

OCTOBER 14, 2014
PORT ST. JOE, FLORIDA
REGULAR MEETING

The Gulf County Board of County Commissioners met this date in regular session with the following members present: Chairman Ward McDaniel, Vice Chairman Carmen L. McLemore, and Commissioners Joanna Bryan, Tynalin Smiley, and Warren J. Yeager, Jr.

Others present were: County Attorney Jeremy Novak, Clerk Finance Officer Sherry Herring, Deputy Clerk Leanna Roberts, Chief Administrator Don Butler, Assistant Administrator Michael L. Hammond, Deputy Administrator Lynn Lanier, Deputy Administrator Brett Lowry, Building Official Lee Collinsworth, Building Inspector George Knight, Gulf County E.M.S. Director Houston Whitfield, Grant Coordinator Towan Kopinsky, Maintenance Superintendent Steve Mork, Mosquito Control Director Mark Cothran, Preble-Rish, Inc./County Engineer Clay Smallwood, III, Public Works Director Joe Danford, Sheriff Mike Harrison, and, T.D.C. Executive Director Jennifer Jenkins.

Sheriff Harrison called the meeting to order at 8:57 a.m., E.T.

Chairman McDaniel opened the meeting with prayer and led the Pledge of Allegiance to the Flag.

CONSENT AGENDA / INFORMATION PACKET

Chairman McDaniel called for public comment regarding the Consent and/or the Information Packet. Tom Semmes, of Wewahitchka appeared before the Board to discuss Pages 42-43 (Item #3) of the Consent Agenda regarding awarding Bid #1314-30 for the consultant services for the 2014 small county road paving projects; inquiring about the percentage amount and the list of roads for this project. Chairman McDaniel instructed the Clerk to hold Mr. Semmes time while Board and Staff speak. Chief Administrator Butler discussed the road paving projects and the percentage to be paid for consultant services. Upon inquiry by Mr. Semmes, Chief Administrator Butler reported that there was only one bidder for this project. After discussion regarding the bid for the county road paving projects, Deputy Clerk Roberts requested that Page 7, (Item #1) from the Consent Agenda regarding the September 9th meeting minutes be replaced with the corrected page provided to the Board for review, County Attorney Novak discussed Page 78 (Item #7) of the Consent Agenda for the Solo Printing invoice, requesting that this invoice be paid contingent upon a signed contract. Commissioner Yeager stated he will abstain from Pages 42-43 (Item #3) of the Consent Agenda for the awarding of Bid #1314-30 to Preble-Rish, Inc. Upon inquiry by Commissioner Bryan, Clerk Finance Officer Herring discussed Page 90 (Item #12) of the Consent Agenda regarding the proposed C.D.B.G. 2014 grant funding resolution. After discussion, Commissioner Bryan requested that Page 90 (Item #12) of the Consent Agenda be pulled and resubmitted with corrections. Commissioner

Smiley motioned to approve the Consent Agenda, with all changes and corrections. Commissioner McLemore seconded the motion. Chairman McDaniel called for public comment regarding Consent Agenda or Information Packet. Commissioner Bryan discussed Page 13 (Item D) of the Information Packet regarding advertising for sealed bids (Bid #1415-01) for a Restore Act Consultant, inquiring where this notice is advertised. County Attorney Novak reported that the notice was advertised in the local newspaper, The Star. After discussion regarding advertising to receive sealed bids for a Restore Act Consultant with the FAC and NACo, Deputy Administrator Lanier reported that notices to receive sealed bids, in addition to advertising the local newspaper are also advertised in the Florida Bid Reporting Service and Construction Data Fax. County Attorney Novak reported that the Notice was also posted on the County website. Commissioner Yeager discussed his concerns regarding spending additional money to advertise and discussed placing the Notice on FAC and NACo at no cost to the County (free service). Clerk Finance Officer Herring discussed the correction to the proposed resolution that was pulled from the Consent Agenda. The Board had no objection placing the proposed 2014 C.D.B.G. grant funding resolution back into the Consent Agenda, subject to correction. Chairman McDaniel called for public comment. There being no further comment, the motion then passed 4 to 0, with Commissioner Yeager abstaining due to having a working relationship with Preble-Rish, Inc., <FORM 8B on File in the Clerk's Office> as follows:

1. Minutes - August 12, 2014 – Correction to the Minutes Regular Meeting
 - September 9, 2014 - Regular Meeting
 - September 10, 2014 - Budget Hearing
 - September 22, 2014 - Final Budget Hearing
2. Approval of Checks and Warrants for September, 2014 which are Incorporated herein by reference, pursuant to Chapter 136.06 F.S.
3. Bid Award - Bid #1314-30 * Consultant Services for 2014 Small County Road Paving Projects (Preble-Rish, Inc. * 7% for Design & 5.5% For CEI Services)
4. Budget Amendment #5 - General Fund (Amend the FY 2013-2014 Budget for the General Fund by reducing County Planner & Opportunity Florida Program & increasing the Board of County Commissioners Budget by \$6,456.00 to cover County Dues)
 - Budget Amendment #6 – General Fund (Amend the FY 2013-2014 Budget for the General Fund by reducing Revenue for Infrastructure & increasing Honeyville Community Center Budget by \$6,700.00 for the purchase of a new air Conditioning Unit)
5. Contract - FL Department of Environmental Protection (Amendment #1 * Beach Lighting Grant Contract #S0695)

6. Inventory – Animal Control (Surplus Dog Box * Asset Transfer to Public Works * 2003 White Chevrolet K1500 * Vin# 1GCEK14V63Z318832 * Asset Transfer to Gulf County Detention Facility * 2003 Ford F150 Truck * Vin# 1FTRF17W53KA21411)
 - Fire Coordinator (Junk * #3334 * Jaguar Portable Radio * #3335 * Jaguar Portable Radio * #3336 * Jaguar Portable Radio * #3337 * Jaguar Portable Radio * #3338 * Jaguar Portable Radio * #3339 * Jaguar Portable Radio)
 - Gulf County Health Department (Asset Transfer to County for Surplus * WEWA CHO * Server Cabinet/Rack * WEWA CHO * Server Cabinet/Rack * Asset Transfer to Prosonic * #130730 * Prosonic Cleaner 1000MT * Serial Number 10107736G * Asset Transfer to Jackson County FDOH * HP Laser Jet 2100TN * Serial Number USGW108849 * HP Laser Jet 2000TN * Serial Number USGW133654 * HP Laser Jet 22000 * Serial Number JPGGC40808 * #13041 * HP Laser Jet 2300DN * Serial Number CNBC12219 * HP Laser Jet 2100TN * Serial Number USGZ109235 * HP Laser Jet 2200D * Serial Number JPGGC40801 * HP Laser Jet 2100 * Serial Number USCD080243 * HP Desk Jet 930C * Serial Number MX0611S118 * HP Office Jet AIO 4215 * Serial Number CN54RGI3B6 * HP Photosmart C5580 AIO * Serial Number MY95CC20SK * HP Photosmart C5580 AIO * Serial Number MY95CC20RN * HP Laser Jet 1020N * Serial Number VNB3P09778 * HP Laser Jet 2300DN * Serial Number CNBGH41305 * #130404 * HP Laser Jet 2300DN)

7. Invoices – Ferguson Group, LLC – Federal Lobbyist (Invoice #0814553 * \$34.44 * to be paid from Account #21111-31200)
 - Rumberger Kirk & Caldwell - General Employment Matters (Invoice #801927 * \$240.00)
 - Solo Printing – Bid #1314-29 (Invoice #45092 * 2015 Visitor Guide * \$55,927.89 * to be paid from Account # 27452-47000)
 - UniFirst Corporation (Public Works * Invoice #2710079770 * \$240.02 * Invoice #2710079771 * \$247.30 * Invoice #2710079772 * \$305.47)

8. Letter of Support - Division of Historical Resources (2016 Special Category Grant * City of Port St. Joe * Cape San Blas Lighthouse Relocation, Phase III)
9. Proclamation -2014 Florida Manufacturing Month (October, 2014)
- Pancreatic Cancer Awareness Month (November, 2014)
10. Recommendation - Regularly Scheduled BOCC Meetings (Cancel November 11, 2014 & December 23, 2014 Meeting Dates)
11. Request for Funds - Gulf County Supervisor of Elections (2014-15 Budget * \$30,275.00 * to be paid from Fund 24119)
12. Resolution - C.D.B.G. (2014 Grant Funding * \$663,530.00), as follows:

RESOLUTION NO. 2014-43

WHEREAS, the Gulf County Board of County Commissioners of Gulf County, Florida, has unanticipated revenue in the C.D.B.G. Fund from 2014 Grant Funding.

WHEREAS, said Revenue is needed to help pay expenditures incurred in Fiscal Year 2013-2014 for grant approved expenses.

NOW, THEREFORE, BE IT RESOLVED, as follows:

The 2013-2014 Fiscal Year Budget be amended, as follows:

COMMUNITY DEV. BLOCK GRANT FUND

	Original Budget	Increase (Decrease)	Amended Budget
<u>REVENUE:</u>			
11331-50000 CDBG CDBG Disaster Recovery Grt	0.00	663,530	663,530
<u>EXPENDITURES:</u>			
113554-31000 CDBG Professional Services	0.00	69,170	69,170
113554-32000 CDBG Accounting & Auditing	0.00	4,462	4,462
113554-40000 CDBG Travel & Per Diem	0.00	261	261
113554-49000 CDBG Other Curr. Charges, Oblig.	0.00	1,440	1,440
113554-49200 CDBG Legal Advertising	0.00	1,212	1,212
113554-82000 CDBG Aid to Private Organizations	0.00	586,985	586,985

THIS RESOLUTION ADOPTED by the Gulf County Board of County this 14th day of October 2014.

(End)

- Wireless 911 (2014 Grant Funding * \$38,781.00), as follows:

RESOLUTION NO. 2014-44

WHEREAS, the Gulf County Board of County Commissioners of Gulf has unanticipated revenue in the Wireless 911 Fund from 2014 Grant Funding.

WHEREAS, said Revenue is needed to help pay expenditures incurred in Fiscal Year 2013-2014 for grant approved expenses.

NOW, THEREFORE, BE IT RESOLVED, as follows:

The 2013-2014 Fiscal Year Budget be amended, as follows:

WIRELESS 911 FUND

	Original Budget	Increase/ (Decrease)	Amended Budget
<u>REVENUE:</u>			
12534-24000 Rural County Grant-W911	0.00	38,781	38,781
<u>EXPENDITURES:</u>			
25125-34000 Other Services	0.00	28,964	28,964
25125-64001 Equipment >\$5000	0.00	9,817	9,817

THIS RESOLUTION ADOPTED by the Gulf County Board of County Commissioners, this 14th day of October 2014.
(End)

- Supporting Grant Application (Cape San Blas Lighthouse Relocation Project, Phase III), as follows:

RESOLUTION NO. 2014-45

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF GULF COUNTY, FLORIDA SUPPORTING A GRANT APPLICATION BY THE CITY OF PORT ST. JOE FOR THE PHASE III CAPE SAN BLAS LIGHTHOUSE RELOCATION PROJECT.

WHEREAS, the City of Port St. Joe, Florida will apply to the Bureau of Historic Preservation of the Division of Historical Resources for a Phase III Cape San Blas Lighthouse Relocation Grant for improvements to certain City property known as the Cape San Blas Lighthouse; and

WHEREAS, the Board of City Commissioners has determined that as a necessary part of that application certain resolutions need to be made; and

WHEREAS, the City of Port St. Joe, Florida recognizes the City Manager as the official authorized to act on behalf of the City in such matters and further acknowledges that his signature shall be binding upon the City in such matters; and

WHEREAS, The City Clerk shall be responsible for grant application and project management,

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners hereby supports the grant application of the City of Port St. Joe, Florida.

THIS RESOLUTION ADOPTED THIS 14th day of October, 2014, by the Board of County Commissioners of Gulf County, Florida.
(End)

13. Tax Collector - 2014 Tax Roll Extension
(End)

RESTORE ACT CONSULTANT ADVERTISEMENT

After discussion by Commissioner Bryan regarding Page 13 (Item D) of the Information Packet (Bid #1415-01 - Restore Act Consultant), she then motioned to advertise this Notice with FAC and NACo if available as a free service or as long as it is not too costly. Commissioner Yeager seconded the motion. Chairman McDaniel called for public comment. There being no further comment, the motion passed unanimously.

INFORMATION PACKET

County Attorney Novak discussed Section A (page 1) of the Information Packet regarding the Letter of Intent and Declaration for FAC 2nd Vice President for District IV, noting it should reflect District V and requested the cover sheet be corrected.

DISTRICT III COMMISSIONER COMMUNICATIONS

Leonard Burrows, of Overstreet appeared before the Board to discuss his concerns regarding not receiving a call back from Commissioner Bryan regarding the grass needing to be cut in Overstreet. After discussion by Mr. Burrows, Commissioner Bryan stated she has not heard from Mr. Burrows since the last time he appeared before the Board. She reported that she does not manage the mowing of the inmate Workcrews; noting there is an Ordinance in place that states that Chief Administrator Butler is over this matter. Commissioner Bryan provided Mr. Burrows her cell phone number. After discussion, Chairman McDaniel discussed Mr. Burrows' concerns and suggested that Mr. Burrows compare the number he has to the number that was provided to him today by Commissioner Bryan. After further discussion by Mr. Burrows, Chief Administrator Butler discussed the day that Mr. Burrows came into the Administration Office; suggesting to Mr. Burrows that he try contacting Commissioner Bryan through an email. He stated that the inmate Workcrews are controlled largely by the Commissioners. After discussion by Commissioner Bryan, Chief Administrator Butler, and Mr. Burrows, Chairman McDaniel

suggested that Mr. Burrows meet with Commissioner Bryan after today's meeting or call her to discuss his concerns.

MONOFILAMENT RECYCLING CONTAINERS

Jessica McKenzie, on behalf of National Oceanic and Atmospheric Administration (NOAA) and University of Florida (UF) appeared before the Board to discuss installing monofilament recycling containers at designated locations on the beaches of Gulf County (locations being: Dunes Drive, Cape Palms park, Stumphole Public Walkover, Stumphole Rock Revetment, Bay and Gulf Side of Salinas Park, Frank Pate Park, and Jetty Park). She reported that they will be responsible for the installation, maintenance, and all the cost associated with this project. After discussion by members of the Board, Commissioner Yeager motioned to allow Ms. McKenzie to move forward with this project. Commissioner Bryan seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously.

PORT THEATRE

Paula Pickett, on behalf of the Port Theatre Art & Culture Council appeared before the Board to report that the Port Theatre Art & Culture Council is under contract to purchase the Port Theatre and they are requesting a letter of support from the Board. She reported that the Council has applied for a historical grant and the ranking will be posted in January, 2015. Commissioner Bryan motioned to approve a letter of support. Commissioner Yeager seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously.

PUBLIC HEARING – SUPPLEMENTAL BUDGET

After discussion by Clerk Finance Officer Hearing, the Board had no objection to holding a public hearing on November 24, 2014 at 5:01 p.m., E.T. to discuss and approve the supplemental budget.

TOURIST DEVELOPMENT COUNCIL

T.D.C. Executive Director Jenkins appeared before the Board to discuss the monthly report for September, 2014.

OUTPOST DESIGN CHANGE ORDER

Upon request by T.D.C. Executive Director Jenkins, Commissioner Yeager motioned to allow T.D.C. Executive Director Jenkins to work with County Attorney Novak to complete a change order with Outpost Design, not to exceed \$6,000.00 (one time cost). Commissioner Bryan seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously.

GHOST ON THE COAST

After discussion by T.D.C. Executive Director Jenkins, Commissioner Yeager motioned to allow T.D.C. to submit \$500.00 to the City of Port St. Joe for the Ghost on the Coast event. Commissioner McLemore seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously.

TDC ANNUAL MEETING/LEAVE NO TRACE

T.D.C. Executive Director Jenkins reported that an annual T.D.C. meeting will be held on October 28, 2014 at the Capital City Bank Building at 5:00 p.m., E.T. to discuss the additional one cent bed tax and leave no trace behind. She encouraged the public to attend.

APPOINTEE – TOURIST DEVELOPMENT COUNCIL

Commissioner McLemore motioned to appoint Jerry Hart, Bill Kennedy, Jeri Ashcraft, and Caroline Burke to serve on the T.D.C. Board. Commissioner Smiley seconded the motion for discussion. After discussion, Chairman McDaniel called for public comment. Julia Cunningham, of Cape San Blas appeared before the Board to discuss her concerns regarding following policy and the need for a balance on the T.D.C. Board. David Warner, T.D.C. Chairman appeared before the Board to discuss the T.D.C. board members and the appointments. Commissioner Yeager motioned to allow Mr. Warner additional time to speak. Commissioner Smiley seconded the motion. Mr. Warner discussed the T.D.C. members that are falling off that serve on various subcommittees. After discussion by members of the Board, Ronald Pickett, of the T.D.C. Board appeared before the Board to discuss his concerns regarding the term limit policy and limiting the selection of appointments based on their homestead. Dawn Newberry appeared before the Board to discuss the appointments to the T.D.C. Board; expressing her desire to serve. After further discussion, Chairman McDaniel called for public comment. There being no further discussion, the motion then passed unanimously.

POLICY – TERM LIMIT

Commissioner Bryan moved to revise the Term Limit Policy regarding the two term limit; that after serving two terms, members can be reappointed by a unanimous vote of the Board. Commissioner Yeager seconded the motion. Chairman McDaniel called for public comment. There being no public comment. The motion passed 4 to 1, with Commissioner McLemore voting no. County Attorney Novak stated he will place the proposed revised term limit policy in the October 28th Agenda for approval. Upon inquiry by Commissioner Yeager, County Attorney Novak discussed changing the seat terms and bringing a recommendation to the Board. Commissioner Yeager motioned to allow County Attorney Novak and T.D.C. Executive Director Jenkins to work on the seat terms and bring a recommendation back to the Board. Commissioner Bryan seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously.

RECORDS MANAGEMENT – E.M.S.

E.M.S. Director Whitfield appeared before the Board to report that a cleanup of the storage building for E.M.S. has been done and there are 49 banker boxes of records dating from 1993 to 2007 that needs to be disposed of. He requested approval from the Board to send these records to the incinerator for destruction. Commissioner Yeager motioned to approve this request as long as it follows Statute and policy. Commissioner Bryan seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously. County Attorney Novak requested

approval to work with E.M.S. Director Whitfield regarding the custody of documents. The Board had no objection to this request.

CATERPILLAR EXCAVATOR REPAIR – PUBLIC WORKS

Solid Waste Director Danford appeared before the Board to report that Public Works will be working on the Caterpillar Excavator, estimating that the parts will cost approximately \$9,200.00. Upon inquiry by Commissioner McLemore, Solid Waste Director Danford stated these funds will be paid out of the Public Works Budget.

CHANGE ORDER – COUNTY ROAD 386 PROJECT

Following discussion by County Attorney Novak, Commissioner Yeager motioned to approve Change Order #1 with Southern States Pavement Markings, Inc (Bid #1314-16) for signing and pavement markings on County Road 386 which will allow an additional twenty days.

POLICY – SURPLUS PROPERTY

County Attorney Novak discussed placing a proposed surplus property policy in the October 28th Agenda for Board approval. The Board had no objection.

MEETING – PACE FOUNDATION

County Attorney Novak discussed meeting with the PACE Foundation regarding rehabilitation of homes in Gulf County and is now in the process of implementing this program through the Constitutional Officers, various software, and offices. After discussion by County Attorney Novak, Commissioner Yeager motioned to place a conditional hold on any involvement until the PACE Foundation satisfies the questions under the contract as to terms of costs and how the PACE Foundation is going to fund those projects. Commissioner Smiley seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously.

TOLLING AGREEMENT – CORPS OF ENGINEERS

Following discussion by Chief Administrator Butler, Commissioner McLemore motioned to approve a Tolling Agreement with the Corps of Engineers regarding the thirty (30) acre site at Howard Creek, not to exceed \$5,000.00. Commissioner Yeager seconded the motion. Upon inquiry by Clerk Finance Officer Herring, Chief Administrator Butler discussed options of where to pay this from. Clerk Finance Officer Herring stated she would work with Chief Administrator Butler as to where to pay this from. After further discussion, Chairman McDaniel called for public comment. There being no public comment, the motion passed unanimously.

COMMUNITY SIGN – BUY RITE DRUGS

Deputy Administrator Lanier reported that Buy Rite Drugs in Wewahitchka installed a community sign on State Highway 71 and requested the County notify them of events for posting. Upon inquiry by Chairman McDaniel, Deputy Administrator Lanier stated this service is at no cost to the County or the public. After discussion by Commissioner McLemore, Commissioner Yeager motioned to try the use of the community sign from Buy Rite Drugs located in Wewahitchka. Commissioner Smiley seconded the motion.

Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously.

APPOINTEE – ECONOMIC DEVELOPMENT BOARD

After discussion by Commissioner Yeager, he moved to appoint Kim Bodine and Randy Raffield to serve on the E.D.C. Board. Commissioner Smiley seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously.

ROAD REPAIR – BYRD PARKER DRIVE

Upon inquiry by Commissioner Yeager, Commissioner McLemore discussed contacting Representative Southerland's Office and D.E.P. to request assistance on Byrd Parker Drive. He reported that the County did install a guardrail and discussed his concerns regarding the road repair needs. After discussion by members of the Board, Chief Administrator Butler reported that a permit had been issued to install trees and the County is looking for grant funds with U.S. Fish and Wildlife Service for this project. Upon request by Commissioner Yeager, Chief Administrator Butler stated he would invite U.S. Fish and Wildlife Service to visit the site (Byrd Parker Drive).

ROAD MAINTENANCE – PRIVATE ROADS

Commissioner Bryan inquired about the Board's policy regarding road maintenance on private roads and discussed a complaint received from a property owner that resides on Trey Lane. Commissioner Yeager discussed asking the Board for a limited maintenance agreement if the road holds a public purpose like the school bus or an emergency vehicle not able to drive down the private road. After further discussion by members of the Board, Commissioner Bryan requested that Chief Administrator Butler send Staff to view Trey Lane and bring a recommendation back to the Board for consideration.

There being no further business, and upon motion by Commissioner McLemore, the meeting did then adjourn at 11:23 a.m., E.T.

**WARD MCDANIEL
CHAIRMAN**

ATTEST:

**REBECCA L. NORRIS
CLERK**