

**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

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The following persons were present: Chairman Hawkins, Vice-Chairman Abbott, Commissioners Bush, Kent (via phone), and Joyner along with County Administrator Jeff Massey, County Attorney Fuqua & Milton, P.A., Finance Director Johnnie Pettis, and Deputy Clerk Risha Brantley.

I. PROCLAMATION

- Call to Order - Chairman Hawkins
- Invocation – Roger Brooks
- Pledge

A moment of silence was held as an acknowledgment of Thomas Andrews' passing.

II. PUBLIC HEARING

- Request to amend the Future Land Use Map (FLUM) category assigned to 5.40-acres of property from Agriculture/Silviculture to Low-Density Residential located at 5080 Pine Ridge Drive, Chipley
- Request to amend the Future Land Use Map (FLUM) designation of the property located at 4929 Tiger Trail, Chipley from Agriculture/Silviculture to Low-Density Residential. The request will allow for one future single-family residential dwelling unit on a 5.03-acre parcel.
- Request to amend the Future Land Use Map (FLUM) category

assigned to a 2.5-acre parcel of property located on Champion Drive from Agriculture/Silviculture (1 dwelling unit/acre)

Dawn McDonald, Senior Planner presented the FLUM amendment requests. All public notification requirements were met and there wasn't any opposition from neighbors. All three are consistent with allowable uses. The planning commission and staff recommended approval.

- Request to amend the Future Land Use Map (FLUM) category assigned to .52-acres of property from Agriculture/Silviculture to Low/Medium Density Residential for property located at 3896 Okchia Circle, Vernon – Dawn McDonald, Senior Planner presented the above-referenced request. The request is to allow a manufactured home on the site. There was no opposition to the request and the neighborhood requirements were met. It is a consistent use with the surrounding residence. The planning commission recommended approval. The staff recommended denial due to no water or central sewer being available.

Chairman Hawkins advised that central water is available.

- Request a Type XV Special Exception for an RV Park to be located within Agriculture/Silviculture Future Land Use Map (FLUM) category on a 9.95-acre parcel located on Highway 79, Vernon – Dawn McDonald, Senior Planner presented the above-referenced application. The site was previously a catfish farm. The proposal is for a 9-space RV park. This is the initial discussion step to allow the use on the site. Public noticing requirements were met

and there was no opposition. It is consistent with the special exception with the understanding that development on the site would have to meet development requirements. The planning commission and staff recommended approval.

- Request a Type XV Special Exception for an RV Park located within the Agriculture/Silviculture Future Land Use Map (FLUM) category on a 19.04-acre parcel. (Parcel includes Conservation FLUM category also, which is not included in the applicant's request) – Dawn McDonald, Senior Planner informed the board that the planning commission tabled the request last October pending additional information. The property is along Holmes Creek, off of Shell Landing Road. This item will come back before the board once the development application is done.

Chairman Hawkins advised that the area is low-lying.

Dawn McDonald advised that the public noticing requirements were met. The planning commission recommended approval with the use on the site and with the understanding that a development review application is required. Staff recommended approval.

The public hearings were closed at 9:17 a.m.

**III. ADOPT THE AGENDA – Commissioner Bush offered a motion, seconded by Commissioner Joyner and carried to approve the agenda with the following additions.**

- Vernon Truck – FEMA Coordinator

- Public Records RFP for Contractor/Employee for discussion – Commissioner Hawkins
- Grant Procurement Position – Jeff Massey

IV. ADOPT PREVIOUS MINUTES

- April 15, 2021 - Regular Meeting
- May 11, 2021 - Special Meeting

**Commissioner Abbott offered a motion, seconded by Commissioner Joyner, and carried to approve the above referenced minutes.**

- V. 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.

County Attorney Fuqua clarified information regarding the recent public participation policy. If the item is on the agenda, sign the non-agenda list at the beginning of the meeting. If the item is not on the agenda, 48-hours before the meeting contact Wendy White or Aaron Dudley and inform them of the item(s) you would like to speak about. This allows staff and the commissioner to research the item before the meeting.

- James Brooks addressed the board. Regarding the CARES Act, there was displeasure in Vernon. Vernon was informed that \$122,000.00 was designated for them and this amount has since been reduced. Such items as isolation parks with RV sites were included, and other things could have been put off. The board should attend the Vernon meeting and explain to them why they didn't receive the full amount in the local mitigation of June 23.

The following items were also identified as concerns:

- Debris and pipes are being left on private property.

- How does the board respond to constituents?
- CARES Act – A 5% franchise fee was implemented several years ago. Could the CARES Act funds have been used to reduce taxes? Additional grants could have been done.

The percentages for the CARES Act are off for the communities other than Chipley.

- There should be more communications in the communities from the commissioners.

Chairman Hawkins commented that he attended the Vernon City meeting last night, which is something that he does at least once a month throughout the county, and other commissioners do as well. The Vernon City Council requested that trucks be purchased with CARES Act funds, which will be granted. They will receive within close range of the \$122,000.00. The line of communication is open with the commissioners and he is mainly the representative for the commissioners.

The county is working with a contractor regarding the debris. Also, a county-owned debris truck is being researched.

In many cases, it is best to reach out to County Administrator Massey.

Regarding the franchise fees, the CARES Act money couldn't be offset by anything other than public service at the time.

- Veronica Grant, Amos Hayes Road spoke on the roads in Crystal Lake. The roads in Crystal Lake don't reflect the plat. Amos Hayes should go down toward the lake and around the lake. There is a PRM on the recorded plat that is located at the intersection of Amos Hayes and Shallow Trail. The road is non-existent due to a gate that was put up by a resident. The road was never developed. It is county property and is a right-of-way that is recorded. There is one way in and out of her residence which presents a safety concern. Anybody north of Fawn Ridge has one way in and one way out.

The county should take their right-of-way.

The board direction is for County Administrator Massey to discuss with the county attorneys and follow up with the board.

Commissioner Joyner commented that much of the area is the way that it is because of drainage issues.

#### VI. AGENDA ITEMS

- Recognition of Dwayne Pippin for Retiring with Over 40 Years of Service – The board presented Mr. Pippin with a plaque for his years of service.
- Request to amend the Future Land Use Map (FLUM) category assigned to 5.40-acres of property from Agriculture/Silviculture to Low-Density Residential located at 5080 Pine Ridge Drive, Chipley – **Commissioner Abbott offered a motion, seconded by Commissioner Bush, and carried to approve the above-referenced land-use request.**
- Request to amend the Future Land Use Map (FLUM) designation of the property located at 4929 Tiger Trail, Chipley from Agriculture/Silviculture to Low-Density Residential. The request will allow for one future single-family dwelling unit on a 5.03-acre parcel – **Commissioner Abbott offered a motion, seconded by Commissioner Joyner, and carried to approve the above-referenced land-use request.**
- Request to amend the Future Land Use Map (FLUM) category assigned to 2.5-acres of property located on Champion Drive from Agriculture/Silviculture – **Commissioner Abbott offered a motion, seconded by Commissioner Bush, and carried to approve the above-referenced FLUM amendment.**
- Request to amend the Future Land Use Map (FLUM) category assigned to .52-acres of property from Agriculture/Silviculture to Low-Density Residential for property located at 3896 Okchia Circle, Vernon – **Commissioner Joyner offered a motion, seconded by Commissioner Bush, and carried to approve the above-referenced land-use change request.**
- Request for Type XV for an RV Park to be located within Agriculture/Silviculture Future Land Use Map (FLUM) category on a 9.95-acre parcel located on Highway 79, Vernon –

**Commissioner Bush offered a motion, seconded by Commissioner Joyner and carried to approve the Type XV request listed above.**

- Request a Type XV Special Exception for an RV Park located within Agriculture/Silviculture Future Land Use Map (FLUM) category on a 19.04-acre parcel. (Parcel includes Conservation FLUM category also, which is not included in the applicant's request) – **Commissioner Bush offered a motion, seconded by Commissioner Joyner, and carried to approve the above-referenced application request.**
- Request for Proclamation in Recognition of Mental Health Awareness – Kristina Williams, Director of Marketing & Public Relations for Life Management Center of N.W. Florida informed the board that May is mental health month and requested board approval of the proclamation recognizing May 2021 as Mental Health Month in Washington County. – Chairman Hawkins read the proclamation. - **Commissioner Bush offered a motion, seconded by Commissioner Abbott, and carried to approve the above-referenced proclamation.**
- Request for Approval to Purchase Three Roll-up Doors with Motors for Sunny Hills Fire Department – Savannah Lollie requested approval to purchase three roll-up doors for Sunny Hills to replace the doors that were damaged during Hurricane Michael. Three quotes were received and approval is requested from the board to proceed with Dothan Overhead's proposal for \$12,400.00 with funds from the Public Safety Fund. 25% is due when the doors are ordered. – **Commissioner Bush offered a motion, seconded by Commissioner Abbott, and carried to proceed with the purchase from Dothan Overhead for \$12,400.00.**
- Tourist Development Council Resignation of Seat 6 and Appointment of Seat 3 – Heather Lopez, Director of TDC addressed the board. Seat 6 is the seat for Falling Waters State Park. The current park manager is from Jackson County. Per Florida Statute he can't serve.

Seat 3 is that of the Wausau Town Council. Carol West will be filling the seat.

**Commissioner Abbott offered a motion, seconded by Commissioner Joyner, and carried to accept the TDC Seat 3 resignation and approve the appointment of Carol West to Seat 6.**

- Request for Approval for Pay Plan Updates – Wendy White, Human Resources Director informed the board that the following updates need to be made to the pay plan.
  - HEO I without CDL's needs to be moved to pay grade 102
  - Road crew supervisor approved at the last meeting in 103 in tangent with the inmate supervisor category
  - TDC Director needs to be added
  - MSBU Coordinator needs to be added

**Commissioner Abbott offered a motion, seconded by Commissioner Bush, and carried to approve to update the pay plan as listed above.**

- Inter-local Agreement for Emergency Shelters with the School Board – Lynne Abel, Public Safety Director – **Commissioner Bush offered a motion, seconded by Commissioner Joyner, and carried to approve the inter-local agreement with the School Board.**
- Request to advertise Invitation to Bid (ITB) for Pole Barn at EOC for Animal Control – Lynne Abel, Public Safety Director requested approval to advertise the above-referenced bid.

Commissioner Abbott expressed concern about the size of the pole barn being adequate.

Lynne Abel commented that it would be adequate, however, she is open to looking at a larger facility. The facility is turnkey.

Commissioner Abbott offered a motion, seconded by Commissioner Joyner, and carried to advertise for a pole barn at EOC.



- Request to close Pioneer Road for Wausau Fun Day on August 7, 2021 – **Commissioner Abbott offered a motion, seconded by Commissioner Bush, and carried to close Pioneer Road on August 7 for Fun Day.**
- Proclamation Declaring June 14, 2021 Grandparents Alienation Awareness Day submitted by Ann Haigh – Commissioner Bush addressed the board. The proclamation has been approved by the board for the last 7-years. The proclamation recognizing the results that occur when grandparents are alienating from their grandchildren. – **Commissioner Abbott offered a motion, seconded by Commissioner Bush, and carried to approve the Grandparents Alienation Proclamation.**
- MOU with Neighboring Counties for E-911 – Deidra Pettis addressed the board. The memorandum of understanding is between Washington County and 12 other counties beginning in Leon County and going to Escambia County. The purpose is to have the ability to transfer data between counties during an emergency.

**Commissioner Abbott offered a motion, seconded by Commissioner Bush, and carried to approve the above-referenced memorandum of understanding.**

- FDOT Lighting, Maintenance, and Compensation Agreement for FY 2021/2022 – Tray Hawkins, Chairman informed the board the agreement is for lighting at multiple intersections. There will be additional roads requested to add on. – **Commissioner Abbott offered a motion, seconded by Commissioner Bush, and carried to approve the agreement with FDOT.**
- RFP to Perform Public Records Request – Chairman Hawkins informed the board there is an abundance of public records requests.

Chairman Hawkins requested that the county attorney contact FDOT in regards to the contractor that they use for public records requests.

**Commissioner Abbott offered a motion, seconded by Commissioner Joyner, and carried to approve of the legal department to research in regards to issuing a contract for a public records requests contractor.**

- VII. FEMA COORDINATOR – Kevan Parker addressed the board.
- Request for Approval of Amendment to RFP 2020-005 – The RFP that was issued for headwalls, mitered end sections, and ditch paving didn't include installing Sakrete. Pricing has been obtained from the two contractors that were awarded the bid. AW Excavations bid was \$19.50 per bag installed and Cinch's cost is \$21.00 per bag. – **Commissioner Joyner offered a motion, seconded by Commissioner Abbott, and carried to approve the cost per bag.**
  - CARES Act Funding – When the funding was received there was no direction tied to it. A detailed plan was required, which is what the county created. The county is responsible for the money and it is the county's money. The state asked that the counties be responsible for their municipalities because they were not included in the grant. Washington County used the 2010 census. Within that, a split was created to issue the funded to projects that fit within certain guidelines. There was a caveat to do what was best for the greater number of people in the county.

When the direction was received it was found that force account labor could be used from first responders. The sheriff's department, EMS, City of Chipley Police Department, and the City of Chipley Fire Departments' salaries were submitted to the state and validated.

The CARES Act Funding is now closed. The remaining funds will be used toward broadband, isolation park, fencing, etc.

The county has created an inter-local agreement that has to be signed before receiving CARES Act Funds. The agreement holds the entity that the county issued funds to liable if there are any erroneous findings.

- City of Vernon – The City of Vernon approved a vehicle purchase for \$27,206.00. Approval is requested from the board to give Chairman Hawkins signing authority for the purchase.

Chairman Hawkins advised that the reason for the purchase is for social distancing. More than one employee was riding in the cab of the vehicle.

Ultimately the county is liable for the money.

**Commissioner Abbott offered a motion, seconded by Commissioner Bush, and carried to approve of the truck purchase for the City of Vernon for \$27,206.00.**

- FEMA Financial Update
  - Around \$14 million in work has been done
  - The first advance has been offset
  - \$3.1 million has been approved in payment
  - \$2.2 million of the \$3.1 is in payables
  - \$2.4 million is being validated
- Roadways – On 5/25 the bid for the first 4 roads will be opened.
- Permitting – The non-permit group of roads letters should be received within 2-weeks
- Hurricane Sally – Around 155 roads that were not captured under Hurricane Michael were captured under Hurricane Sally. On the FEMA side, a termination memo has been started to not fund the project. An in-person meeting has been scheduled.

VIII. MSBU ADVISORY COMMITTEE CHAIRMAN – Gary Harman addressed the board.

- Meetings – The meetings are being held quarterly. There wasn't a meeting this month.
- Assessment Increase – The board is currently awaiting a meeting to be scheduled with Nabors & Giblin.

Attorney Milton is making contact to set a meeting up.

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

- Roads in Need of Resurfacing – Brickyard and Orange Hill Roads are beginning to crumble. The condition of Clayton Road from Highway 77 to Orange Hill and all of Pioneer Road need to be addressed.

**Commissioner Bush offered a motion, seconded by Commissioner Joyner, and carried to deem surplus all culverts that have been removed.**

**Commissioner Abbott offered a motion, seconded by Commissioner Joyner, and carried to approve of Johnny Evans seeking someone to pick up surplus culverts for scrap and sign an indemnification form identifying the county from any damages personally or property.**

Per the board’s request, County Engineer Knauer informed the board that he would include an alternate bid item for Brickyard Yard for additional paving.

- Dump Trucks – JM Wood gave an estimate for the following items:
  - (3) 2006 - \$35,000 - \$42,000 per truck
  - (4) 2015 - \$55,000 - \$60,000 per truck
  - (4) 2020 – 60,000 miles – The best deal is to sell them before they reach 100,000 miles
  - (4) Graders – 7,500 – 8,000 hours - \$40,000 - \$50,000

The 2006 trucks should be the first to surplus.

Chairman Hawkins suggested setting up a board policy to rotate trucks out every two years.

Chairman Hawkins directed Johnny Evans to bring prices back before the board and availability on dump trucks to try and get a maintenance program established.

Johnny Evans informed the board that the loader has 14,000 hours on it. The loader is stationed at the reserves.

Chairman Hawkins advised Johnny Evans to bring prices back before the board.

Johnny Evans advised the board to submit roads to him that they feel qualifies for chip and seal.

X. COUNTY ENGINEER – Cliff Knauer addressed the board.

- Buckhorn – Request to approve the supplemental agreement for an additional \$331,167.00. The total project is \$2,913,673.00. – **Commissioner Abbott offered a motion, seconded by Commissioner Joyner, and carried to approve the resolution and supplemental agreement for Buckhorn Boulevard.**

The board previously approved of a contingent award to Roberts and Roberts to value engineer the project within budget or seek additional funding.

- Greenhead Grade – The plans are at 75% and the permit

application process is about to begin. Another community meeting at the church should be scheduled around the second week of June.

- Carter Circle – A meeting was held on April 5 with Bill Cleckly and other neighbors on Carter Circle due to ongoing flooding issues on Carter Circle. Mr. Cleckly has given drainage easements over years on Chain Lakes Road. As part of the agreement for the easement(s), the county is required to maintain Mr. Cleckly's fence on Chain Lakes Road. Around 350' of fence and a double gate need to be replaced due to being damaged by traffic.

Mr. Cleckly spoke about the high speed of traffic through the area. He previously requested that the county install speed bumps and lower the speed limit.

Chairman Hawkins suggested installing a guard rail.

County Engineer Knauer advised that he would check on the cost of a guard rail.

Commissioner Bush commented that County Engineer Massey has the authority to replace the fence because it will be under his spending limit.

County Engineer Knauer informed the board where Carter Circle meets Chain Lake Road the neighbors would entertain giving additional right-of-way in those areas if the county would fix the drainage issue.

The proposal submitted from Southeastern Surveyors to survey to the top of the hill on Carter Circle is \$18,844.00 for a topographic survey from Carter Circle 1.5 miles.

Chairman Hawkins commented that Carter Circle would be surveyed on the Hurricane Michael road repairs. There should only be one survey done.

County Attorney Milton advised for a supplemental proposal to be done for the FEMA work and the one that is needed for Carter Circle to prevent duplicate billing.

Chairman Hawkins advised County Engineer Knauer that they would discuss the correct direction to proceed in after this meeting.

Mr. Cleckly advised the board that major drainage issues stem from a 1 – 1 ½' of fill on top of the existing.

- 319 Program (60/40) – The submittal is due in September. The program is for water quality.

Commissioner Abbott suggested Twin Pond Road.

- FRDAP – The submittal is due September and does not include a match requirement. The grant is for \$50,000.00.
- Sunny Hills 2021 Paving Improvements – The project is ready to be advertised and approval is needed to proceed. – **Commissioner**

**Bush offered a motion, seconded to Commissioner Joyner, and carried to proceed with advertising for the Sunny Hills 2021 Paving Improvements Project.**

- Chipley Landfill – The proposal received from Jeff Brown for \$15,000.00 for the preparation of the final report to close out the Chipley Landfill needs approval. – **Commissioner Bush offered a motion, seconded by Commissioner Joyner, and carried to approve the proposal submitted by Jeff Brown for \$15,000.00.**

XI. COUNTY ADMINISTRATOR

- Sale of County Owned Property – Charles Sanford made an offer of \$2,100.00 on the following properties with an assessed value of \$1,800.00.
  - 06-0543-0008 – Pinder Court – Sunny Hills
  - 05-0333-0011 – Tippet Dr. – Sunny Hills
  - 06-0408-0005 – Winder Place – Sunny Hills
  - 01-0006-0019 – Fusion Circle – Sunny Hills
  - 06-0402-0002 – Cavalier Dr. – Sunny Hills

Letters were provided to adjacent property owners, deed restrictions were provided, and there was no opposition to the sale.

Commissioner Abbott offered a motion, seconded by Commissioner Joyner, and carried to approve of Charles Sanford's offer of \$2,100.00 for the above-referenced properties.



- Grant Procurement Specialist – County Administrator Massey requested approval of the above-referenced position to assist with grants and the procurement process. Funding is available in SHIP administration funds. This is contingent that the cost is covered 100%. – **Commissioner Bush offered a motion, seconded by Commissioner Hawkins, and carried to approve of the above contingent upon the funding being available.**

XII. CLERK

- April Vouchers Totaling \$3,767,324.40 - **Commissioner Abbott offered a motion, seconded by Commissioner Bush, and carried to approve the April vouchers.**

XIII. COUNTY ATTORNEY – Attorney Milton addressed the board.

- Possible Land Donation for Road Right-of-Way – A landowner that owns property along Strickland Road and Toms Road would like to donate right-of-way to the county. A survey has been done. – **Commissioner Bush offered a motion, seconded by Commissioner Joyner, and carried to accept the property on Strickland and Toms Road.**
- Lipford Contract – The board doesn't have an obligation to return the deposit regarding the contract for the property located at 3244 Fanning Branch Road, Vernon. The due diligence period has passed. – **Commissioner Abbott offered a motion, seconded by Commissioner Joyner, and carried to return the deposit to Mr. Lipford.**

XIV. ADJOURN – Commissioner Abbott offered a motion to adjourn.