

WORKSHOP

JUNE 22, 1998

The Board of County Commissioners, Walton County, Florida, held a regular Workshop on Monday, June 22, 1998, at 8:30 a.m. in the Commission Boardroom of the Walton County Courthouse.

The following Board members were present: Chairman William A. Young, Vice-Chairman Van Ness Butler, Jr., Commissioner Joel Paul, Jr., Commissioner Randall Infinger and Commissioner Gordon Porter. Shirl Williams, Assistant Administrative Supervisor, was also present.

Chairman Young called the meeting to order followed by pledging allegiance to the American Flag and prayer.

Mr. Ken King, District 1 resident, appeared before the Board to request maintenance on McLendon Road. Mr. King stated that he is unsure if McLendon Road is a private road or County maintained and requested permission to place "private road" signs due to the extensive amount of work he has done on the road over the years, if the County will not maintain the road. The Commissioners agreed to perform emergency maintenance on McLendon Road and placed this item on the consent agenda.

Mrs Ingrid Burmeister, Director of Section 8 Housing, appeared before the Board and presented a brief update on current activities. Mrs. Burmeister informed the Commissioners of the law which states that rental units must remain vacant 90 days before receiving any administrative money for the unit. Mrs. Burmeister also stated that since taking this position, she has inspected the units and also provided Commissioner Paul a listing of tenants for verification. She has also met with about 80 percent of the tenants and implemented new procedures to guarantee separation of duties. Mrs. Burmeister stated that grant money was released May 1, 1998 for the Family Self Sufficiency Program, which is paying Ms. Lula Burnham's salary and creating additional administrative funds. Mrs. Burmeister also reviewed HUD policies with the Commissioners stating that relatives can not rent from property owners. The Commissioners requested Mrs. Burmeister to present quarterly update reports.

Mrs. Martha Ingle, Budget Officer, appeared before the Commissioners and informed them of the inadequacies of the HTE Ambulance Billing Software and requested approval to purchase new software from EMS Consultants in the amount of \$8,000. Mrs. Ingle stated that the software is not working properly

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even after support staff assisted with problems. Discussion followed regarding HTE's software.

Mrs. Connie Brown, Ambulance Billing Clerk, voiced the same concerns with the software and explained that she has made numerous calls to HTE to work on the problems. Mrs. Brown reviewed some of the software problems and the additional work it is creating by not functioning properly.

The Commissioners approved the purchase of the EMS Billing Software from EMS Consultants in the amount of \$8,000 (\$3,000 down and monthly payments of \$1,000) and will request Attorney Miller to submit a letter to HTE requesting a refund of monies for the HTE EMS Billing Software. This item will be placed on the consent agenda.

Mrs. Ingle informed the Commissioners that the seminar Mrs. Brown will be attending has changed locations from Jacksonville to Tallahassee on June 25, 1998 and also requested approval for Mr. Douglass, EMS Supervisor and/or Bill May to attend also. The Board approved and placed this item on the consent agenda.

Ms. Millie Chapman appeared before the Commissioners on behalf of the SHIP program and explained the problems being created by not being able to receive checks in a timely manner from the Clerk's Office. Ms. Chapman stated that they only request an average of two or three checks per month for closings on SHIP loans.

The Commissioners approved for the Chairman to grant authorization of expenditures relating to the SHIP Program and request the Clerk's Office to cut checks as requested. This item will be placed on the consent agenda.

Mr. Gordon Lawyer, District 3 resident, appeared before the Commissioners to thank them for their efforts with the Juniper Lake Spray Field. He also thanked Mr. Bobby Ammons, Assistant Public Works Director, and Commissioner Infinger for obtaining final samples.

Mr. Matt Douglass informed the Commissioners that the State EMS Office will be sending a team to Walton County in August to perform a system analysis of the operations of the Walton County EMS. There will be no cost to Walton County. The analysis will assist Walton County in obtaining grant funds.

Mr. Douglass requested the Commissioners postpone the hiring of an Assistant Director and consider hiring a secretary to relieve him of some of his workload which will enable him perform other necessary duties.

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The Board agreed to disallow the EMS Assistant Director position and approved to advertise for the position of a secretary to assist Mr. Douglass at the EMS Office. This item will be placed on the consent agenda.

The Board approved to place Alfred Calabro and Kecia Hutson, Paramedics, in full-time employment status with a six month probation to staff the additional EMS crew. The Board agreed and placed this item on the consent agenda.

The Board approved to hire Rayburn Belgard, Ronnie Davis, Kenneth Kirby, Christopher Reich, and Michael Rushing as part-time EMS employees. This item will be placed on the consent agenda.

Mr. Douglass presented the cost to purchase a new ambulance chassis from Wheeled Coach, Industries in the amount of \$59,952 or a demonstrator in the amount of \$60,461. Discussion followed regarding the need for a new ambulance and the extensive miles on the current ambulances. The Board agreed to waive the bid procedure and purchase a 1998 Ford E-350XL ambulance from Wheeled Coach Industries, Winter park, Florida, in the amount of \$59,952 to be paid out of reserves. This item will be placed on the consent agenda.

Commissioner Infinger stated that the roving ambulance situation seems to be working well.

Mr. Fountain, Purchasing Agent, appeared before the Board to review the bids received on several projects. Mr. Fountain stated that there were not any bids received for the County Wide drag line that was advertised for sale, but will be in contact with more people and readvertise for additional bids.

Mr. Fountain reviewed the following three bids that were received for the District 1 well project at McKinnon Pit:

Sam Martin Well Drilling, DeFuniak Springs, Florida -
\$3,480
Thompson Well Drilling Inc., Fort Walton Beach, Florida -
\$4,400
Hughes Well Drilling, Freeport, Florida - \$4,650

Mr. Fountain recommended awarding the project to the low bidder, Sam Martin Well Drilling in the amount of \$3,480. The Board agreed and placed this item on the consent agenda.

Commissioner Paul stated that he will be placing a 5000 gallon water tank on the outside of the gate to allow the fire departments to fill their tanker trucks.

Mr. Fountain stated that one bid was received for the Landfill

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incinerator from McPherson Systems Inc., Tifton, Georgia in the amount of \$99,800. Mr. Fountain recommended looking into a different type of incinerator and readvertise for bids. The Board agreed and placed this item on the consent agenda.

Mr. Fountain presented the following bids that were received for the reroofing project of the Courthouse.

Bell Mac Roofing, Ft. Walton Beach - \$17,950

Mike Harrell Roofing, Tallahassee - \$17,118

Mr. Charles McMillian, Maintenance Supervisor, recommended awarding the bid to the low bidder, Mike Harrell Roofing, in the amount of \$17,118 which provides a 15 year guarantee. The Board agreed and placed this item on the consent agenda.

The Board agreed to allow Charles McMillian and David Chandler, Electrician, to perform work in the County Jail to identify electrical problems at the request of the Sheriff. The Sheriff will purchase any necessary materials for repairs. This item will be placed on the consent agenda.

The Commissioners approved for District 4 to piggy-back prices off of Chadbourn's contract to pave Roberts Drive and Leisure Lake Road in the amount of \$29.88 per ton. This item will be placed on the consent agenda.

Mrs. Angie Biddle, Grants Coordinator, appeared before the Commissioners to request matching funds for the CDBG Grant. Mrs. Biddle stated that the CDBG is based on a point system and requires a 80/20 match of funds which amounts to \$150,000 to receive the maximum points. Discussion followed regarding the use of the funds and the cost involved to pave roads with grant funds.

The Commissioners designated \$150,000 toward the CDBG matching grant for road paving and approved for Mrs. Biddle to submit the grant application. These funds will be budgeted in the upcoming budget preparations. This item will be placed on the consent agenda.

The Commissioners recessed briefly.

Mr. Lloyd Blue appeared before the Commissioners to request a variance to the alcohol ordinance for Grayton Beach. Mr. Blue requested the hours of operation be extended one additional hour during the Fourth of July weekend each night, Thursday through Sunday night. Vice-Chairman Butler stated that he is not in favor of extending any hours. The Commissioners agreed to

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discuss this issue further during tomorrow's regular meeting.

Mr. Bell reminded the Commissioners that Friday, July 3, is a holiday for County employees and the road crews working four day work weeks will take off on Monday according to policy.

The Commissioners agreed to adopt the Walton County Hazardous Materials Communication Plan and the Walton County Safety Program. This item will be placed on the consent agenda.

The Commissioners approve for Mrs. Robinson, Human Resource Officer, to contact the Private Industry Council to hire a temporary contract laborer with some equipment experience to cut grass for District 5. This item will be placed on the consent agenda.

The Commissioners approved for Mr. Langdon Haynes, District 5 employee, to draw approximately 120 hours from the sick leave pool because of upcoming surgeries. This item will be placed on the consent agenda.

The Commissioners approved to raise Mr. Curtis Boland, Landfill employee, to \$7.15 per hour to classify him in the correct wage scale. This item will be placed on the consent agenda.

Mrs. Robinson presented a four page medical questionnaire and requested the Commissioners implement the form which will be filled out by an applicant after the job offer is presented and then placed in a confidential file. The Commissioners agreed to review the form further and discuss during tomorrow's meeting.

Mrs. Robinson presented the 15 step pay-grade scale for all of the departments under the Commissioners. Chairman Young stated that this pay-grade provides incentives for long term employees, over ten years, and will eliminate annual increases. Commissioner Paul stated that he would like to see the Class A Truck Drivers receive an increase one step above the Class B Truck Drivers to provide the Class B drivers with an incentive to strive to obtain a Class A license. Discussion followed regarding truck drivers and equipment operators. The Commissioners approved a classification for an Equipment Operator II and Truck Driver II, Class A CDL designation, both at the higher wage than that of the operator "I" position on the pay/wage scale. This item will be placed on the consent agenda.

The Commissioners approved the 15 grade pay/wage scale and will review on a yearly basis for any necessary changes. This item will be placed on the consent agenda.

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Ms. Rose Caldwell, Pastor of the Brown Memorial Church, appeared before the Commissioners to request assistance with the Youth Day Festival '98. Pastor Caldwell requested a monetary donation to assist with purchasing food. The Commissioners each gave individual donations.

Mr. Nelson Miner, County Engineer, stated that bid specifications for Sandy Creek Bridge, District 1, will be opened on July 8, 1998 and requested approval to pay Preble-Rish in the amount of \$1,821.25 for engineering designs for Sandy Creek Bridge. The Board agreed and placed this item the consent agenda.

Mr. Miner requested approval to transfer a S-10 pick-up from the Building Department to enable the bridge crew equipment operator to move from site to site. The Commissioners agree to transfer the S10 pick-up from the Building Department to the Bridge Crew. This item will be placed on the consent agenda.

Mr. Miner also informed the Board that the Bridge Crew needs a better way of transporting the pile driving equipment and stated that he has located a flatbed trailer for \$5,000 and a truck to pull it for \$10,000. The trailer can also be used as a working platform for the equipment. The Commissioners approved the purchase of the flatbed trailer for the Bridge Crew in the amount of \$5,000 and approved for Mr. Ernie Montgomery, Shop Foreman, to check out the condition of the truck. This item will be placed on the consent agenda.

Mr. Miner stated that the Bridge Crew will begin driving pilings on the Sandy Creek Bridge next week.

The Board approved for Mr. Miner to draft a job description and advertise for a technician to review FEMA projects. This item will be placed on the consent agenda.

Mrs. Suedelle Wilkerson, Finance Supervisor, presented the Expenditure Approval List (EAL) consisting of the following bills:

TDC-AMSOUTH		\$	18,777.84
GENERAL FUND			229,149.92
COUNTY TRANSPORTATION TRUST	167,242.32		
FINE & FORFEITURE			373,904.66
N.W. MOSQUITO CONTROL	26.60		
LIBRARY			
1,491.00			
RECREATION PLAT FEE			15.99
SOLID WASTE ENTERPRISE	20,259.59		
MOSSY HEAD FIRE DEPT.	101.00		
DARLINGTON FIRE DEPT.			
124.98			
LIBERTY FIRE DEPT.	296.54		

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RED BAY FIRE DEPT.	634.78
TOTAL	\$812,025.22

Mrs. Wilkerson also presented an invoice to Sassnette Home Builders in the amount of \$19,590 for SHIP repairs to the home of Lek Owrey. The Board agreed to pay the invoice and placed this item on the consent agenda.

Mrs. Wilkerson advised the Commissioners that she spoke with a bank representative and they will not waive the late fees for the credit cards. Mrs. Wilkerson stated that the invoices could be presented weekly for payment but would not appear on the EAL.

The Commissioners approved payment of the bills and placed this item on the consent agenda.

The Commissioners approved payment to Charles W. Kent in the amount of \$583.33, Steven J. Kent in the amount of \$583.33, and Charla J. Kenell in the amount of \$583.34 for property purchased from Mrs. Kenell, District 3. This item will be placed on the consent agenda.

Mr. Malcolm Patterson, Executive Director of the South Walton Tourist Development Council, appeared before the Board and requested authorization to bid out a 1996 F150 4X4 Ford pick-up (ID# 1FTEF14Y1TLC05369) to the highest bidder. The Board agreed and placed this item on the consent agenda.

Mrs. Robinson advised that she has not received any applications for temporary summer help. The Commissioners advised Mrs. Robinson to contact the Director of DCT or Private Industry Council to locate an employee for Public Works.

The Commissioners adopted the Tangible Personal Property Inventory and Accountability Manual. This item will be placed on the consent agenda.

Mr. Bell presented five appraisals for the Commissioners review. The appraisals consisted of property at the following locations: 193 E. Sloss Avenue-\$25,000, 201 E. Sloss Avenue-\$56,500, 183 A & B Sloss Avenue-\$50,000, Walton Road -\$90,000, Ranch Road-\$50,000.

Mr. Bell presented a letter from Highlands County regarding Federal Highway Administration for the Commissioners review.

Mr. Bell reminded the Commissioners of a training session regarding productive employees that will be held tomorrow at the Walton County Extension Office.

Mr. Bell presented a letter from Mr. James McHenry regarding a proposal for the sale of the McHenry Building on U.S. Highway 90 across from Thrift-

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way.

Mr. Bell stated that Abbott & Andrews Realty submitted an offer for the Commissioners consideration on the Flournoy property located on Sloss Avenue. The Commissioners will review and discuss this further at a later date.

Mr. Bell presented two fireworks display permit requests from Sandestin Resort and Sandestin Hilton. Mr. Bell stated that the Sheriff's Department voiced concerns with the current dry situation around the County and State. Mr. Bell stated that the Department of State has placed a ban on all burn permits. The Commissioners agreed to hold the request until the Division of Forestry can be contacted.

The Commissioners approved payment of an invoice to Teal & Waters for five appraisals in the amount of \$1,425. This item will be placed on the consent agenda.

The Commissioners approved payment of an invoice to Gulf Coast Traffic Engineers in the amount of \$26,249.40 for paint striping including \$7,394 for repairs made on Highway 30A. This item will be placed on the consent agenda.

Mr. Bell presented an invoice to Gulf Coast Traffic Engineer in the amount of \$796 for installing "no motorized vehicles allowed on bike path" signs. Mr. Butler advised that he wants Gulf Coast to replace the signs in the correct location before submitting payment.

The Commissioners approved payment to the Department of Environmental Protection for a storm water permit in the amount of \$500 for District 5. This item will be placed on the consent agenda.

The Commissioners approved payment to Southern Link Communications, Pensacola, in the amount of \$1,740.69 for additional radio equipment for the Fire Board. This item will be placed on the consent agenda. This reflects an additional payment to the previously approved amount of \$14,575.

The Commissioners approved payment of an invoice to First Communications in the amount of \$1,743.70 for repairs to the EMS tower, caused from lightning damage. This item will be placed on the consent agenda.

The Commissioners approved a \$1,000 donation to the Walton County Jr. Miss Program for a scholarship contribution. This item will be placed on the consent agenda. Commissioner Paul stated that he would like to see this placed in the budget. Mr. Bell stated that a Commissioner will need to be present to present the scholarship contribution.

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Mr. Bell reminded the Commissioners that the Redistricting Committee will be holding their initial meeting on July 2, at 6:30 p.m. at the EOC Office. Commissioner Porter reminded the Commissioners that the committee must use the 1990 census and is not sure they understand because of all the data they are attempting to gather.

Mr. Bell related information to the Commissioners regarding the Federal Highway Bill which recently passed through the legislative process. Mr. Bell stated that the bill will bring a projected \$1.2 billion to the State of Florida over the next six years, however, any current demonstration projects or any legislative projects in District 3 (which includes Walton County) will come out of those revenues first, which currently are estimated at \$15 million dollars.

Discussion was held regarding the donation of the EMS van to the Liberty Volunteer Fire Department. Mr. Givens questioned Mr. Bell about the EMS Chassis. The Board agreed that the previous vote to donate the van will stand.

Ralph Foreman presented quotes for metal shelving for the Sun Trust Bank from the following companies:

Gulf Coast Office Products, Pensacola- \$12,174.24
Florida Microfilm, Dothan- \$10, 183.60
Buy Rack, Tallahassee- \$9,512.26

The Board agreed to waive the bid procedure and purchase metal shelving from the low bidder, Buy Rack, in the amount of \$9,512.26 for the Sun Trust Building. This item will be placed on the consent agenda.

The Board approved to purchase 40 acres on Ranch Road, District 3, in the amount of \$55,000 based on Commissioner Infinger's recommendation and will be used as a clay pit. The County will pay the related costs associated with closing. This item will be placed on the consent agenda.

Commissioner Infinger stated that the property was appraised at \$50,000 and the asking price was \$60,000. The broker has agreed to sell the property for \$55,000. The 40 acre parcel adjoins Williams Pit. The monies will be taken from contingencies.

The Commissioners agreed to waive the bid procedure and allow District 3 to purchase a bat wing mower/bush hog from Martin Tractor in the amount of \$8,350. This item will be placed on the consent agenda.

The Commissioners approved the purchase of property in the amount of

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\$22,500 located in District 3, Walton Road, to be used for the Wee Care Park. The monies will be taken from County Wide Contingencies. This item will be placed on the consent agenda.

The Commissioners approved for District 1 to place a dumpster at the cafe in Bruce for white goods for a community clean-up project. This item will be placed on the consent agenda.

Vice-Chairman Butler advised the Board that District 5 will be painting two crosswalks at Frangista Beach.

Mr. Butler stated that he has received information regarding Holiday Road and funding to install traffic lights and a turn lane, however, he would like to speak with Mr. Miner and will then discuss this further at tomorrow's meeting.

Mr. Butler stated that Sprint is requesting to install fiber optic cable in South Walton and is opposing Walton County's request for them to install the cable in conduit. Mr. Butler will speak with Attorney Miller further tomorrow.

Mr. Butler requested the Commissioners extend Ms. Kassy Keyes contract an additional three to six months. Discussion was held regarding legislation on the New Town Center and the need to extend the contract. The Commissioners agreed to discuss this further tomorrow.

Commissioner Porter advised the Board that he will be attending a funeral tomorrow and will be absent during a portion of the regular scheduled meeting.

There being no further business, Chairman Young adjourned the meeting at 12:15.

APPROVED: _____

William A. Young, Chairman

ATTEST: _____

Dan Bodiford, Clerk