

WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS
Special Meeting
March 17, 2022, 9:00 a.m., Commission Board Room
1331 South Blvd., Chipley, FL 32428

DISTRICT 1
Alan T Bush

DISTRICT 2
Charles Kent

DISTRICT 3
Tray Hawkins
Chairman

DISTRICT 4
Todd Abbott
Vice-Chairman

DISTRICT 5
Steve Joyner

I. **PROCLAMATION**

- A. Call to Order – Todd Abbott, Vice-Chairman
- B. Invocation – Jeff Massey
- C. Pledge

The following persons were present:

Chairman Tray Hawkins (via phone)
Vice-Chairman Todd Abbott
Commissioner Charles Kent
Commissioner Alan T. Bush
Commissioner Steve Joyner

Also present were County Administrator Jeff Massey, County Attorney Fuqua, Fuqua & Milton, P.A., Clerk of Court, Lora C. Bell, and Deputy Clerk Risha Brantley.

II. **PUBLIC HEARING**

- Request for a Future Land Use Map change from Residential Medium 1 to General Commercial to allow commercial land uses on a parcel of property located adjacent to 1447 Main Street, Chipley - Dawn McDonald, Senior Planner presented a small-scale land use map amendment for the Community South Credit Union. They are purchasing approximately 1-acre of the parcel immediately to the south of them for future expansion. That property is designated as a residential medium one on the future land use map. The request is to change it to general commercial to be consistent with their main site. Their major development application was approved on September 16, 2021, and a development order was issued on September 23, 2021, for the project, which is under construction. There was no opposition to the land-use

change. The planning commission recommended approval and as proposed the future use of commercial on the site to be incorporated into the overall development plan would not result in any adverse impacts to public facilities.

If they plan to develop on the site, they will follow up with a major development review application. The planning commission and staff recommend approval of the land-use change.

Chairman Hawkins clarified that the only thing that is being done today is clearing up for additional future growth for the additional property. The development order for a major development was done last year.

- III. **ADOPT THE AGENDA** – **Commissioner Joyner offered a motion, seconded by Commissioner Kent, and carried to approve the agenda.**
- 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.” Everyone shall have three (3) minutes to speak on the proposition before the Board. Before the time a meeting has been called to order, should an individual or group wish to address an item which is on the agenda for consideration, the individual or group may obtain, from the Commission Secretary or Clerk, a public comment form and may write on the form their name and the agenda matter which they wish to address. The completed form(s) shall be returned to the Commission Secretary/Clerk who shall provide the form(s) to the Chairperson. Should a particular group wish to address an item, they shall nominate a spokesperson to voice their ideas, comments, and concerns. In the event, an individual wish to speak on an item and has not signed up in advance, those who have signed shall be given priority and those who have not signed up may be allowed to speak at the sole discretion of the Board Chair. – None
- V. **AGENDA ITEMS**
1. Request for a Future Land Use Map change from Residential Medium 1 to General Commercial to allow commercial land uses on a parcel of property

located adjacent to 1447 Main Street, Chipley - Dawn McDonald, Senior Planner – **Commissioner Kent offered a motion, seconded by Commissioner Joyner, and carried to approve the above-requested land-use change for Community South Credit Union.**

2. Request to Update Job Descriptions for Fire Services Coordinator, Lead Service Mechanic, and Building Official - Wendy White, HR Director requested the following position updates:
 - Fire Services Coordinator – Qualification update from Fire Fighter I Certification to Fire Fighter II. This is a requirement by statute that has been an oversight. If the fire service coordinator is responding in any capacity of a scene, he/she would need to be Fire Fighter II certified.
 - Lead Service Mechanic – The position currently requires CDL Licenses. Due to this requirement, the position has been hard to fill. The request is to remove the requirement. It is not necessary for daily tasks.
 - Building Official – The position is currently exempt. Due to the workload regularly, the employee works over 40 + hours weekly. The request is to change this position to non-exempt which would qualify the employee to earn compensation time.

Commissioner Bush questioned the lead service mechanic being able to drive the equipment that has been worked on.

Commissioner Joyner advised there are other employees in the shop that can test drive. Commercial Driver's License can be obtained in the future.

Chairman Hawkins addressed the fire service coordinator position. What the fire chiefs want should be taken into consideration. Is the board looking for someone to respond to fires or someone in more of an administration role?

County Administrator Massey addressed the board. The person would be doing both. The fire college advised that the person should be a Fire

Fighter II.

The chiefs have not provided a consensus regarding what they want.

The recommendation from the fire college for the position to change to a Fire Fighter II would cover the county liability-wise.

The Fire Fighter II will be moved to the meeting on March 24, 2022.

Commissioner Joyner offered a motion, seconded by Commissioner Bush, and carried to update the building official's position as presented by Wendy White, Human Resources.

Commissioner Bush offered a motion, seconded by Commissioner Kent, and carried to update the lead service mechanic position as presented by Wendy White, Human Resources.

3. Request to Renew Contracts with Detroit Diesel for Generators - Randy Truette, Communications Committee Chair – The request is to renew the service maintenance contracts on the generators for Dispatch, Mudhill, and EOC. The increase totals \$217.00 for all three contracts.

Any additional contracts should not be added until the warranty is up on expiring for that generator.

Chairman Hawkins requested Randy Truette come before the board next week with an update of their recent changes.

Randy Truette informed the board that they have started a program that allows high school seniors to ride in the ambulance to see if they would like to pursue a career in it. A golf tournament will be held to raise money to be used toward paying for EMT school for one Chipley and one Vernon student.

Commissioner Kent offered a motion, seconded by Commissioner Bush, and carried to renew contracts with Detroit Diesel.

VI. **FEMA COORDINATOR**

- FEMA Projects Update – Kevan Parker addressed the board.
 - Hurricane Michael - \$38.4 million has been approved and \$37 million has been received. \$21,500.00 is being validated.

Canceled checks are required for the validation process.

- Debris Removal – The amendment has been at FEMA for 120-days. The RFI that was requested has been completed and returned. A time extension has been done and expired on March 3, 2022. Another extension has been requested. The extensions are done in three-month increments.
- Road Projects – The first round of advanced funds has been satisfied. The second request has been made for road zone 2.4 and 3.2, which is around \$2.5 million. The advance is around \$1.8 million.
- Hurricane Sally – The road appeals have been there around 95-days. The first RFI was received last week. After the first RFI is sent they have an additional 90-days.
- Permanent Projects – The time extension is October 11, 2022. This is regarding Hurricane Michael Projects.
- Hurricane Sally – Around \$1 million has been received.
- Worley Road Culvert Project – The road is closed. A mitigation project has been requested to change those pipes from 24' to three 5 x 10 box culverts. They have approved that through FEMA. The request is now with US Fish and Wildlife for approval to do the work. It has been there since December 14, 2021.

Melvin Engineers has already been tasked with the design.

- Ag Center Pavilion – The work that was done was covered by insurance due to the flooding at the ag center. Mitigation money can still be captured. Up to \$750,000.00 can be received. The request is for drainage, piping, and paving. There is state funding around \$700,000.00 - \$800,000.00 for the front of the building and paving. Landscaping and lighting will also be included. July 1 the bids should be ready to go out for the front of the building.

County Administrator Massey provided an update. The funding from the state will include the expansion of the parking lot, landscaping, removal of trees and the old trailers, signage, and the construction of the front entrance. The amount approved is \$849,000.00 pending that it isn't vetoed.

Commissioner Abbott mentioned commercial appliances for the kitchen being considered.

County Administrator Massey suggested that the west wing could be looked at for those appliances.

- HMGP Hurricane Michael – 5 – 6 closings should occur next week. Final approval hasn't been received on the 25% cost share of the four historical properties. The agreement has not been received.

A week ago, the agreement for the nineteen standard projects was received.

The \$900,000.00 the governor gave the county was for the cost-share for the buy-out program. This did not have anything to do with the flooding or any of those operations.

The final numbers should be around \$90,000.00 - \$100,000.00 for the pumping cost to the county. There is \$30,000.00 through the Water Management District for the pumping operation. Additional funding has been requested from the state.

The water has come up about 3" at Pine Ridge Lake since the pumping stopped. This update was provided as of last week. It is below the flood maps.

The first two houses on Peach Street began yesterday. There is a trailer in Vernon that asbestos stuff had to be done on and then there is the Tang house on Spring Ridge that is dry enough for the house to be moved and the septic tank to be capped. Once the asbestos has been received the work can be done on this one.

The board previously agreed to turn these parcels over to the cities that they are in.

The homes on Peach Street will be able to be maintained with a lawnmower.

- Generator Bid – The bid was awarded last month.
- Safe Rooms – A 30% plan meeting has been held with the users on the safe rooms, which are located at the EMS Station, Washington County Sheriff's Office, and EOC. The room is 850 square feet, includes a bathroom, and a shower is planned. There will be a door that is rated for the 200-mph wind mode. Surveying had to be added to the project.
- HMGP COVID – There were funds remaining in this fund that other counties did not apply for. The funds will be rolled over to Washington County's Buy-Out Program under the COVID Hazard Mitigation. Twenty-

two properties have been submitted for this program. The notification of approval takes at least 6-months.

- Hurricane Irma PA – There were two projects under this category. The cost included Category B for EOC cost and Category A for debris cost.

Closeouts are being done.

- Rescue Act Funding – The annual funding is due April 30, 2022. There is a temporary plan for the designation of the funds. An update included in the final version of the plan is that the lost revenue formula does not have to be done. Up to \$10 million can be claimed. Washington County's is \$5 million.
- Hurricane Michael Roads – March 22, 2022, bids are due for some roads in 1.1 (Pipkin Road, Bella Lane, Cooks Mill, Bess Nook, Lee, and Cutoff Road). Change orders have been worked on with DEM and FEMA for the above roads to the existing contracts. The cost will be at the older price, which does not include the updated fuel prices. This process is included in the county's procurement policy. If no bids are received the county administrator can negotiate with a contractor for prices.
- Tiller Road, Cane Mill, Bill, Hagan, Lassiter, and Cherry Circle have been done/it isn't 100% complete. There is some cleanup that is needed, and additional concrete work is needed on Hagan, which is being held off until the crew begins a new project. Milling should be complete on Peel Road. The base group has been changed from OBG 1 to OBG 3. This will add a couple of inches of rock to the base and keeps it from going down into sub-soil.

30-days of work should be saved on Peel and Earl Gilbert by milling it, changing the base group, and having it ready for paving.

- Headwalls – The contracts that the county had for headwalls and pipes have expired. It is suggested to have one contract for both. The request is to issue an RFP to replace headwalls, piping, sodding, and seeding.

Chairman Hawkins requested that picture documentation is included in the contracts. Also, make sure that the grade condition is brought back over the pipe to the LBRs required for paving.

Commissioner Joyner requested that a licensed contractor be used.

Commissioner Bush informed the board that if a DOT-qualified contractor is used for the concrete work, specific concrete will have to be used.

Kevan Parker advised the board that the DOT-spec number for the headwall and pipe will be used.

Commissioner Bush offered a motion, seconded by Commissioner Joyner, and carried to issue an RFP as requested by Kevan Parker to include a licensed contractor.

The consensus of the board is not to require a DOT-certified contractor.

4. Tyndall Federal Credit Union Letter and Resolution – Roger Hagan expressed pleasure with the newly paved road that he lives on and the support for the Town of Wausau in their efforts to renovate one of the structures that DOT bought out and gave to the town.

Roger Hagan requested board approval of a resolution and letter to request that the Tyndall Federal Credit Union branch in Chipley remain open beyond the expected closure date of May 2022.

Commissioner Joyner offered a motion, seconded by Commissioner Kent, and carried to approve the letter and resolution for Tyndall Federal Credit Union as requested by Roger Hagan.

Vice-Chairman Abbott called a recess from 10:07 a.m. – 10:22 a.m.

VII. **COUNTY ADMINISTRATOR** – Jeff Massey addressed the board.

- Request to advertise RFP for Mowing – The lack of state inmates for county use for the inmate crews has initiated this request. Approval is requested to put together a scope of work to see how much it would cost for specific county facilities. The structures include the following: Ag Center (auditorium and 4-H Barn), Annex, Chipley EMS Station, Council on Aging, County Library, EOC, Guardian Ad Litem, Health Department, Probation and Parole, Tri-County Transportation, Vernon Library, Walking Track, Hinson Crossroads Fire Dep./Community Center, Orange Hill Park & Fire Department, PAEC (Ditch Only), Public Works, Recycling Center, Sunny Hills Library/Community Center, Retention Pond at Chestnut Hill, Retention Pond at Falling Waters, and the Sod Farm.

Permission is requested to develop and advertise an RFP for mowing of county property/maintenance pending the board's approval of the scope of work for county property with a termination clause without cause given 30-days' notice.

Commissioner Joyner offered a motion, seconded by Commissioner Kent, and carried to approve the above RFP advertisement request.

George Swauger suggested that hedge trimming should be included.

County Administrator Massey advised that a funding source will be identified after the price is received.

Commissioner Joyner suggested County Administrator Massey purchase more

equipment to increase the spraying program. The equipment should be under his spending limit and would not require board approval.

- Burn Ban Discussion – After discussion with the forestry service, it is requested to lift the burn ban.

Commissioner Kent offered a motion, seconded by Commissioner Joyner, and carried to lift the burn ban.

- Request to advertise RFP for Tree Service at Ag Center – The trees near the trailers need to be removed.

The board discussed a continuing service contract for tree service and how it should be set up.

County Attorney Fuqua requested a copy of the procurement policy to research situations where contact is made for three bids, but all vendors don't respond. Advice will be provided to the board at the next meeting.

Commissioner Joyner offered a motion, seconded by Commissioner Bush, and carried to approve to advertise an RFP for tree service at the ag center.

Kevan Parker requested to include two trees at the Washington County Sheriff's Office and one at the EMS.

Commissioner Joyner amended his motion to include the above request.

Attorney Fuqua updated the board. The county was awarded attorney fees for the Palmer case.

ADJOURN- Commissioner Joyner offered a motion to adjourn, seconded by

Commissioner Bush, and carried.