

WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS
April 20, 2016 Workshop - Commission Board Room
1331 South Blvd., Chipley, FL 32428

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| DISTRICT 1 | DISTRICT 2 | DISTRICT 3 | DISTRICT 4 | DISTRICT 5 |
| Alan Bush | Charles Kent | Charles Brock | Todd Abbott | Lynn Gothard |
| Chairman | Vice-Chair | | | |

I.

PROCLAMATION – Deputy Woolover

A. Call to Order – Chairman Bush

B. Invocation/Pledge – County Coordinator Corbin/Chairman Bush

The Washington County Board of County Commissioners met on the above referenced date with the following members present: Chairman Bush, Commissioners Kent, Abbott, and Gothard.

Commissioner Brock was present via polycom.

Also attending the meeting are as follows:

Jeff Goodman, County Attorney

Shawna Faison, Executive Assistant to Lora. C. Bell, Clerk of Court

David Corbin, County Coordinator

Johnnie Odom, Deputy Clerk

II. AGENDA ITEMS

- Integrated Library System – Renea Rountree, Library Director requested to delay speaking on the above referenced agenda item.
- Active Shooter Training – Lynne Abel, Emergency Management provided the Board information regarding active shooter facts. Training has been offered to Washington County at no charge by Rodney Andreasen, which will include an overview of an active shooter threat and the numerous ways that an individual/group can defend themselves.

Lynne Abel requested the Board approve of a workshop, allowing the information to be presented.

Chairman Bush suggested including the topic on the May workshop agenda.

There was not any opposition from the Board.

Lynne Abel advised she would set up the meeting.

Chairman Bush advised Jackie Snowden to contact the elected officials as well as any other employees that would like to attend and provide them information on the workshop.

- Planning Department Fee Schedule – Caitlin Cerame, WFRPC Planner addressed the Board in reference to planning fee adjustments that have been researched by Brandi Lowrey, Planning. Currently there is no cost attached to the land use certification forms. A \$20.00 fee has been proposed for the forms.

A fee reduction for small scale amendments are proposed from \$500.00 to \$250.00 with a proposed large scale reduction in fees from \$1,500.00 to \$1,000.00.

Currently not many of the applications are received. There are more of the land use applications received, which include a lot of staff hours to research.

There have also been citizen comments received regarding the price for the large and small scale amendments.

The Planning Commission recommends approval of the land use certification forms increase from \$0.00 to \$20.00 but they do not recommend the fee change for the large and small scale amendments,

with the thought process being not to take a step back.

County Coordinator Corbin recommended approval of the Washington proposed list.

The Washington proposed list will be included on the consent agenda.

- At-Large Member Planning Commission Appointment – Caitlin Cerame, WFRPC Planner, advised the Board the Planning Commission is currently seeking a position for the At-large Member, which has been advertised for a month and brought forth (3) applications from Miles Anderson, Skyla Carter, and John Gay.

Caitlin Cerame asked the Board to consider the applicants and make a recommendation.

Caitlin Cerame advised the Board, staff did not want to make a strong recommendation but did say that from experience having someone that is in a career that intersects with planning, zoning, and other capacities is always of assistance because they would have some degree of planning and zoning.

Chairman Bush advised to list the appointment on the regular agenda.

Commissioners Abbott, and Kent, would like a recommendation from the Planning Commission.

Caitlin Cerame, WFRPC Planner offered to review and come before them at the regular meeting if that is the Boards desire.

Commissioner Kent advised he would like a recommendation from the Planning Commission.

Commissioner Abbott advised the Board that he does not want the appointment to be any more of a political situation than it has to be.

He advised that he would like a recommendation from the Planning Commission as it has been done in the past.

Caitlin Cerame, WFRPC Planning advised that she would take the Board's direction.

Chairman Bush advised the Board there was a recommendation by the Planning Commission the last time and the Board voted against the recommendation, admitting that was an error on his part.

Jim Ackerman suggested allowing the Planning Commission to review the applications.

The agreement between the Board and Caitlin Cerame, WFRPC Planner is to address the appointment in a month.

- Parking Ordinance – Caitlin Cerame, WFRPC Planner addressed the Board in reference to the parking ordinance, which contains the revisions previously suggested by the Board and has been reviewed by County Attorney Goodman.

County Attorney Goodman noted the changes to the Board. In section 2., the Board expressed concern about the language “shall”.

The current text is, if a law enforcement officer or code enforcement officer discovers a vehicle parked in violation of section 3.1 he is hereby authorized but is not required to issue a notice of violation. At the bottom of section 3. a range of places were included to give flexibility in enforcing the parking ordinance, which are different than some of the specific issues addressed.

Commissioner Brock expressed concern about boat landings.

Chairman Bush suggested revisiting the issue at a later time after additional research.

The intent of the Board was never to prohibit the public from fishing, which are concerns that have been expressed by the public.

The Board agreed to table the ordinance.

Commissioner Brock asked for a status on Dunford from County Attorney Goodman.

County Attorney Goodman advised the Board that notice has been sent of intent to litigate the matter. Per Board direction, suit will be in March, which he addresses as Paradise Lakes instead of Dunford.

Chairman Bush advised that he accessed Paradise Lakes after purchasing a permit and did not have any issues there.

- Future Land Use Amendments – Caitlin Cerame, WFRPC Planner addressed the Board in reference to future land use amendments that were presented to them in February, requesting transmittal to the

state.

There are (4) areas that were transmitted to the state.

Caitlin Cerame, WFRPC Planner went over the locations with the Board and advised all property owners have been contacted multiple times, as well as surrounding property owners.

The Department of Economic Opportunity provided no comment.

The Planning Department recommends approval.

- Commercial Intent Overlay Adoption – Caitlin Cerame, WFRPC addressed the Board in reference to the commercial intent overlay adoption advising the Board that notification of the meeting has been provided to property owners.

The Board recommended transmittal to the Department of Economic Opportunity, 2/25 and they were sent 3/9, which are sent to state agencies as well.

There were no comments received from the agencies.

The Planning Commission recommended approval at their April meeting.

Commissioner Gothard asked Caitlin Cerame if the process would be expedited, is included in the text.

Caitlin Cerame read the following: parcels of land within the boundary of the overlay will receive an expedited review process by the County.

Chairman Bush advised to list the Future Land Use Amendments and the Commercial Intent Overlay on the consent agenda.

Commissioner Abbott addressed the Board in reference to the Member-At Large. The position has a voting factor on potential businesses. If the decision is taken back before the Planning Board, politics could be involved at the point. He suggested the County Coordinator should be involved.

Commissioners Abbott, Bush, Kent, and Brock held discussion.

Chairman Bush advised to list the Member-At Large on the regular agenda.

County Attorney Goodman advised the Board the importance of the Planning Commission cannot be under estimated. The Planning Commission is capable of bringing the most qualified of the applicant for that job, before the Board.

Karen Shaw, Grants advised the Board the SCRAP deadline is Friday, which needs (2) submittals, suggesting Hoyt Street as an option.

Commissioner Abbott suggested the mail boxes be moved on South Boulevard in order to prevent destruction of the grass.

III. FEMA COORDINATOR –

IV. PUBLIC WORKS SUPERVISOR –

V. COUNTY ENGINEER – County Engineer Knauer advised Commissioner Abbott that the relocation of mail boxes is a decision made by the post master. The mail boxes are currently set to the Department of

Transportation standards.

County Engineer Knauer addressed the Board in reference to the far end of the project, near Kay's Corner, specifying that it is solid asphalt. During the design phase of the project, based on the slopes there was no way for a concrete sidewalk to be built without saw cutting the asphalt and changing the slopes in order to meet handicap requirements.

A set of plans were mailed to the property owner for input, in which none were received.

A couple of weeks ago, the caretaker of the property advised they would like a new concrete drive access aligned with the back side of their building.

County Engineer Knauer advised the Board he plans to compose a change order to submit to the Department of Transportation to include the drive access. If they do not approve, it would be the County's cost to cover.

Erika Zambello, Choctawhatchee Bay Estuary Program has gathered resolutions from counties who have a drainage basin that discharges to the Choctawhatchee River and Bay.

She asked the Board to consider adopting the resolution.

Erika Zambello, Okaloosa County advised the Board the intent is to pursue an opportunity for all the counties that feed into the Choctawhatchee Bay. The Environmental Protection Agency is launching a grant program to stand up an estuary program. The goal of the program is to improve the water quality into the bay, which means improving the water quality throughout the counties. This is not a regulatory program.

The resolution does not commit funds from any of the counties but rather shows support of the Choctawhatchee Bay and the watershed going forth

with the program.

Chairman Bush advised that the County Attorney would need to review the resolution.

County Attorney Goodman advised that he reviewed the (2) included with the packet and does not have any concerns.

Commissioner Abbott asked County Coordinator Corbin and County Engineer Knauer if they had any concerns.

Both advised no.

Chairman Bush called a recess.

Chairman Bush called the meeting back to order.

County Engineer Knauer advised the Board that it has been confirmed that a section 7 consultation is required with the US Fish and Wildlife in regards to Strickland Landing.

County Engineer Knauer advised the Board that Wilderness Road is complete. An estimated 7,000 feet is paved on Lucas Lake Road with an estimated project end timeframe of a couple of weeks into May.

The work on Roche Road is progressing with possible paving around the middle of next week.

Chairman Bush clarified with County Engineer Knauer that there would not be limited sight distance, suggesting to make sure the sight line in regards to vegetation and the hill.

County Engineer Knauer advised the Board the deadline for CGIP is Friday, which Kirkland Road will be submitted.

The deadline for SCRAP is Friday as well. Bonnet Pond Road will be the large project submittal and Kirkland Road will be the small project submittal.

Chairman Bush advised Board, Renae Rountree would like to speak on Ussery Road.

Renae Rountree, Library Department advised the Board that Mr. Corbin directed the Community Traffic Safety Team that 200 yards was not covered in the project.

Karen Shaw, Grants Department will work to prepare a resolution and County Engineer Knauer will take care of the transportation alternative grant.

At the next Board meeting approval will likely be requested to submit for the grant, which as a June 1 deadline.

County Coordinator Corbin asked County Engineer Knauer if he had received quotes on striping from Guettler and Guettler.

County Engineer Knauer advised that he contacted Mr. Guettler on County Road 284, 280 (Douglas Ferry), and Pate Pond Road. The current road lines will be matched and will include paint, center, and edge only.

Commissioner Brock asked about Happy Hill Road.

County Engineer Knauer advised Commissioner Brock he would include Happy Hill in the quote.

County Engineer Knauer advised the Board the current rock that is listed in the contract is granite, which would be going on Greenhead Road unless the Board chooses to change it, which would have to be done through FEMA. If the Board chooses to mix it, that would mean a change order.

Commissioner Gothard advised that she would like it mixed.

Chairman Bush confirmed there was no opposition and advised to list the change order on the consent agenda.

County Engineer Knauer addressed the Board in reference to the FEMA rock that was bid out prior. The rock was bid out to stock pile at Mudhill pit. It was decided that everyone would get lime rock except for district 1 and district 4 with granite.

The contract is in excess of \$3 million that is hanging out there. The contractor has been waiting for the Board to give the authority to proceed. Before the contract is awarded an updated list needs to be received from Public Works for current quantities remaining.

The Board, County Engineer Knauer, and County Coordinator Corbin discussed FEMA rock.

Chairman Bush suggested waiting until the work on Greenhead Road was half-way complete before making a decision on the \$3 million of rock.

- FEMA COORDINATOR – Jason Wheeler, Fema Coordinator brought task order 5 before the Board.

The Board agreed to list task order 5, \$64,848.00 on the consent

agenda.

- PUBLIC WORKS SUPERVISORS – Marla Hayes, Human Resource advised the Board the claims office will be issuing a check in the amount of \$101,375.00 for the loss of the grader.

Johnny Evans, Public Works Supervisor advised the Board their intent is to purchase a used grader.

The quote received from CAT is \$117,000.00 for a used 1997, 12H grader with 6,000 hours.

Commissioner Gothard addressed the Board in reference to incomplete work in district 5 and 3. There remains 2,249 loads of dirt and \$4,793.00 of rock for both the districts being the only ones remaining on FEMA work.

There are (3) trucks hauling milled asphalt.

She addressed the Board, from her recollection the Board previously agreed to concentrate on FEMA work. The trucks are being pulled off by Commissioners preventing progression.

Johnny Evans advised the (2) temporary employees that were hired to do FEMA work have not been hired on as permanent.

Johnny Evans advised there is a dump truck that is not running with the fleet due to needed repairs.

She suggested to stop hauling asphalt until all the FEMA work is complete asking if it is the Board's desire to complete the work.

Johnny Evans advised that he and Dallas Carter did not fill the (2) vacant temporary positions due to funding concerns.

Chairman Bush advised to fill the (2) vacancies at Public Works.

Marla Hayes, Human Resource clarified that the (2) positions are truck drivers.

Chairman Bush advised to repair the dump truck.

The Board held additional discussion on dump trucks.

Johnny Evans expressed concern about them having enough dirt in the pits to finish the work.

The Board discussed locations for a dirt pit.

VI. COUNTY COORDINATOR –

Billy Brock requested the Board approve a contract for Presidio Network Solutions to assist with configuring the cisco router at EOC in order to assist with their telephone system. The contract is for 20 hours. The only bill for actual work done is for (1) hour remote in and then (30) minutes thereafter or (4) hours on site, with (30) minutes thereafter.

This is to straighten damage that was done at the EOC to their telephone system 4/5 years ago. The rate is \$175.00 hourly.

Commissioner Abbott requested County Attorney Goodman review the contract.

County Attorney Goodman advised that he would review the contract by the

meeting.

Chairman Bush advised to list the contract on the consent agenda and if concerns arise from County Attorney Goodman the contract can be pulled.

Commissioner Abbott asked Billy Brock why the courtroom at the Sheriff's location is not complete.

Billy Brock advised that he is the hold-up and there is work that is pending being able to get the school at the location to do the work. There is no room in the budget to hire someone to do the work.

County Coordinator Corbin requested permission to sign a psn for Dallas Carter on his pay out.

There was no opposition from the Board.

County Coordinator Corbin requested to increase the Commissioner's district funds in order to finish ongoing projects. The increase amount is \$10,000.00 per district.

The above will be listed on the consent agenda.

County Coordinator Corbin advised the Board the Fire Coordinator position has been advertised. There was discussion on the hours of the position, 30 or 40.

Marla Hayes, Human Resource suggested hiring a clerical assistant, which is needed for the Fire Coordinator. One option is for the clerical assistant to be covered half by the Fire Coordinator's budget and the other half by

Emergency Management.

Chairman Bush asked Lynne Abel if that is feasible.

Lynne Abel advised the funds would come out of the local side, which is where the previous clerical employee's expense came from.

Marla Hayes, Human Resource suggested including the text, consideration will be given for part-time not less than (30) hours.

Chairman Bush clarified with Karen Shaw, Grants that the SAFER grant does not require a full-time person.

Karen Shaw, Grants advised that is unknown to her but if necessary an amendment can be done.

Marla Hayes, Human Resource advised they would research and come before the Board at the regular meeting.

Chairman Bush advised Marla Hayes that it is not necessary for the Board to approve the advertisement of 30 – 40 hours.

There was not any opposition from the Board in reference to the hours or filling an administrative position.

County Coordinator Corbin advised the Board the county maintenance department is currently driving a 2001 truck that was passed down from road and bridge.

He requested Board approval of a truck for the county maintenance department.

The bids are Ford \$23,669.00, and a version with less benefits for \$19,000.00.

There was not any opposition from the Board to list the purchase on the consent agenda.

Ted Everett requested Board approval to apply for a grant from the Department of Economic Opportunity, which is not a match. The grant amount is \$36,000.00. They are currently in the growth quarter on Hwy. 79.

Approval to apply for the grant will be listed on the consent agenda.

Marla Hayes, Human Resource asked for confirmation that the Board would like to hold filling the Public Works Director position until a new County Administrator is hired or if the Board would like to go ahead and pursue the Director.

Commissioner Bush and Abbott suggested to wait until the County Administrator is hired.

Commissioner Kent expressed concern about Johnny Evans carrying the load for a period alone. He will need some assistance.

County Coordinator Corbin advised that he could move someone up.

Chairman Bush suggested for them to do what they feel is necessary.

Dallas Carter, Public Works advised that he feels that Johnny Evans will be the one going out at night in the case of calls.

Commissioner Brock suggested a Public Works Director and (2) supervisors. County Coordinator Corbin advised the Board the funds were not put in the budget for (2) supervisors and a public works director. It was budgeted for a public works director and a supervisor.

Commissioner Gothard suggested to advertise for the position instead of appointing someone in order to give everyone a chance.

The consensus of the Board is to advertise for a public works supervisor.

VII. CLERK - None

VIII. DEPUTY CLERK – None

IX. COUNTY ATTORNEY – County Attorney Goodman addressed the Board on a status update on the boundary line agreement with the Methodist Church.

The agreement covers setting a boundary line, provide for how the slope will be on the hill that will exist after the wall is taken down, and the church has requested a fence instead of a wall to be put back up. They have also asked for some improvements, which can be done without impacting the contingency.

The boundary has been amended a few feet and both parties will execute a quit claim deed.

The agreement with attachments will be brought before the Board in May.

County Attorney Goodman advised the Board the code enforcement magistrate was bid out without receiving any responses. After reaching out to colleagues there is an applicant if the Board has interest.

Chairman Bush suggested proceeding.

Commissioner Abbott advised he would like to ensure the budget is not exceeded.

County Attorney Goodman advised the Board they will be provided ranking sheets at the regular meeting, 4/21 to rank the candidates for County Administrator of which the Board has met with all (3).

The second part will be to rank the top (2) candidates 1 and 2 and then a motion and second will be made to proceed with hiring the candidate.

County Attorney Goodman advised the Board, once the motion is made the Board will have to decide how they will set the salary and asked if the Board would appoint someone to discuss the opportunity with the applicant, and answer questions that may be of concern.

Marla Hayes, Human Resource advised the base salary was advertised.

Commissioner Abbott suggested the Chairman be appointed to be the one to have the discussion with the applicant.

Marla Hayes, Human Resource advised the advertised amount is \$68,000.00.

County Attorney Goodman advised the Board that is a question that they need to decide, which needs to be discussed upfront.

Commissioner Kent advised that he would like the Chairman or the appointed individual to handle negotiations.

Commissioner Abbott agreed.

Commissioner Kent advised that he understood that there was a start and a finish point but it seems that it is the same number.

County Attorney Goodman confirmed the recommendation will be made at the regular meeting 4/21 and have the Chairman involved at that point in trying to secure the candidate the Board selects.

Chairman Bush suggested the process of this is the number.

Commissioner Kent advised that he would not like to lose a good, quality candidate over the salary, advising that he thought the salary was a range.

Commissioner Gothard confirmed the advertisement did not state a range.

Marla Hayes, Human Resource advised, no it did not.

Marla Hayes advised the Board she asked if the Board would like a range or be flexible and give a range.

At that time, Commissioner Abbott suggested the base and there were not any more comments by the other Commissioners.

In the past, jobs have been advertised with a specific salary and never negotiations on salary.

County Attorney Goodman advised there were County Managers with contracts that he knows were negotiated.

County Attorney Goodman advised the Board they will follow their direction.

Commissioner Kent suggested Chairman Bush being the selected person to meet with the candidate.

Commissioner Bush advised that he is hesitant. He suggested to use the base salary as advertised. If the Board makes a selection and then goes through the range process and the applicant does not accept, the Board is back at the beginning.

Commissioner Gothard agreed with Commissioner Bush in reference to the applicants applying for the job advertised at \$68,000.00.

County Attorney Goodman asked Commissioner Brock if he would like it locked in.

Commissioner Brock advised yes.

County Attorney Goodman clarified with the Board, once they rank the applicants the individual will be offered by him and Marla Hayes, Human Resource at the salary that was advertised, the position.

Commissioner Abbott suggested if he does not take it, then they move to the second applicant.

Commissioner Bush agreed with Commissioner Abbott.

Commissioner Abbott addressed the Board, there is going to be a learning process for the applicant and he does want there to be an amount for them to grown in to.

Commissioner Gothard advised the Board needs to decide that.

Commissioner Brock asked if the position has a probation period.

County Attorney Goodman advised the position is under general county policy; there will be a probationary period.

Marla Hayes, Human Resource advised that it is not really a probationary period but a job that serves at-will at senior management level.

Marla Hayes, Human Resource advised the Board Commissioner Brock has agreed to provide his ranking by phone to her.

County Attorney Goodman advised the Board he will refer to the policy in reference to a probationary period for a county administrator if they are exempt.

Chairman Bush addressed the Board in reference to fire department physicals, which will likely be on the regular agenda 4/21. This is in reference to the physician denying an applicant based on physical conditions to be a firemen but the fire department would like to utilize that individual in a different role.

Marla Hayes advised the Board she is seeking information. It is a liability. Worker's Compensation, and Risk Management suggested not to do it but it is the county's decision.

There was discussion by Marla Hayes, Commissioner Abbott, Commissioner Bush, Commissioner Gothard, County Attorney Goodman, and Ruth Brooks

in reference to fire departments physicals.

- X. ADJOURN – Commissioner Abbott offered a motion, seconded by Commissioner Kent and carried to adjourn.

Deputy Clerk Brantley

Date Board Approved