

WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS  
April 16, 2014 Workshop, Commission Board Room  
1331 South Blvd., Chipley, FL 32428

DISTRICT 1	DISTRICT 2	DISTRICT 3	DISTRICT 4	DISTRICT 5
Alan Bush	Joel Pate	Charles Brock	Todd Abbott	Lynn Gothard
Chairman	Vice-Chairman			

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I. PROCLAMATION - Deputy Carlry

A. Call to Order - Chairman Bush

B. Invocation - County Coordinator Corbin/Chairman Bush

AGENDA ADDITIONS

1. FEMA Coordinator - Commissioner Gothard

2. County Contracts - Commissioner Brock

Commissioner Pate and Chairman Bush spoke on their recent trip at Legislative Day.

II. APPROVAL OF THE AGENDA -

Johnny Evans addressed the Board in reference to a letter of request sent to Public Works from Emerald Coast Hospice. The letter asks the Board to repair a private road due to difficulty accessing a patient's home in order to meet urgent medical matters.

The consensus of the Board is for the Public Works department to fix the road due to safety issues.

The road will be fixed once using 8 - 10 loads of dirt, which is the amount advised by Johnny Evans required to fix it.

Commissioner Abbott requested a response letter be sent to Emerald Coast Hospice.

Johnny Evans advised the Board of several road closures due to the recent rain. The Public Works Department is scheduled to work Thursday, which is a holiday off day for Public Works to ensure the roads are fixed.

Lynne Abel advised the Board of upcoming rain, with the heaviest part predicted to be east of the area.

III. AGENDA ITEMS -

- Wausau - Highway 77 Final Design - Tim Smith, P.E. FDOT D3 Design

Office advised the Board Rick Branton, Design Consultant of Hatch, Mott, MacDonald would update them and answer questions on the Cora Lane option that has been chosen.

Mr. Branton addressed the concerns that were addressed which included but not limited to, concerns of citizens, cul-de-sacs, The Town of Wausau being passed by, road design, and drainage.

Mr. Branton advised the Board there is current drainage situations on county roads/Town of Wausau roads and the paving situation will not make any of those worse. If anything, they will be made better.

Mr. Deruntz, Washington County Senior Planner suggested an additional cul-de-sac, and instead of y's at both ends include round a bouts to add to down town area.

Chairman Bush called a 10-minute recess. 10:00 a.m.

Chairman Bush called the meeting back to order at 10:13 a.m.

- Washington County Local Housing - Stacy Webb, Grant Coordinator addressed the Board in reference to the Local Housing Assistance Plan, which serves as a guide sent to the Florida Housing Finance Corporation on how the SHIP funds are to be expended. The plan is for 3 years with an application due date of May 3. Chairman Bush advised to put the item on the consent agenda.
- Housing Rehab Supervisor - Stacy Webb, Grant Coordinator advised the Board the current supervisor has recently resigned and the position has been advertised with the approval of the County Coordinator. James Guy submitted to do work write-ups and will also help with an interim inspection to make sure everything has been followed on the work write up.
- Special Exception (Type X) and Development Review - Intellicom

USA, LLC., 250' Guyed Tower, 5008 Burns Lake Road - Michael J. DeRuntz, Washington County Senior Planner and Buddy Robinson, President, Value Concepts, Inc.

Mr. DeRuntz advised the Board there has been a neighborhood information meeting.

The Planning Commission has reviewed and is recommending approval of the application based upon the consistency with the comprehensive plan and compatibility with the land development code with certain conditions identified.

Mr. DeRuntz advised the Board he has no concerns.

Mr. DeRuntz requested a public hearing and item for approval put on the agenda.

- Students School Bus Shelters - Michael J. DeRuntz, Washington County Senior Planner & Hal Gore - Mr. DeRuntz advised the Board Mr. Hal Gore is requesting to place Students School Bus Shelters within County Road Right-of-Way.

Attorney Goodman suggested a general terms agreement and a release in that agreement for the County in case of an accident, as well as an insurance requirement.

Chairman Bush advised that he would like more information and communication with the School Board.

Attorney Goodman advised the Board he and Mr. DeRuntz would have something put together to bring before the Board.

- State Aid to Libraries Grant Amendment - Renae Rountree, Washington County Public Library Director, addressed the Board that due to an amendment with the State Aid to Libraries Grant the money will not be released until the Board approved signature. The library will receive \$92,640.00, which will be received in one payment. The increase is due to some across the state that are no longer meeting the requirements for state aid. Renae requested the agreement be put on the consent agenda.

- Library Goals for Fiscal Year - Renae Rountree, Washington County Public Library Director, went over the 2012-2013 and 2013-2014 library report card with the Board. The library deficient areas are staffing and facility size.
  
- Vernon Library Closure Complaint - Renae Rountree, Washington County Public Library Director addressed the Board in reference to a complaint that had been brought to her attention by Commissioner Brock.  
Renae advised the Board there were only two days in the last six months the Vernon Library was unable to be staffed.
  
- Inter-Local Agreement with the City of Vernon - Renae Rountree, Washington County Public Library Director expressed concern about there not being a current signed Inter-Local agreement with the City of Vernon. The building has water damage, which Renae expressed concern.

Attorney Goodman advised the Board he received a response from the City of Vernon within the last 30 days and went over responsibilities of the parties listed in the draft agreement.

Attorney Goodman advised the Board that he is concerned about some major repair issues at the forefront.

The consensus of the Board is to make contact with Vernon. Chairman Bush agreed to initiate contact with the Mayor.

Chairman Bush called a recess. 11:34 a.m.

Chairman Bush called the meeting back to order. 11:46 a.m.

- Property Donation - David Corbin, County Coordinator -  
Attorney Goodman advised the Board, County Coordinator Corbin

received correspondence in reference to the Board accepting a piece of property located at 378 Quail Hollow Boulevard. The property is six + acres and is currently owned by Wells Fargo who is looking to donate it to the county via quitclaim deed.

Mr. DeRuntz, Washington County Senior Planner, advised the land value is \$13,900.00 and went on to suggest it could be a valuable site.

Shell Landing Property Donation - Commissioner Abbott requested the property at 378 Quail Hollow be put on the consent agenda.

Commissioner Abbott also requested more information on the property located at Shell Landing.

Chairman Bush advised if the taxes are paid up on the property located on Quail Hollow to put the property on the consent agenda.

Chairman Bush advised to research the property at Shell Landing and to ensure there are no back taxes and provide additional information. This item will be placed on the regular agenda.

- Reschedule June 18 Workshop Meeting, FAC Annual Conference June 17- 19 - David Corbin, County Coordinator  
The Board agreed to move the June 18 workshop meeting to June 25 with the regular meeting following June 26.
- RFP - Insurance Consultant/Brokerage/Agent of Record - Marla Hayes - This item was brought up after the County Engineer section.
- Proposal to Change Insurance Plan year from January 1 - December 31 to October 1 - September 30 in order to coincide with the

budget year - Marla Hayes - This item was brought up after the County Engineer section.

IV. COUNTY ENGINEER -

- Kirkland Road - County Engineer Knauer advised the Board he has asked County Coordinator Corbin to make contact with a landowner requesting permission to clean a ditch that is causing some draining issues.
  
- Flooding Issues - County Engineer Knauer advised the Board he looked at several flooding issues as requested. With the majority, there is nothing that can be done. Reports are available upon request.
  
- Highway Safety Improvement Projects - County Engineer Knauer advised the Board he has intentions of submitting Falling Waters Road. The consensus of the Board is to include this item on the consent agenda.
  
- Dorch Circle - County Engineer Knauer advised the Board the advertisement has been sent for the mandatory pre-bid conference May 6 and bids have been scheduled for May 14 at 3:30 p.m.
  
- Bidding Rock - The consensus of the Board is for County Engineer Knauer to proceed with a bid schedule for rock.

Marla Hayes, Human Resource addressed the Board on the following:

- RFP - Insurance Consultant/Brokerage/Agent of Record - Marla Hayes advised the Board a request for proposal has been put together for Insurance Consultant/Brokerage Services/Agent of Record, which has been advertised.
  
- Proposal to Change Insurance Plan Year from January 1 - December

31 to October 1 - September 30 in order to coincide with the budget year - Marla Hayes, Human Resource advised the Board that she included in the RFP the Board is looking at changing the insurance plan to coincide with the budget year. This would give the Board the opportunity to budget for an increase during budget preparation.

Chairman Bush addressed the Board if there is not any opposition the proposal to change the insurance plan year should be put on the consent agenda.

- Organizational Chart - Marla Hayes addressed the Board in reference to reorganization changes.

Sod Farm - James Finch moved to recycling/point of contact

Recycling - William Wages will be moved from Animal Control to Recycling and will serve as a backup for Animal Control.

Building Services - John Spears will be moved under Robert Pettis, Building Maintenance.

Inmate Crews - 2 Additional Added

Mike DeRuntz, Senior Planner will supervise the Building Department, Grants, Code Enforcement, and Public Records.

Animal Control will report to Lynne Abel, Emergency Management.

Lynne Abel will also assume responsibility for the Board inventory.

Other miscellaneous Changes - Centralized Purchasing Section

Stacey Webb, Grants Coordinator asked to have noted with everything that she is bringing with her that department could be completely self-contained as it is. She does not have anything against the change but her and Mike would have to go over many subjects. The department is very busy causing her to go in different places. She went on to express her concern about a smooth transition.

Clerk Bazzel advised the Board the Clerk's Office should keep up

with the inventory and that has not been done.

The Board agreed to put the reorganizational chart on the consent agenda with the removal of the inventory listed under Lynne Abel.

- FEMA Coordinator - Commissioner Gothard suggested a FEMA Coordinator to manage the FEMA money. The Coordinator would coordinate the day-to-day operations of the Public Works Supervisors, price check, monitor FEMA reimbursement, make sure worksheets are accurate, submission of pw's, and pw criteria has been met.

The Board discussed the FEMA Coordinator.

Chairman Bush advised Commissioner Gothard to direct her concerns to County Coordinator Corbin.

- County Contracts - Commissioner Brock asked what position is in charge of contracts and where are they located. Clerk Bazzel advised the Clerk's office should have contracts. Commissioner Brock expressed concern about First Communications.

V. COUNTY COORDINATOR - County Coordinator Corbin addressed the Board he is seeking direction on Blue Pond.

Commissioner Abbott requested information in order to make an educated decision. He suggested putting the issue on the regular agenda.

County Coordinator Corbin advised the Board back taxes were owed on the John McKenna building.

County Coordinator Corbin advised the Board he received a letter from the Guardian Ad Litem program to be relocated to what is known as the blue house for more space.

Chairman Bush advised the above to be put on the regular agenda.



VI. CLERK - Clerk Bazzel advised the Board the records relocation from the Courthouse is at 60/70%.

The budget requests have been sent out in order to start the budget process.

VII. DEPUTY CLERK - None

VIII. COUNTY ATTORNEY - None

IX. ADJOURN - **Commissioner Abbott offered a motion, seconded by Commissioner Pate and carried to adjourn.**

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Deputy Clerk Brantley

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Chairman Bush