

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS  
REGULAR MEETING MINUTES  
FEBRUARY 23, 2016**

**PRESENT AND ACTING:**

**MARION "LEE LEE" BROWN, CHAIRMAN  
WOODROW "LEE" SHELTON, VICE-CHAIRMAN  
THOMAS G. FLOWERS  
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 McDougald led the Prayer and Pledge of Allegiance to the Flag.

Chairman Brown reminded everyone to silence their cell phones.

Attorney Fuqua reminded everyone of the new Public Participation Policy which allows those on the agenda they will have three (3) minutes to speak on their topic. In order for the public to speak about a matter on the agenda they will need to fill out a speaker's request form and submit it to the recording clerk prior to the commencement of the meeting. If a matter comes before the Board for a vote and the particular matter is not on the agenda, those wishing to speak may address the Chairman for permission to address the matter after there has been a motion and a second.

**APPROVAL OF VOUCHER**

- ❖ A motion to approve the minutes and vouchers as published on the agenda (February 9, 2016 Regular Board Meeting Minutes; vouchers for warrants: 1602-2G, 1602-2GS, 1602-2GP, 1602-2GV, 1602-2RD, 1602-2L, 1602-2E, 1602-2ES, 1602-2MH, 1602-2S, 1602-2W; payroll warrants: PR16-B38 AND PR021116) was made by Commissioner Flowers and seconded by Commissioner Jones. The motion passed unanimously 5-0. (Vouchers are available in the Clerk's Office)

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

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

1. Cain Road SCOP/FEMA DR4177 – The contractor paved the structural course of asphalt on the roadway. Also, he started shaping and dressing shoulders and ditches in preparation for sod, seed and mulch. There are 23 days remaining on the contract.
2. CR 287 SCOP – The contractor paved surface course and has completed all of the sod, seed and mulch project requirements. There are 25 days remaining on the contract.

3. Walter Potts Box Culvert FEMA DR4177 – The contractor finished forming and poured the North footer and began to form the North walls. GAC Contractors, Inc. (GAC) has requested an additional fourteen (14) days to complete the project due to wet weather. Mr. Stanley provided the Board with a list of the rain days.

- ❖ Commissioner Shelton made a motion to approve Change Order #2 for a twelve-day extension to the contract with GAC. Commissioner Flowers seconded the motion. The motion passed unanimously 5-0.

Mr. Stanley explained the CR 392 guardrail and road repair project funded with insurance proceeds was partially performed by the County. Mr. Stanley presented the Board with Change Order #1 to Roberts and Roberts, Inc. for a \$16,755 deduction to the contract for the guardrail installation performed by the County.

- ❖ Commissioner Flowers made the motion to approve Change Order #1 for a deduction of \$16,755 to the contract with Roberts & Roberts, Inc. for the CR 392 guardrail and road repair project. Commissioner Shelton seconded the motion. The motion passed unanimously 5-0.

Mr. Stanley presented Change Order #1 to the Cain Road (SCOP) contract with C.W. Roberts Contracting, Inc. for a reduction of \$36,065. The reduction includes an \$88,665 underrun of lime rock. (Net change of \$36,065)

- ❖ A motion to approve Change Order #1 for a reduction of \$36,065 was made by Commissioner Shelton and seconded by Chairman Brown. The motion passed unanimously 5-0.

Mr. Stanley explained there was less dirt (2,354 less yards) needed for the shoulders on the CR287 SCOP project and suggested additional asphalt on the roadway and recommended the Board approve Change Order #3 with Roberts and Roberts, Inc. for zero dollars.

- ❖ A motion to approve Change Order #3 (a zero-dollar change order) was made by Commissioner Shelton and seconded by Commissioner Flowers. The motion passed unanimously 5-0.

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

Commissioner Shelton expressed some concerns with the Maintenance of Traffic (M.O.T.) with several ongoing projects. Commissioner Shelton stated he would like to see the M.O.T. (DOT) standards followed for the safety of the citizens. Mr. Stanley stated he would work with Attorney Fuqua to come up with a plan on how to address this issue.

#### **OATH OF OFFICE – INDUSTRY DEVELOPMENT AUTHORITY (IDA) BOARD MEMBERS**

Attorney Fuqua administered the Oath of Office to newly appoint District Four IDA Board representative Steve Jackson.

#### **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 Shelton expressed some concerns with last year's Annual Car Show regarding several incidents that occurred. Commissioner Shelton stated he spoke with several citizens who had concerns with how unsafe the Car Show was and how many people attended the Car Show. Commissioner Shelton stated he didn't have a problem with the Car Show if they would change the venue to somewhere that could handle the attendance.

**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. Commissioner McDougald asked if the Car Show continues to grow would they consider holding the Car Show at a different venue. Mr. Wood stated they could possibly hold the Car Show at Sam Atkins Park or the Tri-County Agriculture Park, which is County owned property but managed by three (3) counties: Calhoun County, Gulf County and Liberty County. Since the County does not operate the Tri-County Agriculture Park the Car Show would not have to be affiliated with a 501c (3) sponsor. Ms. Bush stated if the Car Show is moved to a different venue then there will be a lot of children who will not be able to attend due to not having transportation. Ms. Bush stated since time is running out if the Board would allow the Car Show to take place at Cooper’s Park this year then next year they would consider looking at a different venue. Chairman Brown stated he contacted several citizens who expressed concerns with the Car Show including the noise, size of the Car Show and how the children were out late.

**JAMES COOPER – ANNUAL CAR SHOW**

Mr. Cooper asked the Board to continue to allow the Car Show at Cooper Park for the children. Mr. Cooper stated there is nothing for the children to do in Calhoun County.

- ❖ A motion to allow the Annual Car Show to be held contingent on a 501c (3) affiliation was made by Commissioner McDougald. The motion died for lack of second.

**OPPORTUNITY FLORIDA; VICKI MONTFORD AND CHRISTY MCELROY – PORT AT PORT ST. JOE LETTER OF SUPPORT**

Ms. Montford introduced Ms. Christy McElroy with the Port Authority Board to explain the Port at Port St. Joe. Ms. McElroy presented the Board with a handout regarding the Port at Port St. Joe which is a true restoration transformational project for the Region. Ms. McElroy asked the Board for a letter of support for the Port at Port St. Joe.

- ❖ A motion to approve a letter of support for the Port at Port St. Joe was made by Commissioner Shelton and seconded by Commissioner Flowers. The motion passed unanimously 5-0.

**BECKY SMITH, TAX COLLECTOR – ADVERTISING DELINQUENT TAX ROLL**

Ms. Smith advised the Board it is time to advertise the 2015 unpaid (past due) ad valorem taxes. Mr. Wood stated last year the Board set aside the procurement policy and allowed The County Record to advertise the past due ad valorem taxes contingent upon charging same price as in the past (\$.29/per line per week).

- ❖ A motion to set aside the procurement policy and select The County Record to advertise the 2015 delinquent ad valorem taxes contingent upon The County Record charging the same per line cost as last year (\$.29/per line) was made by Commissioner McDougald and seconded by Commissioner Jones. The motion passed unanimously 5-0.

**MARGIE LARAMORE, SUPERVISOR OF ELECTIONS – VOTER EQUIPMENT**

Ms. Laramore advised the Board the County is required to purchase new voting equipment by 2020. The Supervisor provided the Board with a quote from Dominion Voting Systems with two (2) options to purchase the new voting equipment: (1) outright purchase in the amount of \$276,402 plus annual fees of \$15,871 for years 2-8 or (2) lease through a managed service program in the amount of \$51,644/year. There was further discussion of which option to choose. Ms. Kelli Dunn, Editor of The County Record, asked if each precinct had to have one (1) handicap voting system available. Ms. Laramore stated each precinct must have two (2) handicap voting systems available. Ms. Dunn asked if the handicap voting

could be held at the Supervisor of Election's office. Mr. Zane Wood stated that each precinct has to be in compliance with ADA standards.

- ❖ A motion to proceed with the managed services program not to exceed \$413,309 with payments beginning in FY '17-'18 budget was made by Commissioner Shelton and seconded by Chairman Brown. The motion passed 3-2. (Commissioner Flowers and Commissioner McDougald opposed)

**Chairman Brown called for break at 7:36 p.m. to reconvene at 7:46 p.m.**

**BOB FLECK – IDA BOARD CHAIRMAN**

Mr. Fleck advised the Board the South Taxiway Development Project is underway and going well. Mr. Fleck stated the Contractor should begin placing asphalt on the Taxiway next Monday and Tuesday. Chairman Brown asked what the length of the Taxiway will be once completed. Mr. Fleck stated the Taxiway is currently 2,100 feet long. There was further discussion of what type aircraft will be able to land at the Calhoun County Airport.

Mr. Fleck presented the Board with Change Order #1 from Gulf Coast Utility Contractors replacing rock with lime rock, changing the quantity of paint needed for the runway, adding LED lighting to the runway and an additional 16 feet of concrete pipe needed (a deductive change order in the amount of \$61,540).

- ❖ A motion to approve Change Order #1 deducting \$61,540 from the original contract amount was made by Commissioner McDougald and seconded by Commissioner Flowers. The motion passed unanimously 5-0.

**BID AWARDING**

**STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) and WEATHERIZATION**

Ms. Kelly presented the Board with two (2) Change Orders (Weatherization Projects) from Gulf Coast Home Solutions, LLC for: (1) K. Robinson for an additional 84 days and (2) A. Garver for an additional 84 days, and one (1) Change Order (SHIP Project) from Gulf Coast Home Solutions, LLC. for D. Yon for an additional 20 days.

- ❖ A motion to accept Weatherization and SHIP Change Orders with Gulf Coast Home Solutions, LLC. was made by Commissioner McDougald and seconded by Commissioner Flowers. The motion passed unanimously 5-0.

Ms. Kelly presented the Board with a contract between the County and Mr. Dan Clemons for the Weatherization Quality Control Inspector (QCI) Services. Kelly stated the contract amount to inspect a home with no gas is \$200 and the contract amount to inspect a home with gas is \$250. Ms. Kelly stated Mr. Jerry Guilford will attend training when the next class is available and become certified to be the QCI for Calhoun County.

- ❖ A motion to execute the contract between the County and Mr. Clemons was made by Commissioner Shelton and seconded by Commissioner Flowers. The motion passed unanimously 5-0.

Attorney Fuqua opened and read aloud the Residential Well bids:

RESIDENTIAL WELLS		
Client Name	County Estimate	Capps Well Drilling
S. Smith	<b>\$3,500.00</b> 20% cap \$700.00 \$4,200.00	<b>\$3,950.00</b>

Attorney Fuqua stated there was only one bid received from Capps Well Drilling for the residential well.

- ❖ A motion to accept Capps Well Drilling bid for Ms. Smith's residential well was made by Commissioner Shelton and seconded by Commissioner Flowers. The motion passed unanimously 5-0.

Attorney Fuqua opened and read aloud the SHIP and Weatherization bids:

SHIP BIDS					
Client Name	County Estimate	Gulf Coast Home Solutions, LLC	Chariot Construction	H&O Home Improvements	Panhandle Contractors, Inc.
Ossie Blue	<b>\$17,400.00</b> 20% cap \$3,480.00 \$20,880.00	\$17,975.00	\$18,365.00	\$18,400.00	<b>\$17,455.00</b>
Leila Prescott	<b>\$24,500.00</b> 20% cap \$4,900.00 \$29,400.00	<b>\$25,900.00</b>	\$28,400.00	\$27,300.00	No Bid
Josie Reeves	<b>\$24,900.00</b> 20% cap \$4,780.00 \$28,680.00	No Bid	<b>\$27,500.00</b>	\$28,000.00	\$32,500.00
Don Robertson	<b>\$12,800</b> 20% cap \$2,560 \$15,360.00	\$15,650.00	\$15,775.00	<b>\$14,400.00</b>	\$15,500.00

WEATHERIZATION BIDS		
Client Name	County Estimate	H&O Home Improvements
Andrew Hendrix	<b>\$3,835.00</b> 20% cap \$767.00 \$4,602.00	<b>\$4,900.00</b>

Attorney Fuqua stated there was only one bid received from H&O Home Improvements for the Weatherization bids and the amount was above the County estimate amount.

- ❖ A motion to award each SHIP project to the apparent low bidder (invoking local bidder preference) and to award the Weatherization bid to H&O Home Improvements contingent upon the Contractor reducing his bid to the County estimated maximum amount (\$4,602) was made by Commissioner McDougald and seconded by Commissioner Shelton. The motion passed unanimously 5-0.

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**ANGIE SMITH – EMERGENCY MANAGEMENT DIRECTOR**

Not present at this meeting.

**JOE WOOD – DIRECTOR OF OPERATIONS**

Mr. Wood advised the Board he spoke with two (2) Contractors, who are currently laying asphalt within the County, about resurfacing Elijah Morris Road and McCullum Ervin Road. (To be paid from 01511-46000/District) Mr. Wood stated the amount for the asphalt would be \$78.80/ton from C.W. Roberts, Inc. and \$86/ton from Roberts & Roberts, Inc.; the Contractors agreed to change order these projects into ongoing contracts with no additional cost of mobilization. Mr. Wood asked the Board for their direction if they wished to have the resurfacing projects added to the existing contracts or advertise for bids.

- ❖ A motion to approve a change order with C.W. Roberts for resurfacing Elijah Morris Road at \$78.80/ton (District 2) and bid out McCullum Ervin Road (District 5) at a later date 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. (Not to exceed line item budget.)

Mr. Wood opened the discussion of hiring someone as a Grants Coordinator to assist with administrating grants for the County. Mr. Wood presented the Board with a handout regarding a breakdown on grants from the FY '11-'12 to present budgets. The Board agreed by consensus to table this issue till next Board meeting, March 8, 2016.

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

The Clerk presented the Board with a handout regarding the DR 4177 – Spring Flooding 2014 funds which have been expended and received to date.

**ATTORNEY FUQUA**

Attorney Fuqua had nothing to report.

**COMMISSION TIME**

**COMMISSIONER MCDUGALD**

Commissioner McDougald advised the Board during the last Board meeting on February 9, 2016 the Board asked him to look into a pay recommendation for Mr. Guilford and Ms. Kelly. Commissioner McDougald stated Mr. Clemons salary came from several different sources. Commissioner McDougald recommended a \$4.00/hour pay raise for Mr. Guilford and a \$2.00/hour pay raise for Ms. Kelly.

- ❖ A motion for a \$4.00/hour pay raise for Mr. Guilford and a \$2.00/hour pay raise for Ms. Kelly was made by Commissioner McDougald and seconded by Chairman Brown. Commissioner Shelton stated he has a hard time raising someone's salary who isn't certified. There was further discussion what would be a commensurate pay raise for Mr. Guilford and Ms. Kelly. Mr. Kevin Parrish stated Mr. Guilford is still working under his provisional license and what is the Board going to do once Mr. Guilford becomes certified and becomes a QCI. Ms. Carrie Baker stated Mr. Clemons started working with the County with building qualifications. Chairman Brown recommended \$2.00/hour pay raise for Mr. Guilford and \$2.00/hour pay raise for Ms. Kelly. Mr. Fleck stated the IDA Board pays 20% of Ms. Kelly's salary and she does an outstanding job. Mr. Kevin Jackson recommended the Board look at the employee's pensions. Ms. Carrie Baker states Ms. Kelly deserves a pay raise. Commissioner McDougald stated he would amend

his motion for a \$2.00/hour pay raise for Mr. Guilford and a \$2.00/hour pay raise for Ms. Kelly. Chairman Brown seconded the amended motion. The motion passed unanimously 5-0.

**COMMISSIONER JONES**

Commissioner Jones had nothing to report.

**COMMISSIONER SHELTON**

Commissioner Shelton opened the discussion as to when Mr. Andy Waldorff, Ambulance Service Director, with Calhoun Liberty Hospital would be ready to give the Board an update on the Ambulance Financial Report. The Clerk stated during the December 17, 2015 Special Board Meeting Calhoun Liberty Hospital would come back before the Board with an accurate set of books once the investigation was over. Commissioner Shelton asked the Clerk to request Mr. Waldorff attend the next Board meeting on March 8, 2016 and give a report regarding the Ambulance Financial Report from December 2015 to present. The Board asked the Clerk to provide the financial information prior to the next meeting for their review.

**COMMISSIONER FLOWERS**

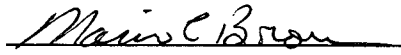
Commissioner Flowers had nothing to report.

**CHAIRMAN BROWN**

Chairman Brown presented to the Board for approval a letter of support for the Altha School Sidewalk Project.

- ❖ A motion to approve a letter of support for the Altha School Sidewalk Project was made by Commissioner McDougald and seconded by Commissioner Jones. The motion passed unanimously 5-0.

There being no further business, the Chairman adjourned the meeting at 9:15 p.m.

  
MARION "LEE LEE" BROWN, CHAIRMAN

ATTEST:  
  
CARLA A. HAND, CLERK

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