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**JCBOCC REGULAR MEETING**

On Tuesday August 16, 2022 at 9 am, the Jackson County Board of County Commissioners held a Regular Meeting. This is a recap of some of the reports and requests included in that meeting.

**REQUEST: Confirmation of New TDC Executive Director**

County Administrator, Wilanne Daniels, requested the Board’s confirmation of a new hire in the position of Tourist Development Council (TDC) Executive Director. This position has been held at an interim level by Mr. Daniel Darbyshire, who has done a wonderful job for the County. After careful consideration of many highly-qualified applicants for the position of Executive Director of the Jackson County TDC, a candidate has been selected to fill the position. Kelsi Williams has worked in various leadership roles over the last 10 years, most recently as an Operations Director for Briva Health, a non-profit organization and partner of the State of Minnesota. She brings to the position a thorough knowledge of the principles of management, as well as a high level of enthusiasm for developing partnerships with stakeholders to ensure the success of the goals and objectives of the TDC. Mrs. Daniels stated, “We are so proud to have Kelsi join us, with the Board’s confirmation, I am excited to see what she is going to do with the position.” Williams told the Board that she is, “…very excited to bring more voices to the table, and help amplify the voices that are already there. I am excited and grateful for the opportunity.” The Board approved this request.

**REQUEST: Employee of the Month/August 2022**

Public Information Officer, Dylan Bass, requested Board approval to award Employee of the Month for August of 2022 to Mrs. Brigitte Rehberg. Mrs. Rehberg has proven herself to be an integral part of the County’s administrative staff. Brigitte is often the first smiling face that citizens meet when they visit the County Administration building. She is humble, kind, compassionate, detailed, considerate, and extremely reliable. She places value in her service to the County. When Brigitte says that she will do something, there is never a doubt in mind that it will be accomplished. Mrs. Rehberg is the type of employee and coworker that any organization would quickly recognize as someone cling tightly to. The Board approved this request and presented Mrs. Rehberg with a check and a paid day off. The following proclamation was read at the meeting:

**Whereas, Jackson County has established an "Employee of the Month Program" to recognize one employee to represent the various departments; and**

**Whereas, Brigitte Rehberg began her employment with the County on June 26, 2021, in the position of Administrative Assistant for the Jackson County Board of County Commissioners Administrative Office and has been selected as the "Employee of the Month”. for August 2022 for the standards that she has displayed in the performance of her job duties; and**

**Whereas, Brigitte is an exemplary employee who demonstrates professionalism in every task she faces. Her loyalty and commitment to Jackson County are noticed and admired by her co-workers. She consistently performs her duties with a high degree of excellence and accuracy.**

**Whereas, Brigitte is courteous, proficient, talented, and reliable. She takes the initiative and goes the extra mile with her assistance. She's great at sending reminders, efficient in providing documents, has an eye for details, and is humbly courteous and helpful. Her assistance does not stop at Administration but crosses over to other departments and the public as well.**

**Whereas, Brigitte has a keen awareness of the needs of those around her. She routinely demonstrates this awareness with a word of encouragement or a tangible act of kindness. Brigitte has changed the landscape of administration by being a very critical "piece of the puzzle." The value that she adds is immeasurable.**

**Now, Therefore, Be It Proclaimed that the Board of County Commissioners of Jackson County, Florida, commends and congratulates Brigette Rehberg on her selection as “Employee of the Month” for August 2022.**

**REQUEST: FDOT SCRAP Grant / Browntown Road**

Jackson County has received a SCRAP (Small County Road Assistance Program), grant from FDOT for the construction and CEI services for Browntown Road improvements in the amount of $2,504,080. The project will begin at Browntown Road from SR 2 and continue approximately 2.882 miles to Parkview Road. The project will primarily consist of widening the 10' travel lanes to 12' and resurfacing the roadway. Other work to be included will consist of reshaping the shoulder, drainage improvements, and new signage. No additional right-of-way work will be required. This grant requires a resolution to be passed which authorizes the execution of the agreement. Assistant Road and Bridge Director, Tim Perry, requested Board acceptance and approval of FDOT SCRAP Grant and the required Resolution. The Board approved this request.

**REQUEST: Fee Schedule for NextStep at Endeavor Academy / Virtual Courses**

NextStep at Endeavor Academy, the transition program for adults with autism, would like to offer transition coaching courses in formats beyond what is offered in the two-year Transition Academy program previously approved by the Board. These extra coaching courses are proposed in response to feedback from parents and adults with autism and will primarily be offered to individuals who do not live in our immediate area the County awaits the completion of the residential component of the program. Each course requires participants to enroll for a minimum of three months. NexStep at Endeavor Academy Director, Tammy Dasher, requested Board approval of the proposed fee schedules of:

* **$1,280 per month for short-term in person coaching that includes job site visits (NextStep to Employment)**
* **$250 per month for short-term in-person coaching with no job site visits**

 **(NextStep to Friendship and Dating)**

* **$640 per month for in-person coaching that includes college campus visits**

**(NextStep to College Success)**

* **$300 per month for virtual coaching**

**(NextStep Online)**

The Board approved this request.

**REQUEST: Grant Match Funds / Town of Cottondale Volunteer Fire Dpt.**

Fire Chief, Charlie Brunner, requested Board approval of grant match funds to the Town of Cottondale Volunteer Fire Department in the amount of $7,500.00 to match a Florida Forest Service Volunteer Fire Assistance Grant. The grant is covering fire hose, wildland fire gear, firefighting foam, hose bed cover, and scene lighting. The Board approved this request.

**REQUEST: Board Discussion / Hope School Road Resurfacing**

Tranquility management has requested that the County pay half the cost to resurface Hope School Road from Hwy 71 to the entrance of Tranquility. Under this arrangement, the County's share would not exceed $40,000. Tranquility would provide the remaining $40,000. Additional funding through Florida Housing is being sought by the company. The Board approved this request.

**REQUEST: Contract 2122-12 / Disaster Recovery Services**

Administrative Services Director, Hunter Potts, requested board approval of a Contract with DHM Engineering for Disaster Recovery Services. On July 26, 2022 the BOCC ranked DHM Engineering as their top ranked firm and recommended to award the contract for Disaster Recovery Services to their firm. After staff met with DHM to review the details of the contract, the Board approved the request.

**REQUEST: Contract for Project Blue Sky Facility Construction**

On July 27, 2022, at 2pm bids were received and read aloud for the Blue-Sky Facility Building Construction. The project was extensively advertised in newspaper and plan rooms, a pre-bid conference was conducted, and ten general contractors requested bid documents. Two bids were received. The low bidder is Highland Wake Construction, LLC from Panama City with a total bid of $4,687,870.00 which includes a 30,000 square foot building, site work, parking & truck loading area, utility connections and stormwater facility.

There are two grant funding sources, CDBG and EDA with a combined construction budget of $4,288,000.00. Therefore, the low bid is $399,870.00 over budget. County staff are currently seeking additional funding from EDA. If ethe County does not receive the additional funding, staff will work with the contractor to reduce the cost to fit within the existing budget. The grants require construction to begin in in September.

Administrative Services Director, Hunter Potts, requested board approval to award the construction contract to Highland Wake Construction, LLC in the amount of $4,687,870.00 contingent upon receiving additional funding or reducing cost by change order within the grant budget and contingent upon approval of the award by CDBG and EDA. The Board approved this request.

**REQUEST: CDBG-DR HMGP Match Grant Agreement / Lift Station Generators**

Administrative Services Director, Hunter Potts, requested board approval of a Match Grant Agreement with DEO for the Lift Station Generators Installation Project. On February 08, 2022, the board approved HMGP Agreement 4399- 158-R for a Lift Station Generator Project. As approved, the grant requires a 25% match from the County. The Florida DEO HMGP Match Program will cover the 25% cost share in the amount of $77,669.00. The project includes completing the following work at the following locations.

The HMGP project shall provide protection to the lift stations by the purchase and installation of four (4) 50 kW permanent diesel generators, a 40kW permanent diesel generator, and two (2) 50kW portable generators; or generators of the adequate size determined by the vendor and/or an electrical engineer during the bid process to appropriately support the critical facilities. The project shall also include the installation of a concrete pad and Automatic Transfer Switch for each permanent generator. Each generator shall be powered by diesel and shall have its own dedicated fuel tank. Each lift station to be supported by a portable generator shall be wired to connect to a generator. The generators shall be installed with all accessories necessary for their operation. This project shall allow Jackson County to keep the lift stations operational during future power outages. The Board approved this request.

• Barber Rd

• Eagles Landing-Indian Springs

• Hope School

• Loves Truck Stop

• TA Truck

**REQUEST: Match Grant Agreement / Critical Facilities Generators**

Administrative Services Director, Hunter Potts, requested board approval of a Match Grant Agreement with DEO for the Critical Facilities Generators Installation Project. On February 08, 2022, the board approved HMGP Agreement 4399- 147-R for a Critical Facility Generator Project. As approved, the grant requires a 25% match from the County. The Florida DEO HMGP Match Program will cover the 25% cost share in the amount of $367,364. The project includes completing the following work at the following locations.

The HMGP project shall provide protection to the critical facilities by purchasing and installing diesel generators with a capacity of 40kW, 50kW, 80kW, 125kW, 250kW, 300kW, 400kW, and 600kW as identified in the table below, or the adequate size determined by the vendor and/or an electrical engineer during the bid process to appropriately support the critical facilities. The project also shall include the installation of a concrete pad and an automatic transfer switch (ATS) at each location. The project shall allow the county to maintain the critical facilities operational during future power outages. The Board approved this request.

• Plant 1 Well 2 & 3

• EOC • Fire Rescue

• Fire Rescue Sneads

• Road & Bridge

• Fleet Maintenance

• Correctional Facility

• Ag. Complex

• Ag. Center

• Ag. Well

• Animal Control

• Maintenance

**REQUEST: General Development Order / Chick-Fil-A**

On August 1, 2022, the Planning Commission recommended approval of the General Development Order for Chick-Fil-A to the Board of County Commissioners.

On August 16, 2022, Senior Planner with Community Development, Amber Barnes, requested Board approval of a General Development Order for Chick-Fil-A to construct a 4,996 square foot fast food restaurant, as well as 60,960 square feet of impervious surface for pavement, sidewalks and vehicular use area. The project will be located at 2099 Hwy 71 South, approximately 0.15 miles south of the I-10 corridor in unincorporated Jackson County. The Board approved this request.

**REQUEST: Set a Public Hearing / Dove Rest RV Extension**

On October 22, 2019, the BOCC approved an expansion to Dove Rest RV and Mobile Home Park adding 100-RV units and two mobile homes to the existing site plan. On September 22, 2020, the BOCC approved the 1st one-year extension to the Development Agreement. Then on November 9, 2021, the BOCC approved a 2nd one-year extension to the Development Agreement for Dove Rest RV and Mobile Home Park.

On August 16, 2022, Senior Planner with Community Development, Amber Barnes, requested Board approval to set a public hearing for a 3rd extension to a Development Agreement for Dove Rest RV and Mobile Home Park. The owner of the mobile home park indicates that the modification is 50% complete; however, due to shortages in materials and workers, completion of the project has been delayed. The Board approved this request.

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