

**WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS  
December 14, 2016 BCC Meeting - Commission Board Room  
1331 South Blvd., Chipley, FL 32428**

DISTRICT 1 Alan Bush	DISTRICT 2 Charles Kent Chairman	DISTRICT 3 Tray Hawkins	DISTRICT 4 Todd Abbott Vice-Chairman	DISTRICT 5 Steve Joyner
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I. PROCLAMATION – Deputy Woolover

- A. Call to Order – Chairman Bush
- B. Invocation/Pledge – Dr. Trish Bruner/Noah Owens

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

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

The Board of County Commissioners presented Noah Owens with a plaque of recognition for his services at the Courthouse Grand Opening in reference to his assistance with the crank used to raise the flag.

II. PUBLIC HEARING

A. FLUM Amendments Caryville Dollar General – Victoria D’Angelo, Washington County Planning Department addressed the Board in reference to a petition received for a Future Land Use Amendment from Teramore Development for a Dollar General in Caryville, which is to be located off Spanish Trail (Hwy. 90).

The site is currently a mixed-designation, which has low-medium density and also general commercial.

Their proposal is to re-designate it to general commercial. The site is located in an AE

flood zone but has not been designated to have any wetland areas based on the National Wetland Inventory. The mobile home that is currently on the location will be demolished upon building the facility.

A separate development review process will be required.

The applicant has met the county requirements.

The neighborhood meeting was held at the Town Hall on October 20, in which no objections were given.

The Planning Commission recommends approval based on staff recommendation.

Public Comment – Margaret Sanders, Teramore Development addressed the Board in reference to the development, requesting approval of the application.

**III. ADOPT THE AGENDA – Commissioner Hawkins offered a motion, seconded by Commissioner Bush and carried to adopt the agenda.**

**IV. ADOPT PREVIOUS MINUTES -**

June 23, 2016 – Regular Meeting Corrected Copy

August 25, 2016 Regular Meeting Corrected Copy

Chairman Kent addressed the Board. The correction for minutes dated 6/23 include the addition of Commissioner Kent offering a motion, seconded by Commissioner Abbott and carried to approve the consent agenda.

The minutes dated 8/25 include the addition of the motion offered by Commissioner Abbott, seconded by Commissioner Bush and carried to approve the minutes listed on the agenda.

**Commissioner Bush offered a motion, seconded by Commissioner Abbott and carried to adopt the amended minutes for 6/23/16 and 8/25/16.**

September 29, 2016 – Regular Meeting

October 19, 2016 - Workshop

October 27, 2016 – Regular Meeting

November 22, 2016 – Regular Meeting

**Commissioner Bush offered a motion, seconded by Commissioner Hawkins and carried to approve the above listed minutes.**

V. NON-AGENDA AUDIENCE – Effective October 1, 2013, Florida Statute 286.0114 mandates “members of the public shall be given a reasonable opportunity to be heard on the proposition before a Board or Commission.” Each individual shall have three (3) minutes to speak on the proposition before the Board.

Michelle Cook, City of Vernon addressed the Board. The City of Vernon has been awarded two FRDAP grants for \$50,000.00. The grant writer is paid \$1,500.00 for submitting those applications. \$5,000.00 is paid to have each one of those grants to be administered and would like to know if the county would like to look into the funding staying locally, with the county assisting with administering that grant.

Commissioner Hawkins spoke on utilizing county staff.

County Administrator Hamilton advised the Board that Karen Shaw is willing and has the ability to accept the additional workload.

Michelle Cook, City of Vernon addressed the Board in reference to the County Commissioners assisting with recreation programs for the surrounding areas.

Michelle Cook advised that the City of Vernon’s Board would like to offer the usage of one of the classrooms at the City Hall to the county EMS in Vernon. Partitions would need to be put up as well as a restroom installed.

Chairman Kent directed Michelle Cook to the sheriff’s department because EMS is under the direction of that office.

Sal Zurica, Sunny Hills addressed the Board. A couple of years prior the board came before the commission asking to have the debt paid off and the MSBU stopped completely.

The MSBU is currently still going. The residents need to be kept abreast. Also, there has been numerous complaints about the mowing, and the company has received payments in excess of \$8,000.00.

Mr. Zurica requested to be put on the upcoming workshop and meeting agenda for January.

VI. CONSENT AGENDA –

A. Vouchers – Request approval for the Clerk of Court to pay vouchers for November 2016 totaling \$2,671,003.98.

**Commissioner Joyner offered a motion, seconded by Commissioner Hawkins and carried to approve the consent agenda.**

VII. AGENDA ITEMS –

Insurance Refund – John Pat Thomas, County Insurance Agent along with the Florida Municipal Insurance Trust also known as the Florida League of Cities presented the Board with a refund check of \$12,900.00 due to the counties partnership with the Florida League of Cities and the insurance trust being profitable.

Mr. Thomas commended the county staff, specifying County Administrator Hamilton, Ruth Brooks, and Marla Hayes, Human Resource staff.

- Sheriff's Office – Sheriff Bobby Haddock
  
- Budget Amendment – The Washington County Sheriff's office request approval of a budget amendment in the amount of \$131,748.79. The Washington County Sheriff's Office generated unbudgeted miscellaneous revenue throughout fiscal year ending September 30, 2015. This unbudgeted revenue was generated through various sources. The office absorbed a Jag-C grant

decrease of \$3,326.00 and also an \$87.87 VOCA grant increase.

- Budget Amendment – The Washington County Emergency Medical Services generated unbudgeted miscellaneous revenue throughout fiscal year ending September 30, 2015 totaling \$491,855.88. This unbudgeted revenue was generated through an increase in insurance collections and an EMS Awards Grant in the amount of \$13,849.00. EMS also experienced an increase in expenditures of \$123,770.88 above budgeted expenditures for 15/16. A large portion of these additional expenses was due to the lien pay off of a new ambulance. Also, there was an unexpected increase in part-time and overtime due to full-time employee absences during illness.
- Budget Amendment – Clerk Bell addressed the Board. There was an additional \$55,000.00 that was spent in the E-911 budget that requires approval of a budget amendment.

**Commissioner Bush offered a motion, seconded by Commissioner Kent and carried to approve the Sheriff, E-911, and EMS budget amendments.**

Sheriff Haddock addressed the Board providing updates on the EMS/E-911 and addressing future plans of additional inventory.

He spoke on his 38 years, with the last 12 being sheriff speaking on updates such as office and software updates, and strides toward conquering drugs.

- Amendment to E-911 Maintenance Contract – Clint Erickson, E-911 Director requested approval of an amendment to a contract for maintenance and warranty service for the Washington County E-911 system. The package will be changed from the Elite to the AK Elite maintenance package. The change is eliminating an individual on-site one day a week to 24-hour service maintenance.

**Commissioner Hawkins offered a motion, seconded by Commissioner Abbott and carried to approve the amendment to the E-911 maintenance**

**contract by changing from the option 3 – AK Elite Premier maintenance to the option – 2 AK Elite.**

Commissioner Hawkins addressed Clint Erickson in reference to the repeaters, suggesting that the Board give Mr. Erickson direction to compile proposals in order to have communication for law enforcement and fire.

Mr. Erickson advised Commissioner Hawkins that is an issue they are looking into.

- FLUM Amendments – Caryville Dollar General – Victoria D’Angelo addressed the Board in reference to the FLUM amendment for the Caryville Dollar General.

**Commissioner Bush offered a motion, seconded by Commissioner Abbott and carried to approve the ordinance affiliated with the future land use amendment in Caryville associated with the Dollar General.**

Victoria D’Angelo addressed the Board. The next step is to transmit the adopted package to the state. The time frame is 30 – 60 days from the date of approval to be finalized.

During this time the development review application can be started on.

- Request for Approval – Pool Hall and Bar – 3246 Main Street, Vernon, FL, Lacey Camacho, Victoria D’Angelo, WFRPC Planner

County Attorney Goodman addressed the Board. The intent has been to ensure that the City of Vernon was in accord with their municipality. The City Council of The Town of Vernon has approved the request.

This has been brought up in order to have documentation of Board approval upon the recommendation of the City.

Commissioner Bush clarified that the City of Vernon has approved the

application under home rule power. To his knowledge the Board of County Commissioners did not approve the previous establishment that was there. The Board of County Commissioners was not involved and he does not know if the Board necessarily should have because that is under their jurisdiction. He clarified the Board is acknowledging what they have done and showing a sign of support.

Commissioner Bush advised that he does not understand the Board's role in reference to this.

County Attorney Goodman addressed the Board. They have been requested by municipalities, not the City of Chipley, to assist them in managing their/overseeing their comprehensive plan, LDC and providing oversight and assistance in ways.

At this point, he and Victoria D'Angelo have been unable to locate any inter-local agreement with any of the municipalities.

It is his and Victoria D'Angelo's intent to reach out to the municipalities, upon the direction of the Board in 2017 in order to have it clarification on what the municipalities would like from the county.

They have fallen under the county's comprehensive and the LDC and have historically given oversight, which is not a clear line.

Victoria D'Angelo advised the Board they have started the process by meeting with the city clerk for the City of Vernon in order to see how things have been done historically and how they would like to proceed. The plan is to meet with each of them individually, and then altogether.

County Attorney Goodman addressed the Board. The intent was to ensure they are receiving what they want. For future reference, he did not want it to be said that the county is responsible for a particular planning and zoning and there is nothing in the county's minutes documenting the approval.

Commissioner Bush advised that he is not trying to hinder the business, but would like to ensure that a precedence isn't started. He does not want to be involved in home rules.

Commissioner Bush clarified that this is due to them not having a comprehensive plan.

County Attorney Goodman advised Commissioner Bush, they do. They fall under the counties. They are required by state law to have a comprehensive plan. Historically they have taken the position that they are going to opt to fall under the counties planning and zoning and/or comprehensive plan. An inter-local agreement should have been done when this was done.

Victoria D'Angelo addressed the Board, the current comprehensive plan was approved in 1991. They fall under that comprehensive plan, all four of them, as well as the land development code, which is required by the state for local jurisdictions to have.

Commissioner Bush addressed the Board. He does not want the Board to have the authority to stop something that a local government wants. He does not want to start a precedence by the Board approving this request.

County Attorney Goodman advised the Board, it has already been done. The issue is to clarify in the future what they want and to be consistent.

There was discussion held by Commissioner Abbott, and Hawkins.

Commissioner Hawkins suggested doing business in regards to the comprehensive plan should be the easiest.

**Commissioner Bush offered a motion, seconded by Commissioner Abbott for discussion to approve the application for the pool hall and bar in Vernon, Florida submitted by Lacy Camacho.**



Commissioner Abbott addressed Victoria D'Angelo. They will have to follow their current guidelines in reference to alcohol consumption.

Victoria D'Angelo advised that is correct. The alcohol license also comes through the planning office.

**The motion carried unanimously.**

Chairman Kent called a recess. 10:03 a.m. – 10:24 a.m.

VIII. FEMA COORDINATOR – Brenton Sempreviva addressed the Board. Since Tom Terrell's plan they have been able to send to close out nine projects. The state has come through with over \$40,000.00 this month. There is an additional \$80,000.00 pending from the state.

IX. PUBLIC WORKS DIRECTOR – Tom Terrell addressed the Board. During the month of November an additional three project worksheets have been done. The recent rain event has slowed the schedule.

They are currently chasing milled asphalt.

Commissioner Abbott directed to contact Derwin White to assist with milled asphalt.

Commissioner Bush advised Tom Terrell to look at the section between Roche Road and Bonnet Pond and where the pavement starts.

Commissioner Hawkins addressed Tom Terrell and the Board. The City of Vernon has been awarded a \$600,000.00 grant to replace the water and sewer lines in Vernon. They are \$91,000.00 short. They have worked with the contractor and the contractor is willing to remove some items

They would like to know if the county could help with hauling rock and sand clay mix.

Michelle Cook, City of Vernon addressed the Board. If the Board approves this they will have to submit for an amendment with the state. The time frame needed would be after the 1<sup>st</sup> of the year.

Commissioner Hawkins addressed the Board. They need 640 tons of #57 stone, 480 tons of road base, and 50 tons of sand clay mix to finish up the project. The county cost would be estimated at \$11,712.00. This was at \$150.00 for milled asphalt.

Tom Terrell advised Commissioner Hawkins that the best price they have received for milled asphalt is \$150.00 but they are currently paying around \$200.00.

Commissioner Hawkins advised the Board, he figured in \$13.00 per ton for the #57 stone.

Chairman Kent advised the Board that he would like to see actual cost.

Michelle Cook addressed the Board. The project is \$91,000.00 over and is currently 2 ½ years overdue. The contractor can make some adjustments in regards to manholes, and overlays.

Commissioner Bush asked Michelle Cook what is needed from the Board.

Michelle Cook advised a commitment.

Commissioner Joyner asked Michelle Cook if the contractor is the same one that worked on the first phase.

Michelle Cook confirmed that is correct. CDG is the engineering firm that did the

plans. Mid-Tower are the engineers.

Commissioner Joyner asked if the material was for the backfield/sewer lines.

Michelle Cook advised that is correct.

Commissioner Hawkins suggested discussing it at the workshop.

Tom Terrell requested contact with the contractor because he needs to know what the expectations are.

- X. COUNTY ENGINEER – County Engineer Knauer addressed the Board.  
Live Oak Landing board walk is complete.

They are nearing completion of Live Oak Landing next week. There are about 16 days remaining in the contract. This does not include rain days, in which they will have a couple. It looks like they will complete for what was signed up for in the contract.

If there is inclement weather for more than 50% of the day that would prevent them from working they can request rain days in writing.

Commissioner Bush asked if water levels was addressed in the contract.

County Engineer Knauer advised that it is not. It hasn't been an issue yet.

Commissioner Bush suggested that river levels should be addressed in future contracts.

County Engineer Knauer addressed the Board in reference to the bids taken on Deltona Boulevard. GCUC's bid \$138,495.00, GAC Contractors bid \$137,198.27, CW Roberts bid \$208,531.25, North Florida Construction bid \$137,799.00, and C

Miles Construction bid \$198,450.00.

GAC Contractors is the low bidder.

Commissioner Abbott asked where the funding would come from.

County Administrator Hamilton advised the funds would have to come from public works contingency.

Tom Terrell confirmed that is correct.

Commissioner Abbott recommended awarding the project to GAC.

County Engineer Knauer advised the Board the water levels will not be any lower than what is currently there.

**Commissioner Bush offered a motion, seconded by Commissioner Abbott and carried to award the Deltona Boulevard project to GAC for \$137,198.27.**

County Engineer Knauer addressed the Board. October 23, 2015 bids were received for #57 lime rock that would be used on the FEMA jobs. 116,700 cubic yards was advertised, which is the amount that was needed to complete the FEMA jobs. The bids were Roberts and Roberts at 2,743,296.41, CW Roberts at \$1,692,672.87, and GAC Contractors at \$2,801,665.44.

The contract was awarded to CW Roberts. The award amount was less than the 116,000 tons because at that time the county had put out rock. The award amount was roughly 75,000 tons.

The contractor delivered the sample to the site and it did not pass the testing requirements for the gradation. They were notified of the results and they brought a second load, which didn't meet the specifications either.

County Engineer Knauer suggested that they bid on lime rock base, instead of #57 stone lime rock. There is about a million dollar difference between the two.

Commissioner Abbott advised County Engineer Knauer, they want them to honor what they bid on.

County Engineer Knauer requested direction from the Board.

Commissioner Abbott addressed the Board. It is needed for Public Works to complete their projects.

County Engineer Knauer addressed the Board. FEMA will pay the actual cost with FEMA approving the contractor before they start.

The second low bidder was Roberts and Roberts.

Chairman Kent confirmed that County Engineer Knauer had not spoken with CW Roberts at this point.

County Engineer Knauer advised that is correct because he was awaiting Board direction.

County Attorney Goodman advised the Board the best case scenario would be to give them a date by which they have to produce, the low bidder. This should be done by written notice and include if they don't produce by that date the #2 bidder will be awarded or take other remedies that are in the contract.

At the same time the county needs to reach out to #2 to make sure they are still capable of moving forward under the contract before reaching that point.

Commissioner Bush addressed Chairman Kent. The bulk of the work is in Commissioner Joyner's area. He suggested appointing Commissioner Joyner as a point of contact in representation of the Board.

Commissioner Joyner addressed the Board. He would like to see the specifications of the project.

County Engineer Knauer discussed the rock with Commissioner Joyner.

The consensus of the Board is for Commissioner Joyner to be the point of contact.

County Engineer Knauer advised the Board that all proposals for Ledger Road need to be officially rejected due to the county opting to do the work in house.

**Commissioner Abbott offered a motion, seconded by Commissioner Bush and carried to reject all bids on Ledger Road.**

Commissioner Abbott suggested obtaining right-of-way ahead of time for road projects on future paving list.

County Engineer Knauer addressed the Board. Kent Road is different than Buckhorn, in that it has platted right-of-way all the way through. Kent Road does not have any. In order to get right-of-way normally a survey would be done and a center line alignment would be put together and from that the right-of-way would be established. Following this would be the neighborhood meeting, legal descriptions, and easements. To start trying to get right-of-way without having all the documentation together would not work.

Neighborhood meetings, however can be held.

County Engineer Knauer advised the Board that right-of-way will be needed through Florida Landings out through county line road.

County Engineer Knauer addressed the Board in reference to the sewer project discussed prior in the meeting. The #57 stone and the recycling is probably to redress driveways through the limits of the projects. Sewer pipes would not normally be bed with #57 stone. Normally you would backfill the existing material and pack it with the existing material and get density.

- XI. COUNTY ADMINISTRATOR – County Administrator Hamilton addressed the Board. Debris Plan – There are four changes that the Florida Department of Management

has approved, which will not alter the agreement. The procurement reference, list of the cfr that was in the debris plan had the wrong number, the debris site description was added, the reference to remove the debris from private property has been removed, and a list of approved contractors were added to the debris plan.

Fire Reporting System – County Administrator Hamilton requested approval for the purchase of the software for the fire departments. The cost is \$12,690.00, which is a one-time purchase. Each fire department would be responsible for the maintenance of it. There is currently \$75,000.00 in the fire education contingency fund that could be used to fund the purchase.

The program has the ability to reduce the ISO ratings, and may be needed for any future application.

Chipley Fire Department currently uses the software program.

**Commissioner Bush offered a motion, seconded by Commissioner Abbott and carried to approve the purchase of the fire reporting system.**

County Borrow Pit Reclamation Plan – County Administrator Hamilton addressed the Board. The current policy is that residents can request to be put on a list to have spoil dirt delivered to their 911 address at the rate of two loads annually. This year an estimated 600 loads of spoil dirt have been given away. The spoil dirt can be used for the reclamation process of the pits. If a pit were to be closed today the DEP guideline of the slopes and the setbacks would be unable to be met. If the spoil dirt were to be used that would eliminate purchasing dirt. There is a liability when spoil dirt is delivered to citizens.

County Administrator Hamilton requested a motion to end the program, using the spoil dirt in the county pits.

**Commissioner Abbott offered the above motion, seconded by Commissioner Hawkins and carried 4/1, with Commissioner Bush opposing the motion.**

Commissioner Bush addressed the Board in reference to the motion above. There is a current list of people that are awaiting spoiled dirt loads. Will the list be finished out?

County Administrator Hamilton addressed Commissioner Bush, the plan was to stop completely.

Commissioner Abbott addressed the Board. He is fine with stopping immediately but would like the citizens on the list to be notified.

County Administrator Hamilton advised the Board the citizens on the list will be contacted.

Chairman Kent suggested the list could be addressed seeing if any of their situations could be rectified with their driveways.

Commissioner Hawkins addressed the Board. He feels that there should be courtesy from the county employees that are digging ditches at a driveway that needs the dirt to put it there.

County Administrator Hamilton advised that the dirt is not hauled but only used at the location that it is pulled from.

Commissioner Kent clarified that it is the consensus of the Board to stop the program.

Tom Terrell and Hank Hamilton advised the Board they will be contact and address their concerns.

Orange Hill SAFER Opening – County Administrator Hamilton requested approval to put 2/3 SAFER personnel at the Orange Hill location to provide coverage from



Monday – Friday, 8 hours a day.

The chief is receptive.

The funding is available in the SAFER grant as well as the personnel.

**Commissioner Bush offered a motion, seconded by Commissioner Joyner and carried to provide the personnel to help man Orange Hill Fire Department.**

County Administrator Hamilton addressed the Board in reference to the department reorganization. Currently the inmate crews are under parks and recreation, which does not have a supervisor or director assigned to it. He requested inmate crews be put under public works, under Tom Terrell's supervision.

**Commissioner Bush offered a motion, seconded by Commissioner Abbott and carried to approve the reorganization change to reflect inmate supervision be moved under the Public Works Director.**

County Administrator Hamilton addressed the Board. The current policy is if an employee exceeds more than 40 hours of critical emergency sick leave requires Board approval.

There is currently the need for approval for two employees that may exceed the 40 hour mark before the next board meeting.

County Administrator Hamilton requested approval for Billy Hendrix and James Finch if required.

County Administrator Hamilton advised they will use their sick leave and annual that they can use. Once that is met the critical bank will be used if needed.

Marla Hayes, Human Resource advised that critical sick leave is excess sick leave that the policy requires Board approval for an employee to use.

Commissioner Bush suggested this is another issue that needs to be corrected in the employee handbook.

Marla Hayes addressed the Board. The motion needs to state that in the event that the employees need to exceed the 40 hours the Board has approved it.

**Commissioner Bush offered the above motion, seconded by Commissioner Abbott and carried.**

XII. CLERK – None

XIII. COUNTY ATTORNEY – County Attorney Goodman addressed the Board.

Medical Marijuana – County Attorney Goodman read the background on the compassionate cannabis medical act.

Some counties are adjusting land uses, approving a moratorium, 90 – 240 days.

Commissioner Bush clarified that a moratorium is essentially a pause button.

County Attorney Goodman suggested if the Board chooses to approve a moratorium to approve it for 240 days.

A special meeting will have to be called before the next meeting for the moratorium.

County Attorney Goodman addressed the Board in reference to the courthouse project.

After speaking with Amber Baggett last week there was approximately \$775,000.00 remaining in the grant with the State of Florida. There are about \$65,000.00 in outstanding invoices. The plan is to spend the state grant down to \$750,000.00 and submit payment back to the state per instruction from the state level.

There is currently \$845,000.00, more/less in the courthouse facility fund. The paving invoice will come out of these funds.

The next courthouse meeting is January 4<sup>th</sup>.

Commissioner Abbott addressed the Board. There are some things that Clerk Bell will discover that are not working as it should, such as the signature boards in the courtroom.

He suggested that Clerk Bell be able to fulfill what is needed out of that fund.

County Attorney Goodman advised that flexibility has been given to Clerk Bell and County Administrator Hamilton for those items.

Commissioner Bush requested a spreadsheet with the outstanding projects, such as Kent Road as well as the other grant projects that are out there.

Commissioner Bush suggested that the personnel policy needs to be worked on.

County Administrator Hamilton addressed the Board. The entire policy has been rewritten minus the three sections that the Board previously approved.

Marla Hayes advised they are close to sending it to the attorney for review, which will be the Constangy group with the Florida League of Cities.

Marla Hayes suggested providing it to the Board before the meeting in order to get feedback prior to the meeting.

**XIV. ADJOURN – Commissioner Abbott offered a motion, seconded by Commissioner Bush and carried to adjourn.**

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Deputy Clerk Brantley

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Date Board Approved