

**BOARD OF COUNTY COMMISSIONERS
Washington County, Florida
Board Meeting
1331 South Blvd., Chipley, FL 32428**

DISTRICT 1	DISTRICT 2	DISTRICT 3	DISTRICT 4	DISTRICT 5
Alan Bush	Charles Kent	Tray Hawkins Chairman	Todd Abbott Vice-Chairman	Steve Joyner

I. CALL TO ORDER - Chairman Hawkins called to order the special meeting of the Washington County Board of County Commissioners at 9:00 a.m. on November 14, 2019 at 1331 South Boulevard, Chipley, Florida. The invocation was given by Jeff Massey, which was followed by the pledge.

The following persons were present: Chairman Hawkins, Vice-Chairman Abbott, Commissioners Kent, and Joyner along with County Administrator Jeff Massey, County Attorney Milton, Fuqua & Milton, P.A., Clerk Lora C. Bell, and Deputy Clerk Risha Brantley.

Commissioner Bush was not in attendance.

II. PUBLIC HEARING

- Future Land Use Map (FLUM) Amendment for property located at 2838 – 2878 Woodymarion Drive – Jane Dellwo, Planning Assistant informed the board the applicants, Mr. and Mrs. Waddell are requesting the amendment from agriculture/silviculture to low density residential. The request is to allow for one single family dwelling for immediate family members.

Commissioner Abbott requested to be on record expressing his

disapproval of the FLUM requirement.

Chairman Hawkins commented that the board is working toward removing this.

There were no public comments, therefore the meeting was closed by Chairman Hawkins and the special meeting was opened.

III. ADOPT THE AGENDA – Commissioner Abbott, Commissioner Kent
(Motion Carried)

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

V. AGENDA ITEMS

- Future Land Use Map (FLUM) Amendment for property located at 2838 – 2878 Woodymarion Drive – **Commissioner Abbott, Commissioner Joyner (Motion Carried)**

VI. ADJOURN – Commission Kent (Motion Carried)

Deputy Clerk Brantley

Date Board Approved

Chairman Hawkins opened the board workshop.

VII. AGENDA ITEMS

- Year End Budget Amendment for 2018 – 2019 – Tiffany Stevenson, WCSO Finance Director addressed the board. The budget amendment request is required to be brought before the board if the original budget is over expended.

The sheriff's budget had to be amended in order to increase the budget by \$753,000.00, which was due to revenue generated throughout the year above the projection submitted during budget.

Chairman Hawkins requested that Commissioner Abbott work with Randy Truette and Tiffany Stevens regarding clarification for the EMS amendment.

Tiffany Stevens clarified with the board that the budget amendment for EMS is for \$199,000.00.

- Annual Plan of Service for State Aid Grant – Renae Rountree, Library Director requested board approval of strategic plan of service for the year regarding the grant. The submittal deadline is 12/1.

\$52,000.00 additional may be received.

This item will be listed on the consent agenda.

Commissioner Abbott advised the board that it was his understanding that the sheriff's office would come before the board with the amount of federal inmate revenue that was generated, and the board would approve it.

Chairman Hawkins requested the minutes be researched regarding this item for clarification. If not this should be put on the agenda to be done month to month.

- DEO Rural Infrastructure Grant – Karen Shaw, Grants Coordinator requested approval to apply for the planning portion of the grant. The grant will be titled the Washington County Strategic Economic Development Plan, which will produce an updated comp plan, land development code, land use map, and an economic development plan. The grant has to be tied to job growth.

This item will be listed on the consent agenda.

- 2020 Board Schedule – Tray Hawkins, Chairman – This item will be listed on the consent agenda.
- 2020 Holiday Schedule – Tray Hawkins, Chairman – This item will be listed on the consent agenda.
- Liaison Appointments – Tray Hawkins, Chairman – This item will be listed on the consent agenda.

- Employee Handbook Update – Tray Hawkins, Chairman

5.10 OVERTIME AND COMPENSATORY TIME (page 28) To the greatest extent operationally feasible, flexible or alternate work schedules within the workweek will be utilized to avoid incurring overtime or straight pay over the employee's regular scheduled hours. ~~The use of Annual or Sick Leave which will result in an employee being paid over 40 hours per week is prohibited. Leave time used prior to working excess hours will be adjusted accordingly.~~

4.03 Position Control

All positions with the county are established and maintained through a personal budget each fiscal year. The Board will authorize the establishment of new or additional Manager and Department Head positions. The County Administrator may establish other new positions after consultation with the board.

The board held discussion resulting in the decision being for a staffing plan to be created by December.

- Holiday Disaster Related Pay – The board confirmed that the policy would reflect that employees would be paid overtime in the event that disaster related work has been approved during the week of a holiday.

Wendy White, Human Resource confirmed that this meant not physically working a 40-hour week.

Kevan Parker suggested that the board include any disaster (man-made or natural).

Overtime for Declared Disasters – Aaron Dudley, Human Resource asked the board if they would like to include overtime for exempt and non-exempt during declared disasters.

The board approved of this update.

- 2nd Amendment Sanctuary- Attorney Milton informed the board the resolution supports that the board is in favor of following the constitution of the United States.

This item will be listed on the regular agenda.

- Christmas Bonus - Chairman Hawkins – The board approved of an employee bonus for \$300.00, which will come from landfill/recovery monies unless another revenue source is identified. Chairman Hawkins confirmed that each elected official would cover the expense incurred by their department.

This item will be listed on the consent agenda.

- VIII. FEMA COORDINATOR – Kevan Parker informed the board that FEMA funds are moving along for the legacy projects.

Commissioner Abbott advised that he would rather have granite in district 4, instead of lime rock.

Kevan Parker informed the board the type of rock projected to be used needs to be determined prior to the cost being set.

Chairman Hawkins advised that the change should be made now.

County Attorney Milton informed the board that it was intended to include hauling by the mile, price of the rock, and rock as delivered in the RFP.

If the board selects to change the rock, that needs to be procured.

Chairman Hawkins directed that they would continue with the lime rock at this point on the projects that have been started.

Kevan Parker and Cliff Knauer will work on the bid task next month for the bid process.

Chairman Hawkins requested to schedule a meeting early next week with Tom McCool, Moscovitz, Gary Glover, and Kevan Parker.

Chairman Hawkins called a recess from 10:14 a.m. – 10:29 a.m.

IX. PUBLIC WORKS SUPERVISOR – Johnny Evans addressed the board.

County Administrator Massey advised Johnny Evans to ensure that the commissioners are included in the weekly work plans.

Johnny Evans updated the board.

Beaver Update – Corbin Road – 3, Duncan – 2, and Bell Community – 1.

Johnny Evans requested approval to contract out the guardrail on Alford Road.

Kevan Parker advised the board that the project hasn't been assigned. Once the contract price has been received, the project amount can be increased.

Johnny Evans requested approval to purchase five 2020 Chevrolet 3500 passenger vans for a total of \$143,630.00.

This item will be listed on the consent agenda.

Johnny Evans informed the board that he would also like to purchase four dump trucks and three graders, which should be around \$165,000.00 per truck and \$226,000.00 per grader, per quotes from May 2019.

These amounts will be updated prior to the regular meeting since the quotes were from May.

Commissioner Joyner advised Johnny Evans to keep a grader in order to have a spare.

Chairman Hawkins advised to earmark the legacy funds for the

purchase of the above referenced equipment. Once the surplus equipment is sold the funds will be put back into the public works budget.

This item will be listed on the regular agenda.

Chairman Hawkins advised Johnny Evans to proceed with making contact with the dealer per board consensus.

- X. COUNTY ENGINEER – Cliff Knauer addressed the board.
- Ag Center Roof – The bid date is December 19, with the pre-bid being December 4. The estimate range is \$125,000.00 - \$175,000.00 over the current budget from legislative appropriations. FEMA will likely cover the difference. An alternate for a TPO/membrane roof may be included. The gutters are also included to be replaced.

Kevan Parker informed the board the \$200,000.00 hasn't been submitted, however he does approve of it.

County Engineer Knauer advised to wait to award it until the funds have been approved by FEMA.

Chairman Hawkins advised Karen Shaw to reach out to USDA regarding the \$300,000.00 and 60/40 grant money.

Chairman Hawkins was receptive of the contractors providing quotes to tarp the ag center roof.

- Bonnet Pond Road – The work progressing and currently ahead of schedule.
- Crystal Lake – The survey has been completed for the three lots to the west in order to identify the platted right-of-way. The survey didn't pick up the edge of the dirt road around the three lots which would show the current dirt road and where it ties into the platted right-of-way. This item is currently being work.
- Buckhorn Boulevard – 28 right-of-ways have been signed, which leave around 14/15 that haven't been signed.

The representative of the land owner that purchased the last mile/old development suggested that he is prepared to meet.

At the south end the project the plan is to tie in to Scott Road instead of turning it and tying in to County Line Road, which would give paved road from 231 to 77, without a 1.6-mile gap that is on the Jackson/Bay County line.

- Culpepper Landing – County Engineer Knauer confirmed with the board that all bids were previously rejected.

After the meeting it will be decided how the bid will be advertised.

- Old Bonifay Road – Approval from the Department of Transportation has been received.
- Cope Road – Currently awaiting approval.

XI. COUNTY ADMINISTRATOR – Jeff Massey addressed the board.

- Animal Control - For the period of March 8 – October, 623 dog and cat calls have been responded to. \$550.00 of citations have been issued and around \$4,257.00 of impound fees have been collected. The animal control staff has accumulated 148.50 comp hours, which had to be paid out. The animal control staff is currently being paid overtime.

It has been suggested to create a new position that would be animal control/parks and recreation.

The public works budget can cover the position, which would be certified in animal control, and inspect parks and community centers. The staff would report any findings regarding the parks to Johnny Evans.

The intent of the new plan is to eliminate comp and overtime.

Lynne Abel informed the board for November there have been 24 cases, 48 cat and dog impounds, 2 aggressive dogs, 2 hog impounds, 1 wild horse and 4 livestock calls. The incoming impound fees are \$392.00 for this month and \$500.00 has been received from a citation that was issued.

Jeff Massey informed the board the veterinary monthly cost is around \$5,000.00 + per month.

Commissioner Abbott and Joyner expressed their support if the new position would eliminate the overtime.

The new position will be listed on the consent agenda.

- Cell Phone Tower – County Attorney Milton informed the board that he is in the process of preparing a resolution to allow for a cell phone tower placement.

County Administrator Massey informed the board that the pole was initially too close to the road. It was moved back 75', which required an easement from the county.

- Continuing Engineering Services – RFP's were done and have been scored in the following order, Dewberry, Melvin Engineering, Alday Howell, and Capital.

County Administrator Massey suggested that Dewberry be used as the primary and the others be used as back.

This item will be listed on the consent agenda in the manner that County Administrator Massey suggested.

- RFP Debris Companies – County Administrator Massey advised the board the companies have been scored.

County Attorney Milton advised the board the RFP is for pre-storm and private property.

County Administrator Massey advised that the contracts with Whit O' Brian and Crowder end the 22nd of this month.

The board requested for the top 5 to be brought before the board.

Kevan Wheeler informed the board that the existing contract didn't cover ditch work.

Chairman Hawkins advised to put the monitoring back out.

County Administrator Massey informed the board the RFP for hauling services is currently in the process.

- Inmate Medical – County Administrator Massey informed the board that they are currently in a contract with Prime Services regarding the negotiation of inmate medical bills.

The most recent bill was \$50,130.00, which has been negotiated to \$10,248.00.

Wendy White informed the board that the companies fee is \$11,964.00, totaling \$22,212.00.

Chairman Hawkins advised County Attorney Milton to review the contract.

County Attorney Milton informed the board that a separate RFP can

be done for future projects; it can be incorporated all into one, or as two separate ones.

Chairman Hawkins advised to do two separate RFP's. One is correct, which will cover using the local rock to finish the RFP. The next one will only be for rock to a local vendor from the buying point.

XII. CLERK - None

XIII. COUNTY ATTORNEY – Attorney Milton addressed the board.

- Tow Truck Fees – Board direction is needed in order to prepare an ordinance.

This item will be brought up at a later meeting after additional research by Commissioner Abbott.

- Funeral Home Fees – County Attorney Milton informed the board that the fees for transport to the coroner and indigent servicers vary among vendors.

He suggested to charge a flat fee like surrounding counties.

The board held discussion regarding this item, which will be discussed at the next workshop.

Deputy Clerk Brantley advised Chairman Hawkins that she would pull invoices and forward them to him for his review of the expense.

County Attorney Milton informed the board that the ethics training

has been scheduled for 11/15 from 8:00 a.m. – 12:00 p.m. at the ag complex located on Penn Avenue.

The meeting was adjourned.

Deputy Clerk Brantley

Date Board Approved