

## **MINUTES OF A REGULAR MEETING OF THE GILCHRIST COUNTY BOARD OF COUNTY COMMISSIONERS HELD SEPTEMBER 2, 2008.**

The Gilchrist County Board of County Commissioners, in and for Gilchrist County Florida, convened in a **Special Meeting** on **Tuesday, September 2, 2008**, at **3:00 p.m.**, in the Board of County Commissioners Meeting Room located at 210 South Main Street, Trenton, Florida, with the following members' present to-wit:

**Commissioner Tommy Langford, Chairman**  
**Commissioner Sharon A. Langford, Vice Chairman**  
**Commissioner Randy Durden**  
**Commissioner Kenrick Thomas**  
**Commissioner D. Ray Harrison, Jr.**

### **Others in Attendance**

Joseph W. Gilliam, Clerk of Court; Jacki Johnson, Finance Director; Patty McCagh, Board Secretary; Georgia Mills, Finance Clerk; John K. McPherson, County Attorney; Ron McQueen, County Administrator; John Ayers, Gilchrist County Journal; Diane Rondolet, Code Enforcement; Julee Brideson, Administrative Assistant; Julie Harrison, Manager Hart Springs; Lee Mills, County Engineer; Ron Mills, EM Chief; Linda Walker, EMS Chief; Justin Watson and Billy Cannon, Road Department; Chief Carlos Perez, Public Safety Director; Sheriff David Turner; GC Sheriff's Office, Deputy Harvey Montgomery, Jeannine Pfannschmidt, Administrative Assistant, Captain Tony Cruse and Patsy Turner; Robert Roux, Rob Willis, and John Gray, Gray Construction.

### **Call to Order**

Chairman Tommy Langford called the meeting to order at 3:01 p.m. then delivered the invocation with Commissioner D. Ray Harrison, Jr. leading the pledge of allegiance.

### **Agenda Changes**

- Mr. Gilliam, Clerk of Court, presented the following agenda changes:
  1. Request: Consider Agenda to be *restructured*; address all other actions/issues *before* budget discussions
- Mr. McQueen, County Administrator presented the following agenda changes:
  2. Addition: Additional Handouts; Two (2) Purchase Orders to back up EMS Small County Grant in agenda packet
  3. Addition: Travel/Training Workshop request for Animal Control
  4. Addition: Capps' Invoice for Solid Waste Department

***Motion made by Commissioner Kenrick Thomas seconded by Commissioner Harrison to approve Agenda as presented, with noted changes. Motion carried unanimously.***

**Consent Agenda**

- **Request for Payment Approval**

James Wilkerson Construction; Site Work at Week’s Building  
Invoice #852 ..... \$993.60

James Wilkerson Construction; Site Work, Memorial Courtyard  
Invoice # 853, First Draw ..... \$52,166.78

\*Smart Mail Services, Inc.; Postage & Processing of TRIM Notices  
Invoice # 5791 .....\$1,586.95\*

- **Request for Purchase Order Approval**

Extension Service

Purchase Order to Gulf Ice Systems, Inc.;;  
New Icomatic Ice Machine ..... \$1,459.56

Solid Waste

Purchase Order to Setco;  
Cutting Edge for John Deere 644 ..... \$1,272.73

**\*The actual Smart Mail Services, Inc., invoice reflected two (2) totals; postage paid directly to the post office, in the amount of \$5,587.71, which will be reimbursed to the Property Appraisers office and the amount of \$1,586.95 as billed on invoice to be paid directly to Smart Mail.**

***Motion made by Commissioner Kenrick Thomas seconded by Commissioner Randy Durden to approve Consent agenda, with changes noted. Motion carried unanimously.***

**Lee Mills; County Engineer Report**

- **Bids on S.C.O.P. Projects for County Roads 307 & 307A:** Mr. Mills presented a bid summary for Gilchrist County Roads 307 & 307A, Base Bid. He stated that once the bids were out and the process of internally estimating the project took place, he realized that there was the possibility of not having sufficient funds, based on the DOT grant, to complete this project as bid. So there was a fifth alternate provided which allows recycled asphalt to be used to reduce costs.

The bids received are as follows:

V.E. White Hurst & Sons	\$1,602,093.80
John C. Hipp Construction	\$1,759,965.95
Anderson Columbia Co.	\$1,761.829.31
APAC-Southeast, Inc.	\$1,775,142.86

None of these bids are within the F.D.O.T.’s maximum participation allowance.

Mr. Mills stated the F.D.O.T.'s maximum participation is \$1,565,472.00 and the F.D.O.T.'s allowance for engineering is \$156,547.20, which already shows a deficit.

He stated that he needed to look at the agreement between the State and the County, and see what options may be available to the County.

**The Board agreed to set a time certain for 2:30 p.m. at the September 15<sup>th</sup> meeting for Mr. Mills to come back before the Board and discuss the funding issue for this project.**

- SE 70<sup>th</sup>; Supplemental Agreement: Mr. Mills stated that under the contract the County has with the State, he is required to add a phrase into his contract that says that he will indemnify and hold the FDOT harmless for any acts on his part.

He requested that the Board authorize the supplemental agreement to his contract, with the only changing being added is the phrase stating that *he will indemnify and hold the FDOT harmless for any acts on his part.*

***Motion made by Commissioner Randy Durden seconded by Commissioner Sharon Langford to authorize the supplemental agreement to the County Engineers contract adding the phrase that he will indemnify and hold the FDOT harmless for any acts on his part. Motion carried unanimously.***

### **County Administrator's Report**

- Gilchrist County School Board; Invitation to County Forum: Mr. McQueen addressed the upcoming forum to be held on Monday, September 8, 2008 at 7:00 p.m. in the Gilchrist County School Board meeting room. Topic of discussion will continue on the issues/concerns of shared community interests.
- Florida Community Trust (FCT): Mr. McQueen presented the FCT Staff Evaluation Report on the application of the Gilchrist County Regional Sporting Preserve project. The report contained an analysis and preliminary score for each of the project section criterion.

Mr. McQueen also addressed the issue of the FCT Governing Board Selection meeting. The meeting will be held on September 4, 2008 in the City of Tallahassee Commission Chambers, Tallahassee, Florida, and beginning at 9:00 a.m. Mr. Rubin, President of Synergy Solutions, recommended that Gilchrist County be represented at this meeting.

**The Board agreed that Mr. McQueen and Commissioner Tommy Langford would attend the FCT Hearing in Tallahassee on September 4, 2008.**

- Animal Control Training: Mr. McQueen presented a request for Karen Fisher to be allowed to attend the Animal Control Officer Certification Course to be held October 27-31, 2008, in Daytona Beach, Florida. Cost will be approximately \$700.00.

***Motion made by Commissioner Kenrick Thomas seconded by Commissioner Sharon Langford to approve travel and registration for Karen Fisher to attend the Animal Control Officer Certification Course, in Daytona. Motion carried unanimously.***

- EMS County Grant Expenditures: Mr. McQueen presented the request made by Linda Walker, EMS Chief, that the EMS grant funds, in the amount of \$5,543.00, be approved to be expended for medical supplies; purchase orders to Moore Medical, in the amount of \$2,575.75 and Henry Schien, in the amount of \$3,005.44 were presented for approval.

***Motion made by Commissioner Randy Durden seconded by Commissioner Sharon Langford to approve purchase orders, as noted, with costs to be funded by the EMS County Awards Grant received, in the amount of \$5,543.00. Motion carried unanimously.***

- Memorial Courtyard: Mr. McQueen presented a purchase order for electrical supplies, in the amount of \$1,200.00, to City Electric Supply Co., for the Memorial Courtyard.

***Motion made by Commissioner Kenrick Thomas seconded by Commissioner Harrison to approve purchase order to City Electric Supply, in the amount of \$1,200.00, for electrical supplies to be used at the Memorial Courtyard.***

- Solid Waste; Capp's Concrete: Mr. McQueen presented for payment an invoice from Capp's Concrete, in the amount of \$3,250.00 for the end-wall at Solid Waste.

***Motion made by Commissioner Sharon Langford seconded by Commissioner Randy Durden to approve the invoice from Capp's Concrete, in the amount of \$3,250.00. Motion carried unanimously.***

### **Clerk's Report**

Bid results for the EOC: Mr. Gilliam presented the bid results on the \$300,000.00 loan to complete the Emergency Operations Center. The received bids are as follows:

- |                            |        |                                |
|----------------------------|--------|--------------------------------|
| 1. Ameris Bank             | 3.98%  | 3 Years Fixed, Annual Payments |
| 2. Drummond Community Bank | 4.89%  | 3 Years Fixed, Annual Payments |
| 3. Capital City Bank       | NO Bid |                                |

Mr. Gilliam recommended Ameris Bank be approved with the lowest interest rate.

***Motion made by Commissioner Sharon Langford seconded by Commissioner Kenrick Thomas to approve Ameris Banks bid with the interest rate of 3.98% for the loan in the amount of \$300,000.00 to complete the EOC. Motion carried 4-1, with Commissioner D. Ray Harrison voting NO.***

Budget Recap: Mr. Gilliam stated that there were a few changes made through the State that Ms. Jacki Johnson, Finance Director, will explain and she will also present an updated recap on the proposed budget.

Ms. Johnson stated that since the last meeting on August 21, 2008, the only change that took place was on the revenue side, which reflected the distributions for the amendment one; an increase of \$69,862. As for the Road Department, the revision of their proposed budget still reflected a figure of \$702,993.00 needed to balance.

## **Budget Reviews**

**Hart Springs:** The FY2009 proposed budget for Hart Springs was revised and resubmitted, in the amount of \$233,810.00. Discussion took place; no action taken by the Board at this time.

**Road Department:** The FY2009 proposed budget for the Road Department was presented, in the amount of \$2,056,619.00, with **NO** changes. Discussion took place; no action taken by the Board at this time.

**Sheriff's Department:** Discussion took place between Sheriff Turner and the Board on the proposed budget that was submitted for the Sheriff's Department. The issues of the need for two (2) new vehicles, in the amount of \$62,000.00, the fuel increase of 70% by the department and the school resource officer position, approximate total cost of \$100,000.00 for two officers, with the school board funding \$30,000.00 towards the cost, were the topics of discussion.

Commissioner Harrison proposed that for the current budget year, 2008-2009, drop the operating capital for the two (2) new vehicles, in the amount of \$57,000.00 and omit the funding of the one school resource officer, approximately \$50,000.00.

***Motion made by Commissioner Harrison seconded by Commissioner Kenrick Thomas, as based on discussion, to request the reduction of two (2) vehicles, \$57,000.00 and one (1) School Resource Officer, \$50,430.00, in the proposed budget as presented by Sheriff Turner, making the total adjustment to the Law Enforcement budget by a decrease of \$107,430.00. Motion carried unanimously.***

Sheriff Turner agreed to the request of the budget reduction proposals.

## **Public Safety**

Commissioner Harrison addressed the issue of Public Safety Reorganization due to the loss/reducing of funding and operational needs.

He proposed to delete/transfer Public Safety Budget from General Revenue Fund to Fire, EM, EMS, 911 and Animal Control for a total of \$58,342.00 using the formula previously allocated; 25% EM, 25% EMS, 25% Fire, 10% 911 and 15% Animal Control.

Commissioner Harrison also proposed that Public Safety be put directly under the County Administrator, omitting the Director position; allocate the County Administrator's salary using a percentage of time. (Example: 75% BOCC General 25% Public Safety, approximately \$27,775); total reduction from General to other funds is approximately \$86,000.00, plus reduction in benefits of the position.

***Motion made by Commissioner Harrison seconded by Commissioner Sharon Langford to make a proposal that the Director Public Safety position to not be budgeted for the FY08/09...***

Mr. Gilliam explained how budget allocations for Public Safety and that of the County Administrator's Office would affect General Revenue. Discussion continued... Chief Perez and Ron McQueen both expressed their views on the restructuring of Public Safety, and how it could benefit Gilchrist County.

County Attorney, John McPherson, was asked what would be the correct way to state the request in the motion. He suggested that the Board should use language stating *that it is the intent of the Board of County Commissioners, that the County Administrator shall perform the duties of the Director of Public Safety and then, that as a separate position, will not be funded this budget year. It is his recommendation to phrase the intent as noted, which complies with the current ordinance.*

Mr. McQueen is to bring a plan back to the Board on how the duties of the Director of Public Safety will incorporate into that of the County Administrator.

Chairman Langford called for a vote on the clarified motion...

***Motion carried 4-1, with Commissioner Tommy Langford voting NO.***

### Restructuring Issues

Road Department: Mr. Gilliam addressed the issue of reorganizing and utilization of employees and equipment, in the Road Department. What can be done to help better manage their budget? Mr. Watson stated that he doesn't see why the County vehicles can't be parked (not taken home) with the exception of his and Billy's.

**The Board suggested that Mr. Watson review his proposed budget between now and the next two meetings to be sure that he will be able to operate with it.**

### Millage Rate

Mr. Gilliam questioned what millage rate should he use to prepare the tentative budget? The tentative budget will be approved on September 15<sup>th</sup> and the final will be approved on the 29<sup>th</sup>.

He presented the TRIM Compliance Options and reviewed the affects on the General Revenue Reserve Fund using 8.6810 mils along with the consideration of reductions, transfers, and reorganization of the County Departments, which were previously discussed during this meeting.

The Special Projects, totaling \$270,585.00, had not been considered at this time in the total expenditures for General Revenue Reserve. This too will be affected by the millage rate used in preparing the tentative budget. The list of projects was narrowed down to the following five items:

1. Employee Cost of Living \$500 Non-Recurring	\$92,500
2. Senior Center County Match/Water/Road	\$82,500
3. County Line Road Partnership with Alachua County Gilchrist portion \$117,170 (½ GF, ½ Transportation Impact)	\$58,585
4. Server for BOCC Finance	\$25,000
5. Roof Over on Old Records Building	<u>\$12,000</u>
Total	\$270,585

Discussion took place considering the various options of millage rates and how it to would affect the General Revenue Reserve Fund.

Mr. Gilliam requested direction from the Board concerning which Special Projects are to be included and what millage rate is to be used in preparing the tentative budget. The current fiscal year millage rate is 8.2695.

***Motion made by Commissioner Randy Durden seconded by Commissioner Sharon Langford to direct the Clerk and Finance Department to prepare a tentative budget using the current millage rate of 8.2695; for budgeting purposes only, including the \$270,585 for Special Projects. Motion carried unanimously.***

Dates to Remember: Mr. Gilliam stated that all purchase requests must be received by September 16<sup>th</sup> in order to be processed and all goods, services and merchandise must be received by September 30<sup>th</sup> in order to be paid out of this year's budget.

**Commissioners Reports**: None noted.

**Old Business**: None noted.

**New Business**: None noted.

**Public Participation**: None noted.

**Adjourn**:

With there being no further business, Chairman Langford adjourned at 7:17 p.m.

Board of County Commissioners  
Gilchrist County, Florida

\_\_\_\_\_  
Tommy Langford, Chairman

Attest:

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Joseph W. Gilliam, Clerk of Court