

## **PORT ST. JOE, FLORIDA**

**NOVEMBER 16, 2006**

### **SPECIAL MEETING**

The Gulf County Board of County Commissioners met this date in special session with the following members present: Chairman Carmen L. McLemore, Vice Chairman Bill Williams, and Commissioners Billy E. Traylor, Nathan Peters, Jr. and Jerry W. Barnes.

Others present were: County Attorney Timothy McFarland, Deputy Clerk Kari Summers, Clerk Finance Officer Carla Hand, Chief Administrator Don Butler, Deputy Administrator Lynn Lanier, Building Official Lee Collinsworth, Building Inspector George Knight, G.I.S. Director Larry Davis, Grant Writer Loretta Costin, Human Resources Director Denise Manuel, Planner David Richardson, Road Department Superintendent Bobby Knee, Solid Waste Director Joe Danford, and T.D.C. Director Paula Pickett.

Chairman McLemore called the meeting to order at 9:02 a.m., E.T.

#### **WEWAHITCHKA HEALTH DEPARTMENT**

County Attorney McFarland discussed that some paving needs to be completed at the Wewahitchka Health Department, and it is to be paid from the Road Bond Funds. He stated that normally this project would be advertised for bids, but due to the weather conditions they are trying to stabilize the parking lot and it needs to be handled on an emergency basis. Commissioner Traylor motioned to pay for this project from the Road Bond Funds, and declare an emergency for this project and waive the bidding process. Commissioner Barnes seconded the motion for discussion. Upon inquiry by Road Department Superintendent Knee regarding this project, Commissioner Williams discussed that there needs to be a scope of services for this project. Commissioner Traylor requested permission to work with Preble-Rish, Inc. on this project. After further discussion, Commissioner Barnes withdrew his second, and Commissioner Traylor withdrew the motion. Commissioner Peters then motioned to table this issue. Commissioner Barnes seconded the motion, and it passed unanimously.

#### **SHERIFF'S OFFICE SUBSTATION PURCHASE - WEWAHITCHKA**

Commissioner Traylor discussed the possibility of T.D.C. purchasing the Sheriff's Office Substation, stating that T.D.C. is unable to assist with purchasing the building at this time. Chief Administrator Butler recommended that the Board advertise for bids for financing to purchase the building. After further discussion, Commissioner Traylor motioned to advertise for financing of the building, and to purchase the Sheriff's Office Substation, in the amount of \$85,000.00. Commissioner Williams seconded the motion, and it passed 4 to 1, with Commissioner Peters voting no.

#### **WORK ORDERS**

Deputy Administrator Lanier discussed assisting the City of Port St. Joe with the stump removal at Holly Hill Cemetery. Chief Administrator Butler reported there are approximately twenty to twenty-five acres of stumps to be removed, stating that the Board has previously agreed to do a cost analysis for work orders. Commissioner Williams discussed amending the work order until a cost analysis is received, and to submit a letter to the City of Port St. Joe regarding this issue. After discussion, Commissioner Williams withdrew his second to the motion (at the November 14, 2006 meeting) to assist the City on the stump removal, and Commissioner Peters withdrew that motion. After further discussion, Commissioner Williams motioned to submit a letter to the City of Port St. Joe regarding this project. Chairman McLemore recommended that Chief Administrator Butler follow up on this project and report back to the Board. Commissioner Williams withdrew the motion.

Chief Administrator Butler discussed the Work Order Software System, stating that the software is very expensive. After further discussion, Chief Administrator Butler requested permission to proceed with obtaining a Work Order Software System. Commissioner Williams motioned to approve this request. Commissioner Barnes seconded the motion, and it passed unanimously.

## **PERSONNEL**

Upon inquiry by Commissioner Barnes, Commissioner Traylor discussed that the Board agreed not to hire new employees, only to replace employees that are lost. Commissioner Williams discussed hiring within, and not to hire outside unless it is a critical position. Commissioner Peters discussed that each position needs to be handled on an individual basis. After further discussion, Commissioner Traylor motioned to advertise for a Master Mechanic at the Road Department. Commissioner Peters seconded the motion, and it passed unanimously.

Chief Administrator Butler discussed the Code Enforcement Officer position, stating that this position needs to be filled. Commissioner Williams discussed checking within the County Staff for this position, and to advertise to hire if no one is interested. Commissioner Barnes discussed that Building Official Collinsworth and Building Inspector Knight have done a great job. After further discussion, Commissioner Williams motioned to advertise the Code Enforcement Officer position. Commissioner Barnes seconded the motion, and it passed unanimously.

There being no further business, and upon motion by Commissioner Williams, the meeting did then adjourn at 9:35 a.m., E.T.

**CARMEN L. MCLEMORE  
CHAIRMAN**

**ATTEST:**

**REBECCA L. NORRIS  
CLERK**