

**CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS  
REGULAR MEETING MINUTES  
JUNE 13, 2017**

**PRESENT AND ACTING:**

**DANNY RAY WISE, CHAIRMAN  
GENE BAILEY, VICE-CHAIRMAN  
DARRELL MCDUGALD  
DENNIS JONES  
JERAL HALL**

**MATT FUQUA, ATTORNEY  
CARLA A. HAND, CLERK OF COURT AND COUNTY COMPTROLLER  
SARAH WILLIAMS, CLERK ADMINISTRATIVE ASSISTANT  
TAD SCOTT, DEPUTY SHERIFF**

Chairman Wise called the meeting held in the Regular Meeting room to order at 6:00 P.M.; CT.  
Commissioner Bailey led the Prayer and Pledge of Allegiance to the Flag.

**APPROVAL OF MINUTES AND VOUCHERS**

A motion to approve the minutes and vouchers as published on the agenda (the May 23, 2017 Regular Meeting Minutes, the May 25, 2017 Public Hearing Minutes, and the May 25, 2017 Special Meeting Minutes; vouchers for warrants: accounts payable warrants –1705-FPC, 1705-UTL, 1706-MED, 1706-1G, 1706-1RD, 1706-1L, 1706-1E, 1706-1S, 1706-1W, 1706-RDS, 1706-GS, 1706-SS and payroll warrants – PR0518-2, PR17-B15, PR060117) was made by Commissioner Hall and seconded by Commissioner Jones. The motion passed unanimously 5-0.

**ANGIE SMITH – EMERGENCY MANAGEMENT DIRECTOR**

Ms. Smith presented to the Board for approval and execution the 2016/2017 Small County Consolidated Solid Waste Agreement for \$90,909.00.

- ❖ Commissioner Bailey made a motion to accept the agreement. Commissioner Hall seconded the motion. Commissioner Bailey asked if the amount is more than it was last year. Ms. Smith replied the amount remained the same. The motion passed unanimously 5-0.

Ms. Smith updated the Board on the activities of the Emergency Management Office for the past month.

**KEITH MADDOX – EMS**

Mr. Maddox stated EMS has some county owned ambulances, other medical equipment, and radios for the Board to consider surplus and approve these items for disposal. Mr. Maddox stated the only exception on the disposal of the ambulances would be the Frazier box on the 2008 Dodge ambulance, which will be removed and remounted on another chassis. Mr. Maddox stated the ambulances have been out of service for a long time, and they would like to liquidate the assets to buy medical equipment and other items that are needed at EMS. Mr. Maddox stated he is not sure how the Board has disposed

of ambulances in the past, and asked if they would like to sell them at auction or if there was another preferred method of disposal. There was further discussion about how to dispose of the ambulance. Mr. Joe Wood stated there are several vehicles at the Road Department that will be taken to auction. Commissioner Bailey stated the Board would have to declare the ambulances surplus before they can be sent to public auction. Mr. Clifford Edenfield stated the Road Department has not decided which auctioneer to take their vehicles to, and would be taking them to the auctioneer who could give them the best-guaranteed price. Commissioner Bailey stated the Board previously voted for EMS to remove a Frazier box from an ambulance and place it on a new chassis purchased with grant funds. Commissioner Bailey asked if the box off the 2008 Dodge ambulance would be the one to be used on the new chassis. Mr. Maddox stated the Frazier box from the 2008 Dodge ambulance would be the one used on the new chassis.

- ❖ Commissioner Bailey made a motion to declare the old ambulances surplus (Assets 1457, 1668, 1303, and 1395) for disposal by auction, with the exception of the Frazier box on the 2008 Dodge ambulance. Commissioner Hall seconded the motion. Mr. Maddox asked the Board if they would rather the Frazier box be removed now, or wait until the new chassis is available for the box to be remounted. Commissioner Bailey stated he would like the box to remain on the 2008 Dodge ambulance until the new chassis is available. Mr. Maddox stated there is a Life Stat System that is an antiquated mechanical CPR device that has not been in service for several years. Mr. Maddox stated there is little to no value to the device, and Chipola College has expressed an interest in taking the device on loan for training purposes. Attorney Fuqua stated if the equipment is declared surplus, it can be given to another governmental entity. Mr. Maddox stated the radios on the list are nonfunctional and have been replaced. Mr. Maddox stated the Lifepak 12 Cardiac Monitor is nonfunctional and no longer supported by the manufacturer, and has been replaced. Mr. Maddox stated he does not think there is any market value for the equipment, but could possibly be turned in to a company for recycling purposes and proper disposal because of the battery component. Commissioner Bailey stated he would rather do a separate motion from the ambulances for the additional medical equipment that needs disposal. The motion passed unanimously 5-0.
- ❖ Commissioner Bailey made a motion to declare surplus and junk the remaining medical equipment (Assets 1309, 985, 1519, 910, and 1301), and for Chipola College to receive the Life Stat System (Asset 1594) for their training purposes. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

#### **KYLE HIGHTOWER, TRANE – DISCUSSION OF HVAC SYSTEM**

Mr. Hightower presented the Board with a revised HVAC proposal as requested at a previous workshop. Mr. Hightower stated this proposal breaks the pricing down into four (4) different options. Mr. Hightower stated the first option is the comprehensive solution, which covers replacing the air handlers, controls, VAV boxes, sealing the ducts, and replacing the lighting for \$985,925.00 with an estimated energy savings of \$45,000.00 per year. Mr. Hightower stated they were able to go back to their vendors and revise the pricing with better quotes, so the pricing is lower than the previous quote. Mr. Hightower stated option two (2) only replaces the four (4) air handlers, with controls, for \$454,385.00 with an estimated energy savings of \$10,000.00. Option three (3) replaces two (2) air handlers, with controls, for \$319,473.00 with an estimated energy savings of \$5,000.00 per year. Option four (4) replaces two (2) air handlers and replaces the lighting in the courthouse for \$459,759.00 with an estimated energy savings

of \$30,000.00 per year. There are also two (2) additional add ons for VAV boxes or lighting which can be added to options two (2) through three (3) if they are not already included in the option. There was further discussion about the courthouse HVAC system. Chairman Wise asked Mr. Tim Jenks how much the last quote was for replacing the HVAC system and how much it has increased since then. Mr. Jenks stated the last quote was about five (5) years ago, and the total was around \$750,000.00 for the complete replacement of the system, so the cost has increased significantly since then. Chairman Wise stated he has been in the courthouse and has noticed space heaters running while the air conditioner is on, which should not have to be done. Commissioner McDougald stated this would not change whether the new system is installed or not. Mr. Jenks stated he believes the separate offices could control their temperature better with the new proposed system. There was further discussion about the HVAC system. Commissioner McDougald stated he is in favor of replacing the HVAC system this year. Chairman Wise stated he would rather the Board choose option one (1) and replace everything. Commissioner McDougald stated he would prefer either option one (1) or option two (2). There was further discussion about the difference between option one (1) and option two (2). Attorney Fuqua stated the Board might have to bid the project out, and possibly hire a mechanical engineer to write the specifications for the project. Mr. Hightower stated TRANE priced their quote through U.S. Communities, a cooperative purchasing network for counties and municipalities throughout Florida, Georgia, Alabama, and Mississippi, so the project quote is a competitive bid. Attorney Fuqua requested Mr. Hightower send him the information so he can look into the U.S. Communities network further. Commissioner Bailey asked Clerk Hand if there was funding in the budget for option one (1). Clerk Hand stated the Board would have to pay for the project from their reserves. There was further discussion about funding. Chairman Wise asked if installments could be made on the project instead of paying for the project up front. Mr. Hightower stated TRANE offers leasing to many different customers, and would have to do some research on the terms of a lease for the Board. Commissioner Bailey asked Clerk Hand what her opinion would be about taking the funding from the reserves. Clerk Hand stated the audit report is almost complete, and will give the Board a better idea of how much money is in reserve. Clerk Hand stated when the budget was approved last year, it was expected all budgeted expenditures would be spent. Clerk Hand stated it looks like the Board's General Fund reserves have increased by \$500,000. Clerk Hand stated additional information will be available at the next Board meeting. Commissioner Bailey stated if this were the case, he would rather choose option one (1). There was further discussion about the four (4) options available.

- ❖ Commissioner Bailey made a motion to accept option one (1) contingent on funding being available and Attorney Fuqua's approval of the U.S. Communities Cooperative Purchasing Network. Commissioner McDougald stated he would rather wait until Attorney Fuqua has further information about the U.S. Communities Cooperative Purchasing Network and more information about funding from Clerk Hand before passing a motion to accept option one (1). Commissioner Hall seconded the motion. The motion passed 4-1. Commissioner McDougald opposed.

Commissioner Bailey asked about the warranty on the HVAC system and if there would be a bond. Mr. Hightower stated they would only bond the project if the Board required the bond. Attorney Fuqua stated a bond would be needed. Mr. Hightower stated there is a standard one-year construction warranty. Commissioner Bailey stated he would like a quote of adding 5% spare parts to the quote, because it would be cheaper to buy parts subject to needing replacement now than buying them

separately later. Mr. Hightower stated he could get a quote together to present to the Board. Attorney Fuqua asked if TRANE would have a service contract for the new system. Mr. Hightower stated TRANE would present the Board with a service contract if the new system were installed.

#### **SHARON CHASON, SUPERVISOR OF ELECTIONS – OBSOLETE INVENTORY/OLD VOTING EQUIPMENT**

Ms. Chason requested the old voting equipment be declared surplus so it can be used as a trade in on the new voting equipment. Ms. Chason stated the company is allowing a trade in of \$9,050.00 toward the cost of the new equipment.

- ❖ Commissioner McDougald made a motion to declare the old voting equipment surplus and be used as a trade in on the new voting equipment. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Ms. Chason stated there are ten (10) computers in the storage room on the third floor of the courthouse, and requested the computers be declared surplus so they storage room can be cleaned out.

- ❖ Commissioner McDougald made a motion to declare the computers surplus (obsolete) and junk. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

#### **CALHOUN COUNTY CHILDREN'S COALITION FAMILY AFFAIR EVENT DONATION REQUEST LETTER**

Clerk Hand stated each year for the past several years the Board has donated \$1,000.00 for the annual Family Affair event held at the Civic Center providing school supplies for children. Clerk Hand stated there is funding in the budget for the donation.

- ❖ Commissioner McDougald made a motion to approve the Calhoun County Children's Coalition request for \$1,000. Commissioner Hall seconded the motion. Commissioner Bailey asked if this would be for the current year. Clerk Hand stated yes, the event would be held in August. The motion passed unanimously 5-0.

#### **PUBLIC DEFENDER DISPOSAL OF FILE SERVER**

Clerk Hand stated the Public Defender's Office has three (3) items that are obsolete and no longer in service. Clerk Hand stated a list of the items were included in the Board meeting packet.

- ❖ Commissioner McDougald made a motion to declare the items obsolete and junk. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

#### **TIM JENKS – MAINTENANCE DEPARTMENT**

Mr. Jenks thanked the Board for their consideration on replacing the HVAC system in the courthouse. Mr. Jenks updated the Board on his daily activities with the maintenance department. Mr. Jenks stated the generator pad for the Health Department has been poured and a new roof has been placed on a pavilion at Four Mile Creek. Mr. Jenks stated he has been unable to do any further work on the bathroom at Lamb Eddy boat landing because of the weather or other things coming up. Mr. Jenks stated he would be building a flagpole for the Mossy Pond Library.

Mr. Jenks stated the Health Department is in need of a fire alarm system, and the price is \$1,190.00. Mr. Jenks stated this is the best price that has been found.

- ❖ Commissioner McDougald made a motion to approve the purchase of the fire alarm system. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Commissioner Bailey stated there are some repairs that need to be made at the Chipola River boat landing on Highway 20. Commissioner Bailey stated he was at the landing for the Chipola River Clean-up on June 10, and noticed there were some trees that needed to be cut down, and a slab of concrete a picnic table sits on that has been busted by tree roots that could be a tripping hazard. Mr. Jenks and Mr. Edenfield stated they could work together to make the necessary repairs.

#### **CLIFFORD EDENFIELD – ROAD DEPARTMENT**

Mr. Edenfield requested the Board declare some Road Department items as junk and remove from inventory to be used as parts and for auction. Mr. Edenfield stated there are a few mowers (Assets 1351, 469, and 474) that can be used as spare parts for their other mowers, and what is not used can be sold as scrap metal. Mr. Edenfield stated there is a 2007 F250 Ford truck (Asset 1116) with a blown motor they would like to sell at auction. It would cost about \$11,000.00 to replace the motor and another \$4,000.00 to replace the transmission.

- ❖ Commissioner McDougald made a motion to accept the recommendation of the Road Department Supervisor regarding the surplus items. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Mr. Edenfield stated Shane Johnson, the County beaver trapper, has completed the first quarter of his contract and removed six (6) beavers throughout the county. Mr. Edenfield stated Mr. Johnson has worked with Mr. Jenks and himself, and has gone above and beyond to do his job. Mr. Edenfield requested the Board pay Mr. Johnson for the first quarter of his contract.

- ❖ Commissioner McDougald made a motion to approve payment (of \$500) to Mr. Johnson. Commissioner Bailey seconded the motion. The motion passed unanimously 5-0.

Mr. Edenfield stated interviews for the Road Department Assistant Superintendent have been completed. Mr. Edenfield stated there were two (2) applicants, but one did not meet the minimum requirements. Mr. Edenfield stated Mr. Troy Wood was selected as the Assistant Superintendent.

Mr. Edenfield stated Mr. Tres Downum, one of the motor grader operators, retired on June 1. Mr. Edenfield stated Mr. Ben White has been doing an excellent job as a fill in, and he would like to make an internal promotion of Mr. White to the motor grader position. Mr. Edenfield stated the personnel policy does not allow this, and requested the Board amend their personnel policy to give him the authority to make internal promotions.

- ❖ Commissioner Bailey made a motion to amend the personnel policy to allow for internal promotions. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Mr. Edenfield stated June 9 marked his six (6) month probationary period.

Mr. Edenfield gave the Board an update on the various activities of the Road Department for the past month.

Commissioner McDougald asked if Mr. Edenfield would be advertising for another position at the Road Department with Mr. Downum retiring. Mr. Edenfield stated he would be advertising for a general operator in the next month or so.

- ❖ Commissioner Bailey made a motion to make Mr. Edenfield a permanent Board employee since his six (6) month probationary period is up, and asked the Clerk to look at the Road Department budget for available funds to give a salary increase the first meeting in July. Commissioner Hall seconded the motion. Commissioner Jones asked Mr. Edenfield to tell the Board some of his accomplishments over the past six (6) months. Mr. Edenfield stated he has gotten the Road Department cleaned up, sold the scrap metal and made a profit of \$3,500. Mr. Edenfield stated he has trained employees on new things, and they have done their best to keep projects in the County going. Mr. Edenfield stated there have been an assortment of other ideas and deals that have been done, and he has tried to make sure he has completed everything the Board would like done in the six (6) months he has been employed. Commissioner Hall and Commissioner McDougald stated Mr. Edenfield has been doing a great job at the Road Department since being hired. Commissioner McDougald stated Mr. Edenfield has also created a maintenance schedule for the equipment at the Road Department. Mr. Edenfield stated they have completed maintenance on everything at the Road Department, some items which had - not had maintenance in five (5) or six (6) years. Mr. Edenfield stated they have a schedule now and will work to keep everything on schedule, and will try to save the County money by keeping the equipment well maintained. Commissioner Jones stated he just wanted Mr. Edenfield to be on record stating the things he has accomplished since being hired, and being able to show he has earned a salary increase. Commissioner Jones stated Mr. Edenfield has done a good job, and to keep up the good work. Mr. Jenks stated he believes the Board made a good decision hiring Mr. Edenfield, and he has helped him out a lot over the past six (6) months. Mr. Edenfield stated he is here to work with any department, and will help wherever he can. The motion passed unanimously 5-0.

#### **RITA MAUPIN – DIRECTOR OF LIBRARY SERVICES**

Ms. Maupin updated the Board on the number of patrons, number of titles circulated, and the number of other public services completed by the library in the past month.

Ms. Maupin introduced Ms. Bryanne White to the Board. Ms. Maupin stated about 22 years ago the library received their first grant for computers for the County libraries, and Ms. White's father installed the wiring in all the libraries except Mossy Pond Library. Ms. White stated she feels blessed she has found the perfect job with the library; she loves working with books, computers, and people. Ms. White stated she does troubleshooting with the computer system and revamping the system to speed things up. Ms. White stated her biggest joy working at the library is the virtual library where she teaches. Ms. White stated there is an opportunity to teach each person who comes into the library something. Ms. White stated the library is wonderful environment to work in, everyone is happy and gets along which makes it a joy to be there. Ms. White invited the Board to feel free to call her at any time if they have any questions or need any help with anything.

Ms. Maupin thanked the Board for their support of the library.

Commissioner Bailey asked Ms. Maupin about the meals the library provides for children over the summer. Ms. Maupin stated the school and library have teamed up over the past five (5) years as part of a summer nutrition program for disadvantaged areas. Ms. Maupin stated her staff goes through a two (2) hour training at the beginning of each of the program months to teach them how to handle food properly and that it is served at the right temperature. Ms. Maupin stated there was an inspection last week, and she let each of the Commissioners know the results of the inspection. Ms. Maupin stated there are two (2) libraries without hot water, Hugh Creek and Shelton's Corner, and will cost about \$450 each to install hot water. Ms. Maupin stated she would be able to install the hot water after the beginning of the new fiscal year. Ms. Maupin stated she also talked to the assistant school Superintendent, Ms. Vicki Davis, and she said she did not feel the library was in jeopardy in any way because the libraries are not preparing the meals, only serving the meals. Ms. Maupin stated she provides gloves for her employees to serve the food, and the program has been a success. Commissioner Bailey stated he met two (2) women from Greensboro this morning while in Tallahassee and when he mentioned Calhoun County's library was in the process of feeding children a meal at lunch they were very interested in how they could do this in their town. Ms. Maupin stated there has been a tremendous amount of support to the library from the schools, the county, and the cities in Calhoun County.

#### **DOWLING PARRISH – BUILDING OFFICIAL**

Mr. Parrish updated the Board on his activities with the Building Department over the past month.

Mr. Parrish stated he and Attorney Fuqua have been working on the updated permit fees for the Building Department. Attorney Fuqua stated he emailed the details to the Board for their review.

- ❖ Commissioner Bailey made a motion to approve the proposed permit fees. Commissioner Hall seconded the motion. Attorney Fuqua stated there are two (2) fee schedules, one for the Building Department, and one for the Planning Department. Attorney Fuqua stated he went over the Planning Fees with Mr. Snowden, and modeled the Building Department fees after other counties Mr. Parrish had provided for him. Attorney Fuqua stated he and Mr. Snowden would like to have some accelerated action for the Planning Department, because recently there were advertisement and mailing fees not paid by an applicant, so he has made the fees more inclusive to where those fees are covered and are not left for the County to pay. Attorney Fuqua stated Mr. Parrish is going to work through some of the fees on the proposed fee schedule to make sure they work before adopting them. Attorney Fuqua stated the Board might want to look over the fees and talk to Mr. Parrish, and then adopt the fee schedule at a future meeting.
- ❖ Commissioner Bailey made a motion to table his motion to the last meeting in July. Commissioner Jones seconded the motion. The motion passed unanimously 5-0.

#### **WHITNEY CHERRY – COUNTY EXTENSION OFFICE**

Ms. Cherry stated Ms. Judy Biss is on annual leave this week, and has provided the Board with a printed monthly report for their review. Ms. Cherry stated at the last meeting Commissioner Bailey was appointed to attend the UF Engagement Meeting in October, and before the meeting takes place a summary of the issues faced by Calhoun County needs to be addressed. Ms. Cherry stated the University asked the Extension Office to prepare a preliminary report for the meeting, and Commissioner Bailey

came in and spoke with them about the report. Ms. Cherry stated issue one (1) is the acquisition of economic development and county infrastructure, with the goal being to find and obtain grants geared toward developing, building, and providing basic infrastructure and resources that support economic development. Ms. Cherry stated issue two (2) is economic development with the goal to create additional and varied career opportunities that in turn encourage the retention of the graduating youth as well as the immigration of outside business. Ms. Cherry stated issue three (3) is healthcare with the goal to increase basic healthcare options and facilities for County citizens. Chairman Wise asked if this includes a new hospital. Ms. Cherry stated she could add new hospital to the list of examples they have provided in the preliminary report. Commissioner Bailey stated if there were anything the Board would like to add to the list to let him or Ms. Cherry know. Commissioner Bailey shared his experience on his trip to the Golden Triangle in Mississippi, and how they increased economic development in their area.

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

Mr. Wood asked Board permission to advertise for the purchase of herbicides for the County's right of way spray program. Mr. Wood stated the amount would exceed the purchasing policy for sealed quotes.

- ❖ Commissioner Bailey made a motion to allow the advertisement for herbicides. Commissioner Hall seconded the motion. Commissioner McDougald asked if there was a sole provider for the herbicides. Mr. Wood stated there are several companies who usually answer an advertisement for herbicides, one local company and two in other areas. The motion passed unanimously 5-0.

Mr. Wood stated that last week he and Mr. Jenks met with Jennifer Carver with the Florida Communities Trust, who supervises the stewardship on the two (2) properties at Sam Atkins Park the Board bought in 1998 or 1999. Mr. Wood stated Ms. Carver makes sure the Board is doing the things agreed upon by the previous Board in order to be compliant with the terms of receiving money to buy the properties. Mr. Wood stated Ms. Carver pointed out some signage needs to be put up and the equestrian trail needs to be mapped, so nothing extensive has to be done in order to be fully compliant with the terms of purchase.

Mr. Wood stated Sheriff Kimbrel informed him he received through the state \$145,000 for the purpose of demolishing the old jail and building a kitchen for the new jail. Mr. Wood stated they currently use the kitchen in the old jail to cook for the inmates. Mr. Wood stated Sheriff Kimbrel had originally applied for \$500,000 but was only approved for \$145,000. Mr. Wood stated the Board would need to think about what direction they would like to go with the demolition of the building because there is some asbestos that will have to be removed before the building can be demolished. Mr. Wood stated there is some further research that needs to be done to find out how much it would cost to build a new kitchen. Commissioner McDougald stated he has been through the old jail and has talked to several different building inspectors who have stated the jail is structurally sound. Commissioner McDougald stated using the building for a jail again would probably not be permissible, and the building needs some work done, but was curious if the money could be used toward the asbestos abatement and the other improvements needed including the kitchen renovation. Commissioner McDougald stated he would hate to see a building that is structurally sound be torn down. Commissioner McDougald stated most of the rooms on the third floor of the courthouse are used for storage, and if there were ever a need for more office space the old jail would be another place for records and other things to be stored.



Commissioner McDougald asked the Board to take the idea under advisement, go for a tour through the old jail, and see if another solution can be thought of other than tearing the building down.

Commissioner Bailey stated the library at Mossy Pond lost power yesterday, and inquired about the repair of the generator. Mr. Wood stated he has the part in the back of his truck, and Ringpower would be coming to install the part this week. Mr. Wood stated once the generator is running again the Board will need to make a decision to either use the generator to power the library when there is a power outage, or to use the generator in emergencies when the library is being used as a shelter. There was further discussion about the generator. Commissioner Bailey stated he would rather the generator be run manually, so it can be turned on whenever it is needed instead of coming on every time there is a power outage. Mr. Wood stated the generator should be operable by the end of the week.

#### **CHELSEA SNOWDEN – PROJECTS AND GRANTS COORDINATOR**

Ms. Snowden stated she would like to thank Mr. Edenfield for taking her out on the jobs she has been a part of, it has been a big help. Ms. Snowden stated between Mr. Edenfield, Mr. Ford, Ms. Smith, and herself, she feels they have a great team and have a good handle on the projects in the County right now.

Ms. Snowden stated the preconstruction meeting for the Matthew Wood/Charlie Wood Road project would be held on June 20 at 2:00 pm, and will be held in the EOC (Emergency Operations Center). Ms. Snowden stated there has been an approved time extension from DOT to extend the grant from June 30 to November 30.

Ms. Snowden stated she has the agreement for signature for CEI Services with David H. Melvin, Inc. Consulting Engineers for the Roy Golden Road SCRAP project. Ms. Snowden stated they negotiated the agreement amount to \$26,624.70. Ms. Snowden stated the grant amount is for \$27,450, so there were extensive negotiations in order to get within the agreement amount, as well as the advertisement costs. Ms. Snowden stated the grant has been extended from June 30 to October 31.

Ms. Snowden stated Musgrove/Buddy Johnson Road has been sent to FDOT for approval on changes to get the project within budget. Ms. Snowden stated there is a time extension to November 30 for the project.

Ms. Snowden stated Carlos Peavy Road has been paved, and they are finishing up on the project. Ms. Snowden stated the project has been extended to July 31 in order to close out the grant.

Ms. Snowden stated Mr. Ford has been working hard on the design schedule for projects and it is looking like all projects are on schedule and will not require any further time extensions, other than any construction issues that may arise. Ms. Snowden stated the River Street project plans at 90% have been submitted to DOT for approval, so the project is a little ahead of schedule.

Ms. Snowden stated she and Ms. Smith have been working on a historical grant with Ms. Geraldine Sheard for the relocation and rehabilitation of a home she has donated to Clay Mary Park. Ms. Snowden stated she and Ms. Smith met with Ducky Johnson House Movers yesterday for a quote on moving the

home. Ms. Snowden stated she would continue to work with Ms. Sheard on the grant, which is due on Thursday June 15.

Ms. Snowden stated next Wednesday, June 21, the Florida Boating Improvement Plan application ranking will be in Tallahassee at 9:00 a.m. Ms. Snowden stated an application was submitted for approval in April on Neal Boat Landing, and she is interested in going and gaining insight on how our County will rank and see if the project may be approved or not.

**JUSTIN FORD, DEWBERRY ENGINEERS, INC./PREBLE-RISH – COUNTY ENGINEER**

Mr. Ford stated he hopes to have the John F. Bailey Road project submitted to FDOT for the 90% complete review by the end of the week, and the Suggs Attaway Road project submitted by the end of next week. Mr. Ford stated CR 549/John G. Bryant Road is coming along, and he received plans back today that are about 80% complete. Mr. Ford stated he is waiting on some structural designs on the box culvert extensions because the road is being widened and takes a specialized design.

Mr. Ford stated the Ocheessee Landing Road project is making progress, but they have been set back some with all the rain we have had.

Mr. Ford stated the Jim Godwin Road project has not been started yet, and was found by the Clerk's Office today to be over budget. Mr. Ford stated he has already talked to Roberts & Roberts, Inc., who was awarded the bid, and will be sitting down with them tomorrow to reduce the cost and get the project within budget. Mr. Ford stated he is skeptical they will be able to get the project within budget, and will likely have to request a version from FEMA to request additional funds to complete the project. Commissioner Bailey asked how much over the budget the project went. Mr. Ford stated the project is about \$100,000 over budget. Mr. Ford stated hopefully if they could demonstrate to FEMA that they have reduced the cost of the project as much as they possibly can, FEMA would give additional funds to make up the remainder of the cost of the project.

Mr. Ford presented a handout to the Board regarding the Catalyst Site project. Mr. Ford stated North Florida Construction, Inc. was the low bidder on the Catalyst Site project. Mr. Ford stated there is \$189,000 available for construction, and their bid came back at \$122,000. Mr. Ford stated in the original bid there were supposed to be some repairs to the elevated tank included in the project, but these repairs were inadvertently left out. Mr. Ford stated he has gotten pricing from North Florida Construction, Inc. to include these repairs, which are listed on the handouts provided to the Board. Mr. Ford stated several years ago, there was an evaluation of the elevated tank and the evaluation showed a number of items that needed attention. Mr. Ford stated some of the items were more critical than others, which were noted in the report. Mr. Ford stated some of the improvements were completed when the water line was extended to the Tri-County Ag Park. Mr. Ford stated US Tank came out and looked at the tank, at no cost, and gave an opinion on how to prioritize what needed to be done the most. Mr. Ford stated US Tank provided a list, and there were only two items they recommended repairing, which were recoating the tank interior and replacing the existing drain valve. Mr. Ford stated the cost of recoating the tank is \$48,260 and the cost of replacing the drain valve is \$3,365. Mr. Ford stated there are adequate funds to complete the two (2) items if the Board wishes to include them in the contract. Mr. Ford stated even with the two (2) items, there would still be \$16,000 remaining in the

grant and the Board could choose to also do a few of the other items on the list with this money as well. Mr. Ford stated he would recommend doing two (2) suggested improvements since there have been two (2) different agencies who reviewed the elevated tank and made those recommendations. Mr. Ford stated he could have the change order ready for the next meeting if the Board decides to move forward. Mr. Ford stated either the Board could decide to do a change order to include the two (2) items in the contract or they could bid the projects out separately. There was further discussion about the elevated tank.

- ❖ Commissioner Bailey made a motion to bid out recoating the elevated tank and replacing the drain valve. Commissioner McDougald seconded the motion. The motion passed unanimously 5-0.

Commissioner Bailey inquired about Sam Duncan Road. Mr. Ford stated this road has a HMGP (Hazard Mitigation Grant Program) and a FEMA PW for work to be done. Mr. Ford stated these two (2) projects conflict with one another, one is to add mitered end section to a pipe, and the other is tearing the pipes out, replacing them, and adding head walls. Mr. Ford stated they have requested clarification from FEMA on the project and are still waiting to hear back from them. There was further discussion about the work on Sam Duncan Road. Commissioner Bailey inquired about Bears Head Road. Mr. Ford stated the design portion of the HMGP has been completed and they are now waiting on the construction funding to be released. Commissioner Bailey inquired about Black Bottom Road and Troy McCroan Road. Mr. Ford stated these roads are the same as Bears Head Road; they are waiting for construction funds to be released. Commissioner Bailey inquired about Coy Lindsey Road. Mr. Ford stated Coy Lindsey, Amaziah Peacock, and potentially Sam Duncan Road, still have to be advertised. Mr. Ford stated Coy Lindsey is almost ready to be bid out, and he anticipates Coy Lindsey and Amaziah Peacock will be ready to be bid out in next week's paper. There was further discussion about the work to be done on the two (2) roads.

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

Clerk Hand asked on behalf of the Veteran's Service Office for the Board to declare obsolete and junk an old 2007 laptop computer (Asset 1187) that is no longer functional.

- ❖ Commissioner Bailey made a motion to declare the old computer obsolete and junk. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

Clerk Hand 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 space is located in the Historical Calhoun County Courthouse where the Sheriff's Office is located, and this Memorandum of Support and Commitment is how they provide the match for the grant.

- ❖ Commissioner Hall made 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. Commissioner Bailey seconded the motion. The motion passed unanimously 5-0.

Clerk Hand stated when the review of the Weatherization program took place, it was asked if the County had an indirect cost plan in place for the program. Clerk Hand stated the County does not have an approved indirect cost plan, and since the county has never had one of these plans a 10% plan could be

chosen. Clerk Hand stated if the Board would rather choose a different rate, a study will have to be done which is expensive.

- ❖ Commissioner McDougald made a motion to adopt the 10% indirect cost plan. Commissioner Hall seconded the motion. The motion passed unanimously 5-0.

### **ATTORNEY FUQUA**

Attorney Fuqua stated he has been working on the airport ordinance, and has provided the Board with a copy of the ordinance. Attorney Fuqua stated the ordinance has been advertised for the next meeting, and DOT has requested a few changes but they will be using the ordinance as their model for other counties.

Attorney Fuqua asked the Board to review the fees for the Building Department and the Planning Department and let him know if there are any questions or concerns with the fees.

Attorney Fuqua stated his office would be giving an ethics seminar one Friday in October if any of the Commissioners were interested in attending. Attorney Fuqua stated he would let the Board know when a date has been set.

Commissioner McDougald inquired about the airport ordinance and asked if there would be a public hearing. Attorney Fuqua stated the ordinance would be advertised for a public hearing at the next Board meeting. Attorney Fuqua stated he has loosened the ordinance up some because the original ordinance stated no homes could be built in the airport restriction zone, and there are some property owners in the area who may want to build a single family home on their property. Commissioner Bailey asked if there were height restrictions on what could be built. Attorney Fuqua stated there would be height restrictions.

### **COMMISSIONER TIME**

#### **COMMISSIONER MCDOUGALD**

Nothing to report.

#### **COMMISSIONER JONES**

Commissioner Jones stated he would like someone to look into finding funding to build more baseball fields at Sam Atkins Park to bring in more travel ball tournaments and draw people into the County. Ms. Kristy Terry stated this would be a great idea and it has been talked about, but none of the larger tournaments have been pursued to host in Calhoun County. Ms. Terry stated the County has hosted a smaller Dixie League tournament, but there is really no more room at the park for more fields. Ms. Terry stated when people come for the Dixie League tournaments the closest place for them to stay is in Marianna. Ms. Terry stated when they do come goody bags are given out with all the restaurants and shops listed along with coupons to use in town. Ms. Terry stated moving forward, she would look for things like the little league tournaments the county could benefit from.

Commissioner Jones stated he would be out of town and unable to attend the next Board meeting.

Commissioner Jones yielded some time to Ms. Carrie Baker. Ms. Baker stated she had an incident Friday with a public records request. Ms. Baker stated she talked with Clerk Hand and got some information from her, and then went to see Ms. Snowden to get a list of all the sidewalks that have been done by the County for a study she was doing. Ms. Baker stated Ms. Snowden did not give her the answers she was looking for and made her feel like she was being a nuisance. Ms. Baker stated no citizen should have to endure what she did. Ms. Baker stated she does not want to be a nuisance to the county, she just wants answers and to better her community and the county. Ms. Baker asked the Board to let their employees know they should not make anyone feel like a nuisance when they are speaking with a citizen in the community. Ms. Baker stated she just wanted to make the Board aware of the incident, and apologized to Ms. Snowden if she had said anything to offend her. Ms. Snowden asked to approach the Board, and stated she directed Ms. Baker to the public records office if she had a public records request. Ms. Snowden stated Ms. Baker was very persistent with her, and she got firm with her. Ms. Snowden stated she has no apology for Ms. Baker at this time, and she has two (2) witnesses who were in the office at the time the encounter occurred. Ms. Snowden stated she would be happy to explain her actions with anyone after the conclusion of the meeting, and if there are any further questions Bobby Jo Chambers and Adam Johnson were in the office at the time of the encounter and can explain what was said that day.

#### **COMMISSIONER BAILEY**

Commissioner Bailey stated he asked Ms. Sandy Kelly to come to the meeting tonight to discuss the Weatherization program. Commissioner Bailey stated there has only been one job completed with the current contract, and the new contract for next year has been received. Commissioner Bailey stated there is only one contractor working on the Weatherization jobs, and there are three (3) more that need to be bid out to make the ten (10) required jobs for the contract. Commissioner Bailey stated the County needs more contractors who will do the program. Commissioner Bailey stated the contracts are backdated, so when they are signed the county is already a couple months behind and still trying to finish the previous year's contract. Ms. Kelly stated the 2016 contract has been extended and is supposed to close out in September of this year. Ms. Kelly provided the Board with the new 2017 contract, and if accepted the contract will run from now until next year, ending March 31, but will likely be extended because this would not give a full year to complete the jobs. Ms. Kelly stated the contract for 2017 is different from 2016, and directed the Commissioners to a breakdown of the total award amount. Ms. Kelly stated that out of \$134,000.59 they are allowing \$10,162.00 to spend per unit, which does not add up. Commissioner Bailey stated Weatherization would like the new contract to be signed and returned to them after tonight's meeting, but he wanted to discuss the contract with the Board to get more input on the issue. Chairman Wise asked if there were enough contractors to complete the jobs on time if this would be a major issue. Ms. Kelly stated Weatherization has changed so much, where they used to replace doors, windows, hot water heaters, and roofs, they are now going more toward air quality. Ms. Kelly stated they will not replace any of these items, and the work being done is not visible to the homeowner. Ms. Kelly stated homeowners want things Weatherization is no longer doing. There was further discussion about Weatherization. Commissioner McDougald asked if there was only one contractor who could bid on Weatherization jobs. Ms. Kelly stated she only has one contractor who is willing to bid on the Weatherization jobs. Commissioner Bailey stated the contractor also had some SHIP jobs and was a little behind on those, and then was the only bidder on the Weatherization jobs so that is why all the jobs are running behind. Ms. Kelly stated there is not enough money in Weatherization to

make it worthwhile to the contractors. Chairman Wise asked if the program is helping people. Ms. Kelly stated in years past, Weatherization work would help to lower the homeowner's power bill, but now a device is required to be installed for air quality that runs on electricity for 35 to 45 minutes per hour, which increases the electric bill. There was further discussion about the Weatherization program. Ms. Kelly stated there have not been enough Weatherization jobs done with the new rules to know if it is helping people or not. Chairman Wise asked if there were more contractors who would bid on Weatherization jobs if there would be less problems. Ms. Kelly stated if there were more contractors things would work smoother. Chairman Wise stated years ago there were carpentry crews employed by the County who would do the work on these programs. Ms. Kelly stated this is what other counties are starting to utilize. Ms. Kelly stated Tallahassee has on staff contractors and Quality Control Inspectors (QCI), which makes it easier for them to do the Weatherization program. Ms. Kelly stated training for QCI is very expensive, and they have to go to either Atlanta or South Carolina for the training. Chairman Wise asked if the county hired a carpentry crew if they could be trained to do QCI. Ms. Kelly stated they could be trained, but the QCI could not do the work. They would only be able to do the inspections. There was further discussion about QCI and training. Chairman Wise stated he does not want to lose Weatherization and put other programs like SHIP in jeopardy. Mr. Wood asked if there was an outside organization who would run the Weatherization program. Ms. Kelly stated the Community Action Agency out of Tallahassee is doing Weatherization in our whole area. Ms. Kelly stated Liberty County has already done away with Weatherization and she had a citizen from Liberty County come here and ask if we could help them, and she sent them to Tallahassee because they will service our area. Mr. Parrish stated the Community Action Agency would service our County if we opt out of the Weatherization program, and they have the employees to complete the jobs. Ms. Carrie Baker stated there is a Community Action office on the third floor of the courthouse who would be able to help anyone who needed Weatherization work if the county no longer handled the program. There was further discussion about the Weatherization program. Mr. Wood stated if the agency in Tallahassee could perform all the Weatherization projects since they have the staff, this may solve all the problems we are having since we have only one contractor willing to bid on the jobs. Ms. Baker stated the Weatherization service would still be provided to the county, citizens would just go to the Community Action office instead of Ms. Kelly. Commissioner Bailey stated the administration for the program to the county is only \$6,702.95. Ms. Baker stated other counties throughout the state do not handle their Weatherization programs; there are other non-profit organizations who handle the program. There was further discussion about the Weatherization program. Chairman Wise asked if there was a possibility if the new grant could be assigned to the Community Action Agency. Ms. Kelly stated Calhoun County would need to reject the contract, and Tallahassee would probably send the funds to the Community Action Agency to service this area. Chairman Wise asked if there was time to think about accepting the new contract. Ms. Kelly stated there is a little time, but the Weatherization program has already called her this morning asking about the status of the contract. Ms. Kelly stated she could call them and let them know the Board would like more time to consider the contract. There was further discussion about the contract. Chairman Wise asked Mr. Parrish if he had any thoughts about the Weatherization contract. Mr. Parrish stated he believed the county would be better off giving up the Weatherization contract. Chairman Wise stated the Board might need to think about the contract and let Ms. Kelly know their decision at a future meeting. Ms. Kelly stated there was a little time, but Weatherization wants the contract back as soon as possible. There was further discussion about Weatherization. Commissioner Bailey suggested the Board discuss the issue further at the next meeting or the first meeting in July.

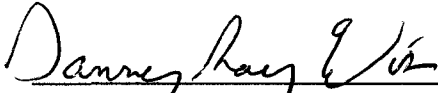
**COMMISSIONER HALL**

Nothing to report.

**CHAIRMAN WISE**

Nothing to report.

There being no further business, the meeting adjourned at 8:55 p.m., CT.

  
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DANNY RAY WISE, CHAIRMAN

ATTEST:

  
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CARLA A. HAND, CLERK