

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS  
REGULAR MEETING MINUTES  
FEBRUARY 9, 2016**

**PRESENT AND ACTING:**

**MARION "LEE LEE" BROWN, CHAIRMAN  
WOODROW "LEE" SHELTON, VICE-CHAIRMAN  
DENNIS JONES  
DARRELL MCDUGALD**

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

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

Chairman Brown 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 VOUCHER**

- ❖ A motion to approve the minutes and vouchers as published on the agenda (January 26, 2016 Regular Board Meeting Minutes; vouchers for warrants: 1602-1G, 1602-1GS, 1602-1RD, 1602-1L, 1602-1E, 1602-1S, 1602-1W; payroll warrants: PR15-B36, PR16-B37, PR012816) 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 4-0. (Vouchers are available in the Clerk's Office)

**TERESA BOYD – 6<sup>TH</sup> ANNUAL CAR SHOW-COOPER'S PARK**

Ms. Boyd asked the Board for their approval to hold the 6<sup>th</sup> Annual Car Show at Cooper's Park on March 27, 2016 (Easter Sunday) from 4:00pm – 9:00pm. Commissioner McDougald expressed some concerns with the Annual Car Show last year regarding roads being blocked, size of the crowd and the future need to relocate the Car Show if Cooper Park is filled beyond capacity. There was further discussion relocating the Car Show will be an inconvenience and some children will not be able to attend. Commissioner McDougald asked Ms. Boyd if she had a 501c (3) sponsor for the event; she stated Reverend James Cooper with New Zion Church of Jesus Christ, Inc. (New Zion) is willing to sponsor the Car Show and has 501c (3) status. It was determined New Zion is a Florida Not for Profit Corporation.

**MARGARET BUSH –ANNUAL CAR SHOW**

Ms. Bush advised the Board she has been involved with the Car Show for the past three (3) years. Ms. Bush asked the Board to continue to allow the Car Show to be held at Cooper's Park.

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**ANNIE LAURA DAVIS – ANNUAL CAR SHOW**

Ms. Davis asked the Board to continue to allow the Car Show to be held at Cooper’s Park. Commissioner McDougald asked if the Car Show continues to grow would they consider holding the Car Show in the Hugh Creek area. Ms. Bush stated if the Car Show is moved to the Hugh Creek area then there will be a lot of children who will not be able to attend due to not having transportation.

- ❖ A motion to allow the Annual Car Show to be held at Cooper’s Park contingent upon sponsorship of the event by a non-profit organization (with profits going to the sponsor) and proof of insurance was made by Commissioner McDougald and seconded by Chairman Brown. Attorney Fuqua stated his concerns are whether the non-profit organization receives all the admission and vendor fees. Ms. Carrie Baker expressed safety concerns (locked gates) and stated last year attendees were asked to pay if they were on the street whether or not they were attending the event. Ms. Boyd stated people using the street only (non-attending the event) were not charged admission. It was noted by Ms. Bush they have been following instructions from the police regarding locking of the gates. Attorney Fuqua suggested the Board (in the future) adopt a policy for usage of County Parks and Facilities. There were no further comments. The motion failed 2-2. (Commissioner Jones and Commissioner Shelton opposed)

**KEVIN JACKSON – COMMISSIONER MCDOUGALD’S OUTBURST**

Mr. Jackson presented the Board with a handout of his concerns regarding Board Meeting procedures.

Commissioner McDougald stated the Board has the authority to regulate unreasonable delays and regulate proper decorum. According to the scope of the “Sunshine Law” the Board has the right to regulate irrelevant debate or disruptive behavior as it could cause a meeting to drag on and deny others the opportunity to speak.

Commissioner Shelton stated there is no need to record Mr. Jackson’s handout with the minutes as most of the issues are already addressed in the minutes. The Board agreed by consensus.

**JOE WOOD – APPOINT CDBG GRANT CITIZEN ADVISORY TASK FORCE**

Mr. Wood presented to the Board on behalf of Ms. Belcher the nominees for the Community Development Block Grant (CDBG) Citizen Advisory Task Force. Mr. Wood asked Commissioner Jones if he was able to find someone who wanted to serve on the CDBG Board. Commissioner Jones stated he is working on finding someone. Mr. Wood asked the Board to approve the CDBG Citizen Advisory Task Force nominee’s contingent upon Commissioner Jones’ appointee. Mr. Wood read the Task Force nominee list aloud; Mr. Greg Burkett, Ms. June Clemons, Mr. Durwin Goodman, Ms. Melissa Pitts and Ms. Angie Smith. Mr. Wood stated Ms. Smith would become an alternate if Commissioner Jones is able to find another member.

- ❖ A motion to approve the CDBG nominees’ contingent upon Commissioner Jones’ nominee 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 4-0.

**BID AWARDING**

Donald Stanley, County Engineer, opened and read the FEMA bids aloud.

<b>DR 4177 PW #242 Alliance Road</b>	
<b>Contractor</b>	<b>Total Base Bid</b>
Gulf Coast Utility Contractors	\$136,701.60
North Florida Construction, Inc.	\$89,419.20
C.W. Roberts Contracting, Inc.	\$155,951.20
Roberts and Roberts, Inc.	\$98,897.60

<b>DR 4177 PW #290 Calvin Martin Road</b>	
<b>Contractor</b>	<b>Total Base Bid</b>
Gulf Coast Utility Contractors	\$162,036.32
North Florida Construction, Inc.	\$111,544.16
C.W. Roberts Contracting, Inc.	\$185,523.61
Roberts and Roberts, Inc.	\$114,297.52

<b>DR 4177 PW #298 Jimmy Yon Road</b>	
<b>Contractor</b>	<b>Total Base Bid</b>
Gulf Coast Utility Contractors	\$136,131.62
North Florida Construction, Inc.	\$94,887.39
C.W. Roberts Contracting, Inc.	\$110,596.06
Roberts and Roberts, Inc.	\$95,886.22

<b>DR 4177 PW #299 Blon Carter Road, Red Horse Sucker Road, Shell Cracker Avenue, Stumpknocker Road, Blue Bream Drive, Bass Drive, Turtle Drive</b>	
<b>Contractor</b>	<b>Total Base Bid</b>
Gulf Coast Utility Contractors	\$44,877.90
North Florida Construction, Inc.	\$52,179.65
Roberts and Roberts, Inc.	\$43,043.65

<b>DR 4177 PW #300 Lesley Waldorff Road</b>	
<b>Contractor</b>	<b>Total Base Bid</b>
Gulf Coast Utility Contractors	\$129,225.20
North Florida Construction, Inc.	\$87,056.92
C.W. Roberts Contracting, Inc.	\$149,710.19
Roberts and Roberts, Inc.	\$90,877.32

<b>DR 4177 PW #306 Alfred Shelton Road</b>	
<b>Contractor</b>	<b>Total Base Bid</b>
Gulf Coast Utility Contractors	\$154,761.23

North Florida Construction, Inc.	\$93,152.13
C.W. Roberts Contracting, Inc.	\$116,814.04
Roberts and Roberts, Inc.	\$106,715.10

DR 4177 PW #325 Mossy Pond Blvd, Lake Shore Blvd, Skyline Drive, Parkwood & Surfside Roads	
Contractor	Total Base Bid
Gulf Coast Utility Contractors	\$214,827.25
North Florida Construction, Inc.	\$121,543.62
C.W. Roberts Contracting, Inc.	\$191,039.60
Roberts and Roberts, Inc.	\$131,881.77

DR 4177 PW #329 County Road 5	
Contractor	Total Base Bid
Gulf Coast Utility Contractors	\$377,388.53
North Florida Construction, Inc.	\$272,812.50
C.W. Roberts Contracting, Inc.	\$277,925.98
Roberts and Roberts, Inc.	\$268,477.20

DR 4177 PW #345 L.K. Lona, Long Leaf, Lamont & Lake Lillian Roads	
Contractor	Total Base Bid
Gulf Coast Utility Contractors	\$297,244.07
North Florida Construction, Inc.	\$185,358.56
C.W. Roberts Contracting, Inc.	\$265,726.54
Roberts and Roberts, Inc.	\$198,873.99

Chairman Brown called for break at 7:10 p.m. to reconvene at 7:40 p.m.

**ATTORNEY FUQUA – RESOLUTION 2016-3**

Attorney Fuqua presented the Board for their approval and execution Resolution 2016-3 for the County to abandon its interest in and relinquish its easement to the portion of Glory Hill Road.

**RESOLUTION 2016-3  
PARTIALLY RELINQUISHING EASEMENT**

**WHEREAS**, the Board of County Commissioners in and for Calhoun County, Florida, has deemed it to be in the best interest of the citizens of Calhoun County to release any interest in may have in the property describe below;

**WHEREAS**, it was determined that Calhoun County should abandon its interest in and relinquish its easement to the portion of Glory Hill Road described below which was gifted to the County property

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is by virtue of that certain grant of easement found at OR Book 71 page 325 dated October 25, 1978, known as Glory Hill Road, being more particularly described as:

That portion of the North 30 feet of the North ½ of the NW ¼ of Section 7, Township 1 North, Range 9 West, Calhoun County, Florida, beginning 60 feet East of the NW Corner of the NE ¼ of Section 7, Township 1 North, Range 9 West and terminating at the NE Corner of parcel described in Official Record Book 389, Page 651 referenced as Parcel #1, and

That portion of North 30 feet of the North ½ of the NW ¼ of Section 7, Township 1 North, Range 9 West, Calhoun County, Florida, beginning at the NW Corner of a parcel described in Official Record Book 408 Page 156. Parcel ID #07-1N-09-0000-0003-0300 and terminating at the NE Corner of the NE ¼ of the NW ¼ of said section. Also: The North 60 feet of the NW ¼ of the NE ¼ of Section 7 Township 1 North, Range 9 West. Calhoun County, Florida.

**NOW, THEREFORE, BE IT RESOLVED** that, by virtue of a vote of 4 to 0, the Board of County Commissioners of Calhoun County, Florida, rescinds any and all interest in above-described property and allows it to revert pursuant to the reverter clause contained in the vesting document.

**PASSED BEFORE BOARD OF COUNTY COMMISSIONERS OF CALHOUN COUNTY, FLORIDA**, this the 9<sup>th</sup> day of February, 2016.

- ❖ A motion to adopt Resolution 2016-3 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 4-0.

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

Mr. Stanley asked the Board to award the DR 4177 projects to the apparent lowest bidder. (table below)

Project	Contractor	Low Bid
DR 4177 PW #242 Alliance Road	North Florida Construction, Inc.	\$89,419.20
DR 4177 PW #290 Calvin Martin Road	North Florida Construction, Inc.	\$111,544.16
DR 4177 PW #298 Jimmy Yon Road	North Florida Construction, Inc.	\$94,887.39
DR 4177 PW #299 Blon Carter Road, Red Horse Sucker Road, Shell Cracker Avenue, Stumpknocker Road, Blue Bream Drive, Bass Drive, Turtle Drive	Roberts and Roberts, Inc.	\$43,043.65
DR 4177 PW #300 Lesley Waldorff Road	North Florida Construction, Inc.	\$87,056.92
DR 4177 PW #306 Alfred Shelton Road	North Florida Construction, Inc.	\$93,152.13
DR 4177 PW #325 Mossy Pond Blvd, Lake Shore Blvd, Skyline Drive, Parkwood & Surfside Roads	North Florida Construction, Inc.	\$121,543.62
DR 4177 PW #329 County Road 5	Roberts and Roberts, Inc.	\$268,477.20

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DR 4177 PW #345 L.K. Lona, Long Leaf, Lamont & Lake Lillian Roads	North Florida Construction, Inc.	\$185,358.56
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- ❖ A motion to accept the apparent lowest bidder for the DR 4177 projects 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 4-0.

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

1. Cain Road – The contractor is grading and shaping lime rock road base to conform to desired cross-slopes and super elevated curves and is re-cleaning and re-shaping ditches due to heavy rains. Mr. Stanley asked the Board for their permission to bring back a Change Order to expend funds due to a lime rock overrun. The Board agreed by consensus for Mr. Stanley to bring a Change Order to the next Board meeting, February 23, 2016. There are 37 days remaining on the contract.
2. CR 287 SCOP – The contractor paved guardrail pad and installed guardrail. Also, the contractor installed sod, seed and mulch along both north and south bound lanes. The contractor had to spend time repairing water washouts due to the heavy rains. There are 11 days remaining on the contract. Mr. Stanley presented the Board with Change Order #2 from Roberts and Roberts, Inc. for 28 additional calendar days.
  - ❖ A motion to approve Change Order #2 for 28 additional calendar days 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 4-0.
3. Walter Potts Road – The contractor formed and poured top slab and formed the vertical portion of the southern end wall. The contractor had to repair erosion damage due to the heavy rains. There are 41 days remaining on the contract. Mr. Stanley advised the Board he would bring back an itemized project update to the next Board meeting, February 23, 2016.

Mr. Stanley presented the Board with a handout of all ongoing FEMA DR 4177 projects noting several of the projects have been completed.

Mr. Stanley presented the Board with a Task Order from Preble-Rish, Inc. for engineering design for the Hazard Mitigation Grant Program (HMGP) drainage project for Blackbottom Road in the amount of \$32,765.

- ❖ A motion to accept the task order with Preble-Rish, Inc. for Blackbottom Road 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 4-0.

Mr. Stanley presented the Board with a Task Order from Preble-Rish, Inc. for engineering design for the HMGP drainage project for Bear Head Road in the amount of \$34,465.

- ❖ A motion to accept the task order with Preble-Rish, Inc. for Bear Head Road 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 4-0.

Mr. Stanley presented the Board with a Task Order from Preble-Rish, Inc. for engineering design for the HMGP drainage project for Troy McCroan Road in the amount of \$24,355.

- ❖ A motion to accept the task order with Preble-Rish, Inc. for Troy McCroan Road 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 4-0.

Mr. Stanley presented the Board with a Task Order from Preble-Rish, Inc. for engineering design for the HMGP drainage project for Sam Duncan Road in the amount of \$31,140.

- ❖ A motion to accept the task order with Preble-Rish, Inc. for Sam Duncan Road 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 4-0.

Mr. Stanley presented the Board with a Task Order from Preble-Rish, Inc. for the design service for Roy Golden Florida Department of Transportation Small County Road Assistance Program (FDOT SCRAP) project in the amount of \$54,900.

- ❖ A motion to accept the task order with Preble-Rish, Inc. for Roy Golden FDOT SCRAP project was made by Commissioner McDougald and seconded by Chairman Brown. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 4-0.

Mr. Stanley presented the Board with a Task Order from Preble-Rish, Inc. for McDaniel Sheard Road FDOT SCRAP project in the amount of \$9,998.

- ❖ A motion to accept the task order with Preble-Rish, Inc. for McDaniel Sheard Road SCRAP project 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 4-0.

Mr. Stanley presented the Board with a Task Order from Preble-Rish, Inc. for Southwest Woods Road (Matthew Woods Road and Charlie Woods Road) FDOT Small County Outreach Program (SCOP) project in the amount of \$41,067.

- ❖ A motion to accept the task order with Preble-Rish, Inc. for Southwest Woods Road FDOT SCOP project was made by Commissioner Jones and seconded by Chairman Brown. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 4-0.

Mr. Stanley presented the Board with a Task Order from Preble-Rish, Inc. for Musgrove/Buddy Johnson Road FDOT SCOP project in the amount of \$38,319.

- ❖ A motion to accept the task order with Preble-Rish, Inc. for Musgrove/Buddy Johnson Road FDOT SCOP project was made by Commissioner McDougald and seconded by Chairman Brown. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 4-0.

#### **ANGIE SMITH – EMERGENCY MANAGEMENT DIRECTOR**

Ms. Smith thanked the Board for allowing her and her staff (Jody Daniels, Amy Hall) to attend the annual Florida Emergency Preparedness Association (FEPA) conference in Daytona Beach, Florida on February 1-5, 2016.

Chairman Brown opened the discussion of the status of the FRDAP grant for Sam Atkins Park. Ms. Smith advised the Board Mr. Stanley and Ms. Amy Hall are working on getting the commencement documentation into the State and the site plans are being developed. Ms. Smith stated they are currently waiting on the Notice to Proceed from the State. Mr. Wood stated quotes have been received for the ballfields backstops and once the Notice to Proceed has been received the backstops will be installed.

#### **JOE WOOD – DIRECTOR OF OPERATIONS**

Mr. Wood advised the Board there are some citizen concerns regarding a dark intersection on Highway 69 South and Kenny Mill Road. Mr. Wood stated there are a lot of houses on the East side of Highway 69S and the power line which runs across the road belongs to the City of Blountstown and only serves power to Calhoun Correctional Institution. The City of Blountstown has agreed to place a security light adjacent to Kenny Mills Road. Mr. Wood stated the cost for a security light would be \$10/month or the cost for a street light would be \$20/month which would be a reoccurring cost for the Board.

- ❖ A motion to install a security light (\$10/month) at the intersection of Highway 69S and Kenny Mill Road 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 4-0.

Mr. Wood advised the Board during the November 24, 2015 Board meeting the Board received State Housing Initiatives Program (SHIP) well bids for Ms. Smith. Mr. Wood stated Williamson Well Drilling was the only bidder and their bid was received after the cutoff time. The bid amount of \$5,800 was too high for the SHIP project as the County calculated maximum amount was \$3,480. Mr. Wood stated he contacted three (3) local well drillers within the County and asked for sealed quotes. The sealed quotes will be brought before the Board during the next Board meeting, February 23, 2016. Mr. Wood advised the Board the well driller bid on the SHIP project based on hiring a certified electrician and a certified plumber to run lines. The County didn't set the SHIP maximum amount high enough to include hiring a certified electrician and a certified plumber; the calculated maximum only included the drilling of the well. Mr. Wood stated the County calculated maximum has been changed to reflect the hiring of a certified electrician and a certified plumber.

Mr. Wood advised the Board Warden Payne from Calhoun Correctional Institution has contacted him and stated he has purchased 14 loads of road base to extend roads around the farming area at Calhoun Correctional Institution. Mr. Wood asked the Board to allow the Road Department to haul the 14 loads of road base, grade and pack the road for Warden Payne. The Board agreed by consensus to allow the Road Department to haul the 14 loads of road base, grade and pack the road.

#### **CARLA A. HAND – CLERK OF COURT AND COUNTY COMPTROLLER**

The Clerk advised the Board a Planning Commission meeting has been scheduled for Tuesday, February 23, 2016 at 5:00 p.m. on the Capital Improvements Schedule Amendments and ordinance.

The Clerk asked the Board to execute a Memorandum of Support and Commitment for office space as a match for the Sheriff's Office Victims of Crime Act (VOCA) grant in the amount of \$4,000. (The office space provided to the Sheriff's Office in the old courthouse qualifies as a grant match.) The office space is located in the Historical Calhoun County Courthouse.

- ❖ A motion to execute the Memorandum of Support and Commitment for office space in the Historical Calhoun County Courthouse as a match for the VOCA grant 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 4-0.

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 1440, asset 1441, asset 1442, asset 1443, asset 1455, asset 1529, asset 1530, asset 1531) and to declare obsolete and approve disposal.

- ❖ A motion to declare assets obsolete and approve disposal was made by Commissioner McDougald and seconded by Chairman Brown. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 4-0.

#### **ATTORNEY FUQUA**

Attorney Fuqua presented the Board with a handout of some modifications of the Public Participation Policy for their consideration. Attorney Fuqua read the proposed modifications. There was further discussion of citizens filling out a public comment form prior to the Board meetings if they wish to speak on an agenda topic during the meeting.

- ❖ A motion to adopt the changes to the Public Participation Policy was made by Chairman Brown and seconded by Commissioner McDougald. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 4-0.

#### **COMMISSION TIME**

#### **COMMISSIONER MCDOUGALD**

Commissioner McDougald advised the Board during the last Board meeting on January 26, 2016 a motion was made to assign Mr. Jerry Guilford and Ms. Sandy Kelly the SHIP/Weatherization/RCMP grants position. Commissioner McDougald advised the Board he would be willing to get with the Clerk and negotiate an equitable base pay according to the budget for Mr. Guilford and Ms. Kelly.

- ❖ A motion to table this issue until next Board meeting was made by Commissioner Jones. Mr. Wood stated Mr. Guilford and Ms. Kelly has been working diligently in the SHIP/Weatherization/RCMP grants position. Mr. Guilford is currently not qualified as a Quality Control Inspection (QCI) for the Weatherization program but is willing to go to Tampa and become certified. There was further discussion of Commissioner McDougald bringing back a pay recommendation for Mr. Guilford and Ms. Kelly to the next Board meeting, February 23, 2016. Commissioner Jones withdrew his motion. The Board agreed by consensus to allow Commissioner McDougald to bring back before the Board a pay recommendation for Mr. Guilford and Ms. Kelly.

#### **COMMISSIONER JONES**

Commissioner Jones advised the Board Mr. James Hawkins, District Four IDA Board representative, has passed away. Commissioner Jones nominated Steve Jackson as the District Four IDA Board representative.

- ❖ A motion to appoint Steve Jackson as the District Four IDA Board representative was made by Chairman Brown and seconded by Commissioner Jones. Chairman Brown called for public comment. There were no comments from the public. The motion passed unanimously 4-0.

The Clerk stated Mr. Steve Jackson will need to attend the next Board meeting, February 23, 2016 for the Oath of Office to be administered. Chairman Brown asked the Clerk to check and see if he needs to reappoint a representative for his District.

**COMMISSIONER SHELTON**

Commissioner Shelton had nothing to report.

**COMMISSIONER FLOWERS**

Not in attendance.

**CHAIRMAN BROWN**

Chairman Brown opened the discussion regarding the culvert on the road behind Calhoun-Liberty Abstract Company which continues to have issues. Mr. Wood stated the culvert needs to be replaced as it holds water on the Northwest corner of the property. Mr. Wood stated he will get the Road Department to get the culvert replaced.

There being no further business, the Chairman adjourned the meeting at 8:39 p.m.

  
MARION "LEE LEE" BROWN, CHAIRMAN

ATTEST:

  
CARLA A. HAND, CLERK