

Regular Meeting  
January 14, 2016  
Milton, Florida

The Board of County Commissioners of Santa Rosa County, Florida, met in Regular Session on the above date with the following members present: Chairman Lane Lynchard, Don Salter, Jayer Williamson and Robert “Bob” Cole. Rob Williamson was absent. Also present were the Public Works Director (Steven Furman), Clerk of Court (Donald C. Spencer), Administrative Assistant/Office Manager (Emily Spencer), County Administrator (Tony Gomillion), County Attorney (Roy Andrews), Assistant County Engineer (Michael Schmidt), and Budget Director (Jayne Bell). Lynchard called the meeting to order at 9:00 a.m. The meeting was opened in prayer by Pastor William Milam, Olivet Baptist Church. Those present joined in the pledge of allegiance to the flag.

First on the agenda, Lynchard moved approval without objection of the minutes of the November 12, 2015 Regular Meeting and the December 10, 2015 Regular and Special Meeting.

Next, Peggy Kelley (FDOT Project Manager) and Tracy Boutwell (American Consulting Professionals) gave a power point presentation to the Board, regarding a PD&E Study for SR 10 (US 90) from scenic to Glover Lane (Attachment in file).

Next on the agenda, there was a public hearing for an ordinance relating to Santa Rosa County; establishing boating restrictions/regulations for Polynesian Isles Canals.

**Lynchard moved approval without objection.**

ORDINANCE NO. 2016-01 RECORDED IN ORD. BOOK NO. 14 AT PAGES 202-204  
AND RECORDED IN OR BK 3489 AT PAGES 1036-1038.

Next, there was a public hearing regarding a vacation of an alleyway between lots 3-12 and lots 13-22 in Block 656 of the Avalon Beach Subdivision as requested by Tim Legge and Jerri L. May.

**Lynchard moved approval without objection.**

**Economic Development Committee – J. Williamson & Lynchard**

1. Recommend approval of new pricing guidelines for county owned industrial property for existing industry that has been located in Santa Rosa County for three or more years. J. Williamson moved approval without objection.
2. Recommend acceptance of letter from Gulf Cable withdrawing their bid on two acres in the Santa Rosa Industrial Park that had been accepted by BOCC on October 8, 2015. J. Williamson moved approval without objection.

**Administrative Committee – Lynchard & J. Williamson**

1. Recommend that the Board approve the following amendments to the agreement with Coastal Concessions, LLC for management of the Navarre Beach Gulf Pier:
  - A) Santa Rosa County will reimburse Coastal Concessions for a dedicated employee to manage and collect access fees to the pier upon delivery and approval of a monthly invoice.
  - B) Santa Rosa County will assume the routine and ongoing daily maintenance of the pier and restrooms and the associated cost as soon as practical and no later than February 1<sup>st</sup>.
  - C) Santa Rosa County (Clerk’s office) will provide a recommendation for the process and account to be used by Coastal Concessions for deposit of the pier gate receipts.
  - D) Direct staff to review and reconcile startup expenses that Coastal Concessions may have incurred that may be considered by the Board at a future meeting for offset against any outstanding late fees, power bills, or other expenses the Board might determine should be considered.

Cole said he want to make sure that the county is “made whole” for December before the Board makes any concessions. He said he has concerns regarding the contract language and duties of the dedicated employee. Cole asked Andrews if there was a clause in the original contract for separate accounts. Andrews said there was a requirement to have a separate point of sales system and to be able to account separately for the gate receipts from the concession, but there was not a requirement that those funds be deposited into a separate county supervised account, which is what staff is talking about doing now. He said there was and is a separate point of sale but that will be set up with an account that the county will have immediate access to. Cole said he wants to make sure that the restroom area is to be clear of any liquor sales and/or smoking.

Lynchard asked Gomillion about how the weekends will be handled at Navarre Beach in regards to maintenance and cleaning. Gomillion said the county is currently providing staffing on the weekend for the beach cleaning operations.

Cole said he feels the county should be looking into some changes to the gross receipts from the store and the bar. Lynchard said this may be something that is addressed at the time of the reconciliation of the expenses and any past due amount.

J. Williamson said he has no desire to change from Coastal Concessions. He said he receives a lot more compliments than complaints, on the environment that has been created at the pier from what it was before. J. Williamson asked Andrews if he is comfortable with the changes being made where the Board can wait and put this out for bid when it comes up at the end of the year. Andrews said yes. He said there are no statutory requirements and no specific requirement in the purchasing ordinance that deals with this issue. Andrews said he thinks there are enough extenuating circumstances that the Board can do this, pending the regular renewal which will be at the end of the year.

Scott Kemp said he believes that as part of the county’s negotiations, that some kind of quitclaim deed be documented that whatever is there now belongs to the county. He feels it is in the county’s best interest to include a close out clause in the agreement.

Gomillion said it is his goal to bring back more particulars about the changeover within the next month after Andrews, himself and staff have went through a reconciliation process with the pier operators. He said then the Board can also discuss other matters at that time.

Cole said he wants to hear from Coastal Concessions regarding December’s receipts.

Lynchard said the December receipts will be due at the end of this week. He asked Coastal Concessions if these have been paid to the county and if they will be taken care of by the deadline. Stephanie Maddox (Coastal Concessions) said she is not sure that Coastal

Concessions will make the deadline and were hoping that some of the reimbursements would happen sooner than later.

Cole said he has a problem moving forward with negotiations if Coastal Concessions cannot get caught up. He said this is not Coastal Concessions money; it is Santa Rosa County's money.

Scott Rayner (Coastal Concessions) said the reason why they are late is because "we" still have to maintain all of the labor and expenses of pier. He said this is not a private business. Rayner said Coastal Concessions has a public quarter mile pier that we have to maintain. He said this is not the contract that the previous operators had. Rayner said the previous operators had support, with the expenses and cleanup, from the county. He said Coastal Concessions was anticipating \$40,000.00-\$50,000.00 to maintain the pier annually. Rayner said this year it has cost \$180,000.00 to maintain the pier. He said these amendments are a blessing and reflect close to the prior contract. Rayner said these amendments will allow Coastal Concessions and the county to insure that none of this happens again. Rayner said he is extremely grateful.

Lynchard asked what the December numbers were. Spencer said the December receipts are \$9,271.34.

Lynchard said the Board has directed staff to review and reconcile the expenses. He said the \$9,000.00, depending on how the Board structures the monthly reconciliation and reimbursement for an employee, may "wash out" with the employee expense for January. Lynchard said he supports moving forward and making this part of the reconciliation for January only.

Cole said he is fine with this but is not in favor of a contract extension. He said he would like to eventually direct staff to start the planning process for next year.

Lynchard said the reconciliation deals with late fees, the dishonored check fee, and the power bills. He said the reconciliation is not intended to deal with gate fees but to deal with the other expenses that were outstanding. Lynchard said he is comfortable with having staff wait until the end of January and apply the \$9,200.00, outstanding for December, to the direct reimbursement for January.

There was further discussion regarding the dedicated employee functions.

**Lynchard moved approval without objection.**

2. Recommend employment contract with Brandi Whitehurst for Public Information Officer (PIO) position effective January 19, 2016. Lynchard moved approval without objection.
3. Recommend scheduling Board planning workshop on Monday, February 1, 2016 at 1:00 p.m. Lynchard moved approval without objection.
4. Recommend approval of Amendment #1 and accompanying resolution (No. 2016-02) to increase the beautification/landscape grant award for US 98 project in Navarre. Lynchard moved approval without objection.
5. Recommend Amendment #1 to Agreement with Florida Department of Environmental Protection for Florida Recreation Assistance Program (FRDAP) grant for improvements to Navarre Park. Lynchard moved approval without objection.
6. Recommend Memorandum of Understanding with FEMA and Northwest Florida Water Management District for involvement in the Pensacola Bay Risk MAP Project. Lynchard moved approval without objection.
7. Recommend renewal of contract with Edmund Graber Governmental Affairs. Lynchard moved approval without objection.

8. Recommend addition of sidewalks to connect the Navarre Senior Center and Navarre Public Library to Highway 87, not to exceed \$61,000.00. To be funded from Area 3 impact fees which currently has a balance of \$980,489.00. Lynchard moved approval without objection.

Lynchard said there is an update in the backup with regard to the timing out of the impact fees that were collected.

9. Recommend adoption of resolution (No. 2016-04) for waste disposal fees and implementation schedule. Lynchard moved approval without objection to include the April 1<sup>st</sup> effective date for the new rate schedule.

Gomillion said the effective date is April 1<sup>st</sup>.

Sandra Cantu asked if there are different rates for other counties. Gomillion said this new resolution has added a \$3.00 charge for out of county waste.

10. Recommend declaration as surplus property items from the Development Services/Building Inspection and Road and Bridge Department as recommended by the Clerk of Courts. Lynchard moved approval without objection.

11. Recommend resolution (No. 2016-03) supporting Florida Department of Transportation (FDOT) in taking action to expedite the completion of construction project on Avalon Boulevard. Lynchard moved approval without objection.

Cantu asked if the county can address the difficulty to read the markings of the lanes to FDOT. Lynchard said the county can pass these concerns along to FDOT.

12. Recommend allocation in amount not to exceed \$15,000.00 for Outdoor Movie Night events each Saturday in April from District One recreation funds. Lynchard moved approval without objection.

13. Discussion of request by Average Joe's CrossFit to utilize the Navarre Beach boat ramp parking lot for the starting and ending point of a 5K run/cross training event on Saturday, February 27, 2016. This discussion is based on the participation not exceeding the special event permit threshold of 1,000 individuals and the boat ramp not being utilized for participant parking. Lynchard moved approval without objection.

Gomillion said the county's conditions are that the event can utilize the area of the boat ramp parking to start and stop the event but participants cannot park at the boat ramp parking lot. He said the participants will need to use the main parking lot.

Kate Mast (Average Joe's CrossFit) asked if it is her responsibility to notify the fire and police departments of the event. Gomillion said yes.

**Lynchard move approval without objection.**

14. Recommend Fourth Annual Autism OdysSea event at the Navarre Beach Park Saturday, April 23, 2016 hosted by the Navarre Beach Marine Science Station. Lynchard moved approval without objection.

15. Recommend annual Marine Sanctuary Run for the Reef 5K race on Navarre Beach Saturday, October 8, 2016 sponsored by the Navarre Chamber Foundation. Lynchard moved approval without objection.

16. Recommend use of area between Willing Street and Elmira Street for The Warrior Ride, February 24-27, 2016. Lynchard moved approval without objection.

17. Meetings (unless otherwise noted the meetings below will be held in the Board room of the Santa Rosa County Administrative Center):

Public Safety Coordinating Council Meeting	January 19	11:30 a.m.
--------------------------------------------	------------	------------

Sheriff's Dept. Training Room, 5755 E. Milton Rd., Milton		
Aviation Advisory Committee	January 20	5:00 p.m.
Joint Workshop with School Board	January 21	12:00 p.m.
Locklin Tech Center, 5330 Berryhill Road, Milton		
Commission Committee	January 25	9:00 a.m.
Parks and Recreation	January 27	5:30 p.m.
Bagdad Architectural Advisory Board	January 28	8:30 a.m.
Public Services Conference Room, 6051 Old Bagdad Hwy., Milton		
Commission Regular	January 28	9:00 a.m.
Local Mitigation Strategy Task Force	January 28	1:30 p.m.
Public Services Conference Room, 6051 Old Bagdad Hwy., Milton		
Commission Special – Rezoning Meeting	January 28	6:00 p.m.

Lynchard moved approval without objection.

**Engineer's Report**

1. Recommend approval of Bomag compactor repair in the amount of \$28,333.51 to Beard Equipment Company. Beard Equipment will return \$10,976.22 core charge upon completion of work. Lynchard moved approval without objection.
2. Recommend approval with State of Florida Department of Corrections for an additional inmate work squad at the Central Landfill in the amount of \$65,122.00 for one year, with possible two year extension for \$57,497.00 per year. Lynchard moved approval without objection.

Lynchard asked Gomillion to look into whether or not additional inmate work squads will be available in the coming year.

3. Recommend approval of green waste processing and grinding services with Jimmie Crowder Excavating and Land Clearing, Inc. in the amount of \$20.83 per ton for no less than three (3) events and no more than seven (7) and \$3.75 per cubic yard in the event of a natural disaster. Lynchard moved approval without objection.

Lynchard asked what the time period of this recommendation. Ron Hixon (County Environmental Department) said per year.

Cole said the price per ton will actually be less during a natural occurrence.

4. Recommend approval to purchase GPS surveying equipment from Navigation Electronics, Inc. in the amount of \$34,718.00. Lynchard moved approval without objection.
5. Recommend approval to advertise for engineering and consulting services RFQ for two NRDA reef projects. Lynchard moved approval without objection.
6. Recommend change order to the contract with Roads, Inc. for an additional 28 days for the Berryhill Road Mill and Resurfacing project. Lynchard moved approval without objection.
7. Recommend approval of Preliminary Plat for Pebble Brook, an 8 lot subdivision, located in District 4. Lynchard moved approval without objection.

**Public Services Committee – Cole & R. Williamson**

1. Recommend approval of Citizen Corps Program grant agreements with state Division of Emergency Management and execution of all related documents. The grant amounts total \$11,700.00 and will be matched dollar for dollar with in-kind contributions. Cole moved approval without objection.
2. Recommend approval to purchase a server in the amount of \$23,366.00 from Dell Computers to meet growing needs of the 911 data system. The funding for the upgrade will come from the E911 budget funds reserved for contingencies; the funds are acquired through wire-line and cellular fees. Cole moved approval without objection.

3. Recommend approval to renew radio maintenance agreement with CES, Inc., dba Team One Communications. The agreement will require an extension effective October 1, 2015 through May 31, 2016 with no rate increase. The existing agreement in the amount of \$12,039.83 monthly for a total of \$144,477.96 annually was approved in the FY2016 budget. Cole moved approval without objection.
4. Recommend approval to submit a grant application for Section 5311 and execution of all related documents. The Section 5311 Rural Transportation Grant will continue to provide transportation to residents in the rural areas of the County. Cole moved approval without objection.
5. Recommend approval of HHRP second mortgage subordination agreement for the property located at 4325 Chalet Circle, Pace. Agreement is consistent with Board policy. Cole moved approval without objection.
6. Recommend approval to allow staff to develop a bicycle and pedestrian plan for Pace and Pea Ridge areas by using in house resources. Cole moved approval without objection.

**Public Works Committee – Salter & Cole**

1. Recommend award of Pour in Place Safety Surface contract for the Holley Ball Park playground to J. A. Dawson & Company in the amount of \$34,589.75 based on comparison shopping through U.S. Communities pricing with funding from District 4 Recreation Funds. Salter moved approval without objection.
2. Recommend approval of the purchase of a football scoreboard for the Navarre Sportsplex from Varsity Scoreboards in the amount of \$7,641.87 from District 4 Recreation Funds. The Navarre Youth Sports Association is to reimburse the District 4 recreation fund in the amount of \$5,250.00 upon receipt of contribution from Buffalo Rock/Pepsi. Salter moved approval without objection.
3. Recommend resurfacing the following roads in District 4 at an estimated cost of \$204,247.50.

Estates Circle  
 Hillary Lane  
 Valley Road (*from Flintwood to Snug Waters Rd.*)  
 Classic Court  
 Muirfield Drive  
 Pepperwood Street  
 Opal Court  
 Fourth Street (*from Andorra St. to 8078 Fourth St.*)  
 Larkspur Street  
 Crescent Road (*Irving Dr. to Valley Rd.*)  
 Orion Parker Boulevard  
 Bellingham Street (*from Edgewood to Elkhart Dr.*)  
 Pineneedle Drive  
 Snug Water Road (*from Valley Rd. to Banyan Dr.*)

Salter moved approval without objection.

4. Recommend approval of proposal for design and construction services from Leather's & Associates for an addition to the Benny Russell Park in the amount of \$39,500.00, with funding split between District 1 (70%) and District 3 (30%) Recreation Funds. Salter moved approval without objection.
5. Recommend purchasing steel for bridge construction from Sabel Steel Service in the amount of \$154,402.55, as the low bidder based on comparison shopping, with funding from the Road and Bridge budget. Salter moved approval without objection.

6. Recommend purchasing eight (8) guard rail end kits from Trinity Highway Products, LLC in the amount of \$12,670.00, as the sole source provider meeting our specifications with funding from the Road and Bridge budget. Salter moved approval without objection.
7. Recommend a request to designate “No Parking during School Events” on Ashwood Way. Salter moved approval without objection.

**Budget & Financial Management Committee – R. Williamson & Salter**

1. Recommend bid from Santa Rosa Press Gazette at rate of 10 cents per line for advertisement of delinquent tax lists as low bidder meeting specifications. Salter moved approval without objection.
2. Recommend revised FY2017 budget calendar. Salter moved approval without objection.
3. Recommend Budget amendment 2016 – 073 in the amount of \$1,282,125.00 to carry forward the balance of ICP (Intergovernmental Radio Communications Program) funds and places in ICP reserves. Salter moved approval without objection.
4. Recommend Budget amendment 2016 – 074 in the amount of \$2,357,038.00 to carry forward funds for the construction of Central Landfill’s phase IV, Cell C, class 1 municipal solid waste disposal cell as approved at the September 10, 2015 meeting. Salter moved approval without objection.
5. Recommend Budget amendment 2016 – 075 in the amount of \$152,743.00 to carry forward funds in the Grants Fund for the purchase of WebEOC software from ESI Acquisitions as approved at the December 10, 2015 meeting. State homeland security grant will reimburse 100% of the purchase. Salter moved approval without objection.
6. Recommend Budget amendment 2016 – 076 in the amount of \$7,642.00 to purchase a football scoreboard for the Navarre Sportsplex from District IV rec funds. The Navarre Youth Sports Association will reimburse the county \$5,250.00 from funds received from Buffalo Rock Pepsi for a total of \$1,992.00 to be paid by the county. Salter moved approval without objection.
7. Recommend Budget amendment 2016 – 077 in the amount of \$195,923.00 to carry forward funds for the design and construction to relocate Central Landfill’s scale house and commercial scale, and reconfiguration of entrance roadway and utilities in preparation of upcoming cell construction (\$179,000.00) and design of storm water revision south of Cell B (\$16,923.00) as approved at the December 10, 2015 meeting. Salter moved approval without objection.
8. Recommend Budget amendment 2016 – 078 in the amount of \$23,366.00 to carry forward funds to purchase a Dell PowerEdge server necessary to increase 911 data storage and maintain redundancy. Salter moved approval without objection.
9. Recommend Budget amendment 2016 – 079 in the amount of \$1,577.00 to carry forward additional state grant funds and allocate for expenditure for the state trapper’s program in the Mosquito Control – State Match Fund. Salter moved approval without objection.
10. Recommend Budget amendment 2016 – 080 in the amount of \$11,700.00 to recognize the FY2015 CERT (\$5,720.00) and Citizens Corp (\$5,980.00) grants and allocate for expenditure. Salter moved approval without objection.
11. Recommend Budget amendment 2016 – 081 in the amount of \$34,590.00 to purchase and install pour-in-place safety surfacing for Holley Ball Park from District IV Rec Funds. Salter moved approval without objection.
12. Recommend Budget amendment 2016 – 082 in the amount of \$1,469,817.00 recognizing NRDA Grant for the construction of a snorkeling reef and off-shore reefs as approved at the December 2015 meeting. Salter moved approval without objection.

13. Recommend Budget amendment 2016 – 083 in the amount of \$33,946.00 to carry forward unspent funds from FY15 to purchase VMware software to manage servers at the admin and emergency management buildings. Salter moved approval without objection.
14. Recommend Budget amendment 2016 – 084 in the amount of \$32,402.00 to transfer funds from the Capital Fund to the General Fund for the purchase of two (2) Z TRAC 997 diesel mowers for the Parks Department as approved at the November meeting. Salter moved approval without objection.
15. Recommend Budget amendment 2016 – 085 in the amount of \$363,371.00 to transfer funds from the Capital Fund to the General Fund for the capital and equipment replacement request included in the FY2015-16 budget process as approved at the December meeting. Salter moved approval without objection.
16. Recommend Budget amendment 2016 – 086 in the amount of \$43,000.00 to carry forward 1% tourist development tax revenues in the Beach Berm Preservation Fund and allocate for expenditure to Coastal Tech for Navarre Beach Renourishment Construction Monitoring Services. Salter moved approval without objection.
17. Recommend county check register. Salter moved approval without objection.

**Public Forum**

Cantu said it is difficult to find information for the Council on Aging. She asked if the Board can direct the new Public Information Officer to address this issue.

**Other Business**

Spencer said the Department of Juvenile Justice bills the county a percentage for each night a juvenile stays at their facility. He said last year the Department of Juvenile Justice overbilled the county approximately \$469,000.00. Spencer said this year the Department of Juvenile Justice is allowing the county to offset its payment against this amount.

**Adjournment**

There being no further business to come before the Board at this time, the meeting adjourned.

BOARD OF COUNTY COMMISSIOENRS  
SANTA ROSA COUNTY, FLORIDA

---

By: Lane Lynchard, Chairman

---

Attest: Donald C. Spencer, Clerk of Court