$ 47,500	\$ (10,740)	\$ 36,760
01572-64000	Equipment	\$ -	\$ 10,740	\$ 10,740
		\$ 485,688	\$ -	\$ 485,688
County Transportation Trust Fund (CTTF I)				
Revenues:				
11331417-04900	FEMA – DR4177 – Federal	\$ -	\$ 665,000	\$ 665,000
11334417-04900	FEMA – DR4177 – State	\$ -	\$ 235,000	\$ 235,000
		\$ -	\$ 900,000	\$ 900,000
Expenditures:				
11541417-31000	Professional Services	\$ -	\$ 70,000	\$ 70,000
11541417-34000	Contractual Services	\$ -	\$ 827,000	\$ 827,000
11541417-49000	Other Current Charges	\$ -	\$ 3,000	\$ 3,000
		\$ -	\$ 900,000	\$ 900,000
Industrial Development Authority (IDA) Board				
Revenues:				
57331-41FAA	FAA – Taxiway	\$ -	\$ 5,175	\$ 5,175
57334-041ALP	DOT – Update Airport Layout Plan	\$ -	\$ 2,772	\$ 2,772
57334-41APN	DOT – Construct Hangar/Apron	\$ -	\$ 48,110	\$ 48,110
57334-041RES	DOT – Storage & Commercial Hangars	\$ -	\$ 71,550	\$ 71,550
		\$ -	\$ 127,607	\$ 127,607

Expenditures:				
57542-61ALP	Update Airport Layout Plan	\$	-	\$ 2,772
57542-62APN	Construct Hangar/Apron	\$	-	\$ 48,110
57542-62IDA	Storage & Commercial Hangar	\$	-	\$ 42,500
57542-63FAA	FAA – Taxiway	\$	-	\$ 5,175
57542-63RES	Storage & Commercial Hangars	\$	-	\$ 71,550
57984-95000	Reserve for Contingency	\$	42,500	\$ (42,500)
		\$	2,500	\$ 127,607
		\$		\$ 170,107

THIS RESOLUTION ADOPTED by the Calhoun County Board of County Commissioners this **24th** day of **November**, 2015.

- ❖ A motion to approve and execute Resolution 2015-35 was made by Commissioner McDougald and seconded by Commissioner Flowers. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

The Clerk asked the Board for permission to declare obsolete and dispose of asset #1459 (Hewlett Packard printer).

- ❖ A motion to declare asset #1459 obsolete for disposal was made by Commissioner McDougald and seconded by Commissioner Jones. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

The Clerk asked the Board for their permission to pay ongoing invoices from Fairpoint outside the normal invoice payment process. The Clerk stated the Fairpoint invoices are typically received after the Board Meeting and are due before the next Board Meeting.

- ❖ A motion to allow the Clerk to pay the Fairpoint invoices as requested was made by Commissioner Jones and seconded by Commissioner Flowers. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

The Clerk asked the Board on behalf of Ms. Rita Maupin to set aside the Procurement Policy to purchase four (4) AWE computers in the amount of \$10,396.00 (\$2,599/each). The Clerk stated the computers are self-contained “Early Literacy Stations” for young children.

- ❖ A motion to set aside the Procurement Policy to purchase four (4) AWE computers was made by Commissioner Shelton and seconded by Commissioner Jones. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 5-0.

The Clerk advised the Board Ms. Alice McCardle was retiring as Sheltons Park Public Library Branch Manager. The Clerk stated Ms. Maupin is recognizing Ms. McCardle and asked the Board to attend a retirement party on Saturday, December 12, 2015 at 3:00 pm.

ATTORNEY FUQUA

Attorney Fuqua had nothing to report.

COMMISSION TIME

COMMISSIONER MCDOUGALD

Commissioner McDougald opened the discussion on clearing Right of Way on Grady Burkett Road. Commissioner McDougald stated this could be done in sections and the property owners have given permission to give the right of ways to the County.

- ❖ A motion for the County to clear the right of way on Grady Burkett Road between projects was made by Commissioner Flowers and seconded by Commissioner Jones. Chairman Brown called

for public comment. Commissioner Shelton opened the discussion of the width to clear for right of ways. Ms. Renee Brown suggested tabling this issue till each Commissioner looks into this matter. There were no further comments. The motion passed unanimously 5-0.

COMMISSIONER JONES

Commissioner Jones stated the Road Department is purchasing new road equipment to utilize within the County.

COMMISSIONER SHELTON

Commissioner Shelton had nothing to report.

COMMISSIONER FLOWERS

Commissioner Flowers stated Mr. Jody Daniels is gathering financial information from the Ambulance Service and will provide this information to each Commissioner. The Board agreed by consensus to set up a Workshop with Calhoun-Liberty Hospital to review the Ambulance Financial Report.

Commissioner Flowers advised the Board he has been receiving phone calls regarding issues with WastePro not collecting garbage.

CHAIRMAN BROWN

Chairman Brown asked the Board for their permission to rename a section of John F. Bailey Road to Doug Price Road. Chairman Brown stated Mr. Price gave the County approximately four to five acres of his land to clear for the Right of Way.

- ❖ A motion to rename a portion of John F. Bailey Road to Doug Price Road was made by Commissioner Flowers and seconded by Commissioner McDougald. Chairman Brown 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 8:17 pm.


MARION "LEE LEE" BROWN, CHAIRMAN

ATTEST:


CARLA A. HAND, CLERK