

WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS
June 22, 2016 Workshop - Commission Board Room
1331 South Blvd., Chipley, FL 32428

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

- A. Call to Order – Chairman Bush
- B. Invocation/Pledge – County Administrator Hamilton/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 not present.

Also attending the meeting are as follows:

Jeff Goodman, County Attorney

Lora C. Bell, Clerk of Court

Hank Hamilton, County Administrator

Risha Brantley, Deputy Clerk

II. AGENDA ITEMS

- State Housing Initiative Partnership Foreclosure Policy – Cindy McIlwain, WFRPC updated the Board on the current foreclosure process to check for lis pendens. The staff would like to develop a policy to set a timeframe for the applicants to be clear of any foreclosure proceedings. The staff recommends 1-year.

Commissioner Abbott, Clerk Bell, and County Administrator Hamilton held discussion. There was no opposition from the Board to proceed.

Commissioner Abbott advised Cindy McIlwain to allow County Attorney

Goodman to review her draft document.

- Debris Management Plan Update – Kate Daniel, Planning Manager, WFRPC advised the Board, WFRPC has been contracted to conduct a review and an update of the Debris Management Plan. The focus of the plan is to development effective planning and operational guidelines to prepare for a disaster and in the event of a disaster, respond and recover. The data as part of the analysis phase of the plan, ensuring compliance with the recently updated local mitigation strategy, updating the temporary debris storage site to include the Fire tower Rd. Pit, as well as the Gilbert Pit on Moonseed Lane. The language to ensure compliance 2 C.F.R. 200, which is the uniform administrative requirement for pre-federal rewards because the funding would be reimbursed through FEMA. Also the debris management checklist has been updated.

Kate Daniel requested approval to submit the plan to the state but would like to allow 30-days for County Administrator Hamilton to review the plan.

Chairman Bush asked if the plan was comparable to the plan that other counties have.

Kate Daniel advised the plan was updated and the previous plan is what was accepted by FEMA during the last round of updates. The updates ensure that the federal guidelines are met as well as the local updates. The new debris sites are included.

County Attorney Goodman advised that he does not have any opposition and it is similar to what the Board currently has.

Commissioner Abbott addressed the Board in reference to the debris pit.

Johnny Evans, Public Works Supervisor addressed Commissioner Abbott's concerns. He advised that he has contacted DEP and they are currently in the process of having Gilbert Pit permitted for vegetative debris and construction debris. That will be large enough to keep it separated while allowing for more room.

Kate Daniel advised that both pits are included in the plan.

Johnny Evans, Public Works Supervisor advised the Board Fire tower Pit is for vegetative/debris and Gilbert Pit would be permitted for construction material and debris.

Commissioner Abbott asked if it was permitted for that.

Kate Daniel advised the Board that they received approval of the permit yesterday. As part of submitting the final version the e-mail of approval will be included in the appendix.

Chairman Bush addressed the Board in reference to listing a resolution pertaining to the debris management plan on the consent agenda.

There was discussion about the need for a resolution.

County Attorney Goodman advised a resolution is necessary in order to show approval and what it is.

The consensus of the Board is to list the approval of the plan on the consent with County Attorney Goodman reviewing it before it is sent to

the state.

The consensus of the Board is for County Attorney Goodman to draft a resolution.

Chairman Bush advised to list it on the consent agenda.

Kate Daniel advised the Board the next steps will be that the Board will be presented with (2) RFP's in July for review, which will be for the procurement of a debris removal contractor and a debris monitoring contractor.

- Local Mitigation Strategy Resolution – Karen Shaw, Grants/Special Project Coordinator addressed the Board in reference to the current plan, which is a (5) year plan and will expire July 10. The plan is required in order to receive funds from FEMA.

An approval letter was received from the state in November.

The next step is approval of the resolution from the Board as well as the municipalities approving the plan, which can be adjusted at any time.

County Attorney Goodman asked if it had been submitted to the municipalities.

Karen Shaw advised that it has but she has yet to receive them back but expect to by July 10.

Chairman Bush advised to list the local mitigation strategy resolution on the consent agenda.

- 2015-2016 State Aid to Libraries Grant Agreement – Renae Rountree,

Library Director requested approval of an amendment to the current year state aid agreement, which would mean a difference of \$11.00 due to a calculation error.

Chairman Bush advised to list the amended agreement on the consent agenda.

- EMPG Annual Contract and Scope of Work – Lynne Abel, Public Safety Director
- EMPA Annual Contract and Scope of Work – Lynne Abel, Public Safety Director requested the Board approve both of the above listed contracts and scope of works for EMPG and EMPA. They provide and regulate funding to the county EM department to enhance local preparedness response and recovery efforts.

The largest change included to the contract is the way reporting is done. There was also a slight change in the funding amount. The funds for state and local are required to be spent in the contract year, which begins July 1.

The Board agreed to list both agreements on the consent agenda.

Commissioner Gothard asked if the county puts up \$65,000.00 in order to receive \$45,000.00.

Lynne Abel advised the match is for the state grant. The \$43,000.00 is a non-disaster grant.

- III. FEMA COORDINATOR – Brenton Sempreviva, Wheeler Emergency addressed the Board. The current task order that has been presented to the Board should reflect 152 hours, not 160.

Commissioner Gothard asked if the point had been reached where the hours could be lowered.

Brenton Sempreviva advised that is a Board decision but went on to say that there is a lot of work remaining.

Discussion wash held by Commissioner Abbott, Johnny Evans, Commissioner Bush, and Brenton Sempreviva, in reference to some of the remaining FEMA projects and the purchase of rocks.

Commissioner Gothard advised that she does not have any issues with the current task order but would like staff to look at lowering hours in the near future.

Clerk Bell confirmed with Brenton Sempreviva that he would provide an amended task order.

Commissioner Abbott advised that he would like a status report on FEMA projects.

Chairman Bush advised the amended task order can be included on the consent agenda.

- IV. PUBLIC WORKS SUPERVISOR – Johnny Evans requested Board approval of a grader repair at Thompson for \$30,270.14. The repair is for the radiator and starter.

Commissioner Abbott advised to list the repair on the consent agenda.

Chairman Bush asked the status of a road that Council Member Hanes requested the county look at.

Johnny Evans advised staff has taken care of it.

Commissioner Abbott addressed Johnny Evans. He would like to ensure that a lime rock/pit is not being excavated on Clayton Road.

Johnny Evans advised to his knowledge chips are being hauled from there but he would follow-up.

V. COUNTY ENGINEER – Mr. Knauer spoke further in the meeting.

VI. COUNTY ADMINISTRATOR – Hank Hamilton, County Administrator

- CareerSource Chipola Board Reappointment – Mr. Hamilton advised the Board he received a request to reappointment Darrin Wall to the CareerSource Chipola Board for an additional 3-years.

Commissioner Abbott recommended to list the reappointment on the consent agenda. There was no opposition from the Board.

- Tri-County Airport Authority Member Approval – Mr. Hamilton advised the Board he received a request for member approvals for the Tri-County Airport Authority.

Listed on the letter were Ty Peel, Sydney Snell, Alan Williams, Curtis Snell, and Norman Rich.

Commissioner Abbott advised the members should be rotating. He suggested the rotation be on the commissioner cycles.

Mr. Hamilton advised that he would follow-up.

Commissioner Abbott recommended approval.

- Pitney Bowes Lease – Mr. Hamilton advised the Board that they would like to enter into a contract for a 60 month lease with Pitney Bowes, with the cost being \$36.00 more quarterly.

The current machine is out dated and the parts are discontinued. The new lease includes a new machine. The quarterly amount is \$426.00.

Commissioner Abbott expressed concern about who negotiated the contract.

Jackie Snowden advised that she was contacted by Pitney Bowes because the current lease had expired. The intent is for the county officials to use the same vendor, which is the company that the Clerk's office uses.

Commissioner Abbott spoke on negotiating.

Mr. Hamilton recommended listed the lease on the consent agenda. In the meantime he will call about the pricing and terms.

Commissioner Gothard advised they have to allow the County Manager to make the decision on postage machine prices.

Commissioner Abbott advised that he wanted to know who negotiated the lease, he was not given an answer; nobody negotiated the lease.

Chairman Bush asked if there is a maintenance agreement included when the equipment is leased.

Jackie Snowden advised that it was included on the one that is currently in the administrative office.

Chairman Bush advised to list the lease on the consent with the intent that Mr. Hamilton will follow-up on the requested information.

- Impact Fees – Mr. Hamilton advised the Board the impact fees were previously waived and it is the time for the Board to review and make a decision.

If no action is taken they are automatically re-instated.

He provided the Board options.

Mr. Hamilton recommended adding an administrative fee of \$500.00 for residential homes.

If the Board selects to re-instate residential impact fees that would mean an estimated \$48,000.00 for the fiscal year.

Commissioner Abbott and Bush agreed that they do not want to discourage building.

Jim Town addressed the Board. The cost on a 30-year mortgage on a single mortgage family home is estimated at \$5.50 for the current impact fees, which are \$1,100.00. A mobile home for 20-year financing is estimated at \$4.50.

By not having impact fees, all the county residents are paying for the growth for the additional services.

The permits are currently comparable to 2008.

There was additional discussion on impact fees by Commissioner Abbott, and Jim Town.

Mr. Hamilton advised the current waiver expires June 25.

Commissioner Kent advised that he would like to see the comparison on the tax revenues.

Commissioner Abbott, Jim Town held additional discussion on impact fees.

Jim Town suggested reinstating commercial impact fees.

Commissioner Abbott recommended implementing the impact fees for commercial and waiving the fees for residential for another 12-month period.

- Public Works Director – Mr. Hamilton advised the Board that applicants have been interviewed for the public works supervisor position, recommending the position be filled by the most qualified candidate, Tom Terrell.

The Board agreed to list the above on the consent agenda.

- Caryville Fire Department 50/50 Grant – Mr. Hamilton addressed the Board, Caryville Fire Department has requested permission to apply for a 50/50 grant for \$2,100.00 and Sunny Hills will request an additional amount. The funds will be used for digital radios as opposed to analogue radios.

Both departments have funds in their budget to cover the expense.

The Board agreed to add approval to apply for the grants to the consent agenda.

- Recapitulation of 2015 Assessment Tax Roll – Mr. Hamilton addressed the Board in reference to the recapitulation for the 2015 tax roll. The total is \$525,875.37.

There was not any opposition to include the recapitulation on the consent agenda.

Fire Coordinator – Mr. Hamilton introduced Mr. Rick Kerr, who will start full time after July 4.

Commissioner Gothard asked Mr. Hamilton if Deltona paid their property taxes.

Mr. Hamilton advised that he does not have any information about that.

Break – 9:56 – 10:15

Clayton Road Pit - County Engineer Knauer advised the Board the first boring showed good clay sand all the way down to 35-feet. LBR's have not be ran on the sand at this time.

On the second boring there was good clay sand all the way down to 40-feet, which was where they stopped drilling.

The County mining ordinance requires a 100-foot set-back for property boundaries.

County Engineer Knauer provided the Board a layout of the property identifying some areas.

At one point if excavation was done down to 35 feet the volume of material would be 200,036 cubic yards and the second one that is marked would have 89,280 cubic yards of material, which is figured based on the slope.

Not including digging the existing pit any further but speaking on the untouched portion of the land there would be an estimate of 300,030 cubic yards of material.

County Engineer Knauer recommended having a survey of the property done. He also recommended having a bucket test done.

Commissioner Abbott advised to see if a survey has been done.

County Engineer Knauer advised that you would want a recent survey.

Chairman Bush addressed the Board, they need to find out the value.

County Engineer Knauer also suggested he would like to see any permits.

Chairman Bush directed Mr. Hamilton and County Engineer Knauer to run the numbers in order to see if the pit is feasible to purchase. If the numbers don't work out there is no need in spending funds on a survey.

County Engineer Knauer suggested an appraisal be done as well.

County Engineer Knauer advised the Board, the owner would have to agree to a bucket test. The LBR'S are estimated at \$500.00, which he

would like to do 2 of.

Chairman Bush advised County Engineer Knauer to figure the value of the dirt.

County Engineer Knauer addressed the Board in reference to Lucas Lake and Roche Road. An estimated 10 days remain to be complete with Lucas and Roche Road.

At this point, it looks like both contractors will finish on schedule.

The only concern at this point is to ensure there is full standing grass. There is a tremendous amount remaining to do on Lucas Lake Road. As part of the specification the contractor has to provide a full stand of grass.

The grass will have to be a warranty item that the Board will have to hold the contractor accountable for.

Chairman Bush asked County Engineer Knauer what remains before the striping contract can be started with Guettler & Guettler.

County Engineer Knauer advised that Mr. Guettler needs specifics on what the Board would like done and from that Mr. Guettler will send a contract. After the contract is executed by the Board he can begin work.

Chairman Bush clarified that the work has been approved by the Board and the funds have been earmarked. The roads that have been approved are Pate Pond, Douglas Ferry, and Happy Hill.

Chairman Bush asked County Engineer Knauer how many additional parking spaces will be provided with the grant that has been applied for at Gin Pond.

County Engineer Knauer advised that he would follow up.

They have not issued the funding agreements at this point but expect it in July.

Commissioner Abbott asked County Engineer Knauer what is the plan of action for the sidewalk on South Boulevard.

County Engineer Knauer advised he has had discussion with the contractor and he is going to fix it.

Commissioner Abbott addressed County Engineer Knauer in reference to the Orange Hill and Brickyard Road turn lanes. It is sliding. There has been previous discussion of fixing it, which needs to be done because it is a hazard.

County Engineer Knauer asked County Attorney Goodman if he could get a quote from Roberts and Roberts and GAC who are currently working in the area.

County Attorney Goodman advised, yes. They will look at the scale of the project.

County Engineer Knauer advised the Board, it will be an inter-section milling and resurfacing project in all (4) directions.

Commissioner Abbott addressed County Engineer Knauer, the City had a water line busted. The location is headed west on Brickyard Road from Orange Hill on the left shoulder where they have cut a section.

He requested the City work with the County and fix the area. The area is a high traffic area.

VII. CLERK – None

Commissioner Abbott requested it to be shown if a budget consist of \$200,000.00 the prior year and it is increased to \$225,000.00; he wants to know that the department is asking for an increase.

VIII. DEPUTY CLERK – None

IX. COUNTY ATTORNEY

- Beaver Proposal – County Attorney Goodman advised the Board there is a program in place by USDA whose purpose is to implement a wildlife management program to reduce damage associated with beavers.

The Board was provided a proposed cooperative service agreement. The cost for the fiscal year 16-17 is around \$11,000.00 and is a not to exceed contract.

Chairman Bush recommended proceeding with the contract.

- Amendment to Code Enforcement Provisions – County Attorney Goodman advised the Board the updated procedure is directed toward the code inspector and magistrate.
A process has been set forth for proper notice, which is due process, process to have code enforcement hearings, process to be able to create a lien on the property, and eventually foreclose on property in the event there is not cooperation with the counties request and/or the order that effectuates after the hearing.

The word may was used to replace the word shall in some instances.

There is an intent to give the code inspector flexibility in dealing with the situations.

County Attorney Goodman provided a summary of the step by step process.

The goal is not to foreclose on properties, but to give individuals the opportunity to get in compliance with what they are trying to put in place.

Commissioner Abbott addressed the Board, he would like to ensure they are being fair with the property owners; he does not want to be pushy.

County Attorney Goodman addressed Commissioner Abbott's concerns.

Chairman Bush asked the Board if there are any concerns regarding the provisions to utilize a magistrate.

Commissioner Abbott advised that he does not have any.

There were no comments of opposition.

Chairman Bush expressed his thanks to Cheryl Pingitore, Code Enforcement

County Attorney Goodman advised the Board, per their previous direction he has provided them an agreement for a code enforcement special magistrate.

The agreement includes 5-one year terms that will renew upon the Board's pleasure. A termination clause is included, which requires a 10-day notice.

County Attorney Goodman recommended approval of the contract.

Mr. Hamilton advised the Board, the intent is to move slowly with individuals.

- Courthouse Update – County Attorney Goodman went over a review of the recent courthouse meeting.
 - Committee recommended approval of the security entrance equipment, which is within \$200.00 of budget
 - September 12 (tentative date) transition of phone lines; completion of the building September 8 (tentative date)
 - Bathrooms – Men’s and Women’s
 - Sign in Schedule
 - Landscaping plan has been approved by the committee. The low quote was received by Landscape Inc. The bid alternative is \$54,162.00
 - Amendment to Landscape Inc. for smaller trees in front of the courthouse
 - Furniture cost is \$65,000.00 under budget. \$65,000.00 will be moved in contingency, which is around \$116,000.00
 - Exterior site sign cost \$12,860.00. GAC has determined they will provide the sign at no cost to the county

Commissioner Abbott addressed the Board, the original plans that were sent to the state included the placement of the sign, using some of the old elements of the courthouse. If that is changed an update will have to be provided to the state, requesting their permission.

County Attorney Goodman advised the Board they need to be able to

provide the state items implemented from the old courthouse.

Chairman Bush addressed the Board. He does not know if it was specific. It does incorporate the balustrades in the sign. If it was specific that it included that, that would have been part of the original plan and it was not. That is the reason the additional \$12,000.00 brought up concern.

County Attorney Goodman addressed the Board. The wall between the church and the courthouse was on the verge of collapsing. Due to safety concerns the wall was removed. GAC and the architect were unable to slope that to merge it without having to build a new wall.

GAC presented the recommendation to implement a new wall. The cost of the wall is approximately \$40,000.00. There is enough savings in the general conditions allocation to cover the cost.

County Attorney Goodman advised the Board it is their decision on what to include on the interior plaque for the courthouse.

The Board held discussion about the plaque.

County Attorney Goodman addressed the Board based on what he is gathering from Chairman Bush.

Include the current Board, past (Mr. Pate), current County Manager, Mr. Corbin, GAC, and JRA.

There was also discussion on included, a special thanks to the people of the State of Florida.

Commissioner Abbott suggested recognizing Judge Patterson, and Harold

Bazzel.

Chairman Bush spoke on including the past, and present Clerk and County and Circuit Judge.

Commissioner Abbott advised County Attorney Goodman that he would like his name included as well.

County Attorney Goodman advised the Board he would provide Jackie information in reference to the names for the plaque to include on the consent agenda.

County Attorney Goodman addressed the Board, along with Mr. Hamilton and his staff they are looking at updating the procurement policy in order to meet compliance of federal standards.

Commissioner Abbott addressed County Attorney Goodman about the courthouse maintenance.

County Attorney Goodman advised they are schedule to offer the State of Florida \$750,000.00 at the end of the project, which was requested by the Governor. Some of the funds will come from the courthouse maintenance fund, which has a balance of \$850,000.00.

If the Board would like to bid the services out that is direction that is needed as soon as possible to start the process.

Chairman Bush suggested having a plan in place for maintenance to upkeep the building at this point to be prepared 3-years away. The Board needs to be responsible with the monies to set up a future maintenance plan.

County Attorney Goodman asked if the Board would like to give direction to prepare a RFP or if they would like it done internally.

Commissioner Gothard suggested working through the budget process to see if the funds are available.

Clerk Bell suggested it has been helpful in the past to have someone on-site every day.

Commissioner Abbott suggested contracting would be cheaper.

The Board held discussion on courthouse cleaning.

Chairman Bush advised Mr. Hamilton to research the issue.

Chairman Bush commended Mr. Hamilton for the organization of the workshop.

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

Deputy Clerk Brantley

Date Board Approved