

MINUTES OF A REGULAR MEETING OF THE GILCHRIST COUNTY BOARD OF COUNTY COMMISSIONERS HELD FEBRUARY 2, 2009.

The Gilchrist County Board of County Commissioners, in and for Gilchrist County Florida, convened in a **Regular Meeting** on Monday, February 2, 2009, at 1:30 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 Sharon Langford, Chair
Commissioner D. Ray Harrison, Vice Chairman
Commissioner Randy Durden
Commissioner Tommy Langford
Commissioner Kenrick Thomas

Others in Attendance

Joseph W. Gilliam, Clerk of Court; Jacki Johnson, Finance Director; Patty McCagh, Board Secretary; John K. McPherson, County Attorney; Ron McQueen, County Administrator; Cindy Jo Ayers, Gilchrist County Journal; Diane Rondolet, Code Enforcement; Julee Brideson, Administrative Assistant; Justin Watson, Road Department Superintendent; Ron Mills, EM Chief; Nancy Nieman, Manager-Otter Springs; Julie Harrison, Manager-Hart Springs; Amanda Desmartin, Early Learning Coalition of the Nature Coast; James Moore, Concerned Citizen; Elizabeth Porter, Bailey, Bishop & Lane; Joyce Ferrante, Concerned Citizen; and Harlyn Pfaffenberger, Concerned Citizen.

Call to Order

Madam Chairman, Sharon Langford, called the meeting to order at 1:30 p.m.

Commissioner D. Ray Harrison, Jr. delivered the invocation and Commissioner Kenrick Thomas led the pledge of allegiance.

Agenda Changes

- Mr. Joe Gilliam, Clerk of Court, had no changes to present.
- Mr. Ron McQueen, County Administrator, presented the following agenda changes:
 1. Addition: Time Certain at 3:00 p.m., James Moore
 2. Addition: Budget Adjustment for Solid Waste
 3. Addition: Bid results on Drainage Project at GSCO
 4. Addition: Animal Control Monthly Report
 5. Addition: SHIP; Additional Information Handout
 6. Addition: Trenton FFA; Request to hang banner on Courthouse lawn
- Mr. McPherson, County Attorney, presented the following agenda changes:
 1. Addition: Resolution 2009-06; Adding Nancy Nieman to credit card list

Motion made by Commissioner Tommy Langford, seconded by Commissioner Harrison, to approve the Agenda with noted changes. Motion carried unanimously.

Consent Agenda

- **Approval of Minutes**
Regular MeetingJanuary 20, 2009
- **Approval of Bills**
Supplement to the Agenda PacketJanuary 2009
- **Request for Purchase Order Approval**
Overhead Door Co. of Gainesville \$12,432.55
Owner Direct Purchase, for Trenton EMS Station
SCI Materials \$12,150.00
Owner Direct Purchase, for Trenton EMS Station
Mid-State Rebar Fabricators, Inc.\$ 4,191.00
Owner Direct Purchase, for Trenton EMS Station

Motion made by Commissioner Randy Durden, seconded by Commissioner Kenrick Thomas, to approve the Consent Agenda as presented. Motion carried unanimously.

County Administrator’s Report

Mr. McQueen, County Administrator, presented the following documents, and/or addressed the following issues.

Parks & Recreation

- **Hart Springs:** Mr. McQueen and Julie Harrison, Park Manager, presented power point presentation and updated the Board on the swimming pool project.

Mr. McQueen stated that the contract on the Paving and Drainage project to be performed by Clint’s Asphalt & Driveways, has been fully executed.

- **Otter Springs:** Mr. McQueen presented the Proposed Fee Schedule, as submitted by Nancy Nieman, Park Manager, for Otter Springs. Mr. McQueen stated that most of the rates coincide with the fees charged by Hart Springs.

Mr. McQueen reviewed the rates previously charged and the proposed fee for rentals. He stated that adjustments were made to the previous rates due to the low rentals of cabins, stilt house, lodge and picnic building/canteen; the previous rates were higher than other comparable facility rentals.

Mr. McQueen recommended that the Board approve the proposed fee schedule. The fees will be experimented with and if any adjustments are found necessary, they will be brought back to the Board.

The Season Passes are exclusive for both parks, Hart and Otter. The Hart Springs Season Pass is \$50.00 and the proposed fee for Otter Springs Season Pass is \$100.00. Discussion took place on the price of the pass...passes for both parks should be considered to be the same, \$75.00 was suggested.

It was recommended that Mr. McQueen bring back a new proposal including the suggested changes by the Board. Proposed fees for Seasonal Pass (Hart and Otter) and Pool Parties will be readdressed at the mid-month meeting in February.

Motion made by Commissioner Harrison, seconded by Commissioner Randy Durden, to approve the proposed Fee Schedule for Otter Springs Park & Campground with the exception of the Seasonal Pass and Pool Parties (fees/usage). Motion carried unanimously.

1:45 p.m. Time Certain

- Proclamation 2009-01: Ms. Amanda Desmartin, Administrative Assistant, Early Learning Coalition of the Nature Coast, addressed the Board requesting that the week of March 30th – April 3rd, 2009, be proclaimed as “Children’s Week”. She also requested permission to display the handprints made by the children in the halls of the Courthouse.

Madam Chairman read the short title as follows:

PROCLAMATION 2009-01

A PROCLAMATION RECOGNIZING AND OBSERVING March 30-April 3, 2009, AS CHILDREN’S WEEK IN GILCHRIST COUNTY

Motion made by Commissioner Harrison, seconded by Commissioner Kenrick Thomas, to approve Proclamation 2009-01 and to allow the children’s handprints to be hung in the Courthouse. Motion carried unanimously.

County Administrator’s Report continues...

- Otter Springs Rules: Mr. McQueen presented the proposed rules for Otter Springs Park & Campground. Discussion took place and the Board agreed that Service Dogs should be allowed for those who are impaired.

Motion made by Commissioner Tommy Langford, seconded by Commissioner Randy Durden, to approve the Otter Springs Rules as presented, with the addition of “service dogs are permitted” to #3. Motion carried unanimously.

Emergency Management

- Purchase Order Requests: Mr. Ron Mills, EM Chief, presented the requests for approval on the following purchase orders for three (3) upcoming projects:
 1. The Management Experts for “Pet Friendly Shelter Working Group”, in the amount of \$1,373.75
 2. The Management Experts for “U.S. National Grid (USNG), in the amount of \$2,500.00
 3. The Management Experts for “ICS – 402 Incident Command”, in the amount of \$2,500.00

Mr. Mills stated that the Management Experts are a qualified County Vendor. All charges will be paid out of Emergency Management “grant” funding, specific to the task, and fulfill National and State requirements.

Motion made by Commissioner Tommy Langford, seconded by Commissioner Kenrick Thomas, to approve the purchase order requests based on information provided by Mr. Mills, and that bid requirements be waived.

Mr. Mills stated that the vendors were selected according to policy, although quotes or rejections were not obtained from all vendors that were contacted.

Mr. Mills was directed to provide a Letter of Explanation, in reference to the procuring of vendors, for consultation and planning services.

Motion carried unanimously.

Mr. Mills reminded the Board that the ICS-402 Incident Command Class is scheduled for Tuesday, March 3, 2009, from 4-6:00 pm, at the EOC in Bell. All County Officials and Executives are required to attend.

S.H.I.P.

- **New Applicants:** Mr. McQueen presented for Board approval, four (4) new applicants for SHIP loans:

1. Willie Mae Sapp: Extremely LOW Income; New Construction, \$40,000.00

Motion made by Commissioner Randy Durden, seconded by Commissioner Harrison, to approve Willie Mae Sapp, for SHIP loan, in the amount of \$40,000.00; subject to the availability of funds. Motion carried unanimously.

2. Christine Potter: Extremely LOW Income; Emergency Funds, \$5,000.00

Motion made by Commissioner Tommy Langford, seconded by Commissioner Kenrick Thomas, to approve Christine Potter, for SHIP loan, in the amount of \$5,000.00, for emergency repairs; subject to the availability of funds. Motion carried unanimously.

3. Velisaty Baber: Very LOW Income; New Construction, \$40,000.00

Motion made by Commissioner Randy Durden, seconded by Commissioner Kenrick Thomas, to approve Velisaty Baber, for SHIP Loan, in the amount of \$40,000.00; subject to availability of funds. Motion carried unanimously.

4. Jackie Gamble, Jr.: Moderate Income; Purchase Existing, \$29,000.00

Motion made by Commissioner Tommy Langford, seconded by Commissioner Kenrick Thomas, to approve Jackie Gamble, Jr., for SHIP loan, in the amount of \$29,000.00; subject to the availability of funds. Motion carried unanimously.

- **Subordination Request:** Mr. McQueen presented the following subordination requests for Board approval:

1. Angela Wiggins: Due to divorce decree, she must refinance; no money in hand and no consolidation of debit.

Motion made by Commissioner Tommy Langford, seconded by Commissioner Harrison, to approve the requested Subordination for Angela Wiggins. Motion carried unanimously.

2. Harlyn Pfaffenberger: Reverse Mortgage, CDBG/SHIP home and the County is First Mortgage holder in the original investment, in the amount of \$76,175.50; payoff amount given to Premier Reverse Closing Agent on December 4, 2008. He will be receiving \$72,380.94, in hand.

Mr. Pfaffenberger is requesting a reverse mortgage/subordination which will change the County to the second position.

The Loan Review Committee's review found that this request does not comply with County Guidelines.

Motion made by Commissioner Harrison, seconded by Commissioner Randy Durden, to DENY the request for subordination on Harlyn Pfaffenberger, based on the fact that the request does not comply with County Guidelines. Motion carried unanimously.

- Recommendation for AHAC Members: Mr. McQueen presented the following persons be appointed for the Affordable Housing Advisory Committee (AHAC). It was requested that they be appointed in the form of a resolution.

Michael McElroy, President of Ameris Bank, Trenton/Newberry, Florida
Christopher Luke, Local Builder, Trenton Florida
James Miller, Investor and Owner of Low-Income Units
Dean Lancaster, Local Realtor, Trenton, Florida
Alan Mikell, Gilchrist County Planning Board Member

Motion made by Commissioner Harrison, seconded by Commissioner Randy Durden, to approve the recommendations, as noted, for appointment of membership on the AHAC. Motion carried unanimously.

Solid Waste

- Surplus Property: Mr. McQueen presented the request from the Solid Waste Department to purchase a Flat Bed Trailer, in the amount of \$3,500.00, from the Bureau of Surplus Property (Department of Management Services). He stated that the flatbed trailer would be used to haul recycled materials. A Budget Adjustment had been submitted requesting that \$3,500.00 be transferred from Contract Services to Machinery & Equipment, for the cost of this purchase.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Randy Durden, to approve the purchase of a flat bed trailer and the transfer of funds, in the amount of \$3,500.00, from Contract Services to Machinery & Equipment, for the Solid Waste Department. Motion carried unanimously.

Code Enforcement: Mr. McQueen presented the Monthly Report as submitted by Ms. Diane Rondolet, Code Enforcement Official, for the month of February, 2009.

Sheriff's Drainage Project Bid Results: Mr. McQueen presented the bid results that were received for the Sheriff's Drainage & Paving Project. Fifteen bids were received and the top four (4) are as follows:

- James Wilkerson Construction, Inc \$173,946.07
- Coleman Construction, Inc. \$185,211.00
- LMW Construction, Inc. \$194,298.56
- Harlis R. Ellington Construction, Inc. \$198,000.00

Mr. McQueen recommended that the Board consider the LOW bid from Wilkerson Construction, Inc. contingent upon receiving a signed contract with the DCA.

Motion made by Commissioner Randy Durden, seconded by Commissioner Harrison, to approve LOW bid, James Wilkerson Construction, Inc., in the amount of \$173,946.07, for the GCSO Drainage & Paving Project, contingent upon receiving signed contract and approval from DCA; and subject to availability of grant funds to cover costs. Motion carried unanimously.

Senior Citizen Center: Mr. McQueen announced that the Suwannee River Economic Council will be having the Groundbreaking Ceremony for the Senior Center Site on Monday, February 16, 2009, at 3:00 p.m., and invites all the Commissioners to attend. Mr. McQueen also presented a request from Ms. Frances Terry, SREC, that the Board waives the building permit fees and that the impact fee is funded out the County's portion of the match. He also stated that there were two (2) other issues that the SREC were looking for the County to do along with the City of Trenton; first, the extension of the waterline (School Board property to site), which was approved by City of Trenton Manager, Jared Ottenwess, along with the approval of the County, if the County purchases the materials the City would install; second, the Board has agreed to provide the Site Work (limerock & drainage for the facility).

Mr. McQueen spoke to the Road Department and it was recommended that the issue of the Site Work & Drainage, for the Senior Center Complex should be put out for bid to determine the cost.

Motion made by Commissioner Randy Durden, seconded by Commissioner Tommy Langford, to approve the request that the Drainage & Site Work for the Senior Center be put out for bid. Motion carried unanimously.

3:00 p.m. Time Certain (County Administrator Agenda Change)

- Sign Issue: Mr. McQueen addressed the issue of a Dead End sign not being posted on SE 30th Avenue off of SR 232, which led to a disagreement between the Road Department and Mr. James Moore. Mr. Moore stated that SE 30th Avenue dead ends at his property and people are turning around in his yard and messing it up. He is requesting that a Dead End sign be erected at the end of the County grade right before the private access road to his home. Discussion took place...

Mr. Justin Watson, Road Department Superintendent, addressed the Board stating that there had been a Dead End sign posted at this location two different times. He stated

that the County maintains 1240' of SE 30th Avenue off of CR 232, the other 2700' is privately owned. He doesn't feel that the cost of a new sign would eliminate the problem. There is turn-around access without having to go on the private property.

Discussion continued...

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Randy Durden, to DENY the request for a Dead End sign at the end SE 30th Avenue off of CR 232. Motion carried unanimously.

Trenton FFA (County Administrator's Agenda Change): Mr. McQueen presented the request made by the Trenton FFA for the use of the Courthouse lawn to hang a banner during FFA week.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Tommy Langford, to approve the request of the Trenton FFA to hang a banner on the Courthouse lawn during FFA week. Motion carried unanimously.

4:30 p.m. Time Certain

The meeting was moving forward and the Board agreed to move the 4:30 p.m. Time Certain up to 3:30 p.m.

- Road Department Report: Mr. Justin Watson, Road Department Superintendent, was directed by the Board at the last meeting to bring back a cost for the County to perform road maintenance on $\frac{3}{4}$ of a mile, private drive, as requested by Mr. Ed McAlpin. Mr. McAlpin had previously stated that he would reimburse the County for the cost of this project.

Mr. Watson stated that he is uncomfortable doing projects on private property. He drafted a cost estimate for the requested services and also obtained an estimate from a private contractor. The private contractor's bid was approximately \$150 less than the proposed cost provided by Mr. Watson. Mr. Watson spoke with Mr. McAlpin in regards to the cost of the project and in turn Mr. McAlpin was satisfied with the bid provided by the private contractor, therefore, the County will not be involved in the project.

No Board action required.

Attorney's Report

Mr. John McPherson, County Attorney, presented the following documents, and/or addressed the following issues.

Ordinance 2009-02; Amendments to Land Development Code: Mr. McPherson stated that this ordinance has been noticed and set for an adoption hearing at the second meeting in February.

Ordinance 2009-**; Draft Noise Ordinance: Mr. McPherson stated that pursuant to the discussion with the Sheriff at the last meeting, he has provided a copy of the draft ordinance that last came before the Board in 2005. He stated that the only difference between this draft and what was discussed with the Sheriff is that this draft is not limited to night-time hours.

He suggested that a blanket exemption for day-time noises could be added, but it may need further discussion upon review of the draft that has been presented.

Discussion/review took place...

It was recommended that this ordinance be set for a workshop and that the Sheriff be invited to be present.

Motion made by Commissioner Randy Durden, seconded by Commissioner Kenrick Thomas, that a workshop be scheduled for review and consideration of the proposed Noise Ordinance.

A workshop will be scheduled for late afternoon at the first meeting March.

Motion carried unanimously.

Ordinance 2009-**; Imposition of Special Assessment Districts or New Subdivisions: Mr. McPherson presented a draft ordinance which the Planning Commission reviewed and recommended to the County Commission for approval. He stated that this ordinance would impose a special assessment district on all new subdivisions that have paved roads or other public infrastructure dedicated to the County.

With the County's current requirement that all roads within subdivisions be paved, it is likely that in 25 to 30 years the County will be hit with the need to re-pave many miles of paved roads within subdivisions.

The special assessment district imposed by the draft ordinance would set assessments on each lot at that amount calculated to provide sufficient funds in 25 to 30 years to provide re-paving of the roads or replace other infrastructure in the subdivision dedicated to the public. The special assessment money would not be used for maintenance of roads because the residents of the subdivision would already be paying gas and property taxes for that purpose.

Staff recommends that this ordinance be noticed for adoption hearing at the first meeting in March. The Board agreed that a workshop needs to be set for further review and discussion.

Motion made by Commissioner Randy Durden, seconded by Commissioner Kenrick Thomas, that a workshop be scheduled at a Board Meeting in April for the review and consideration of the proposed ordinance on the Imposition of Special Assessment Districts for New Subdivisions. Motion carried unanimously.

Resolution 2009-**; Adoption of Personnel Policies: Mr. McPherson addressed the issue of the County's Personnel Policies. He stated that the County currently has an "Employee Handbook" that by its wording suggests that it is based on an adopted set of personnel policies.

The County does not, however, have a set of personnel policies adopted by resolution of the Board. He stated that Staff has been working on taking the language of the Employee Handbook and converting it to a set of personnel policies to be adopted by the Board.

Mr. McPherson has provided a draft of the proposed set of personnel policies for initial review by the Board. This would be a new Article 7 of the County's Policy Manual. The strike-out and underline show significant changes to what is now in the Employee Handbook.

He stated that it is Staff's recommendation that this resolution be set for a workshop or adoption hearing in the near future.

Motion made by Commissioner Randy Durden, seconded by Commissioner Tommy Langford, to direct the County Attorney to prepare a set of Personnel Policies to be adopted by resolution and that the adoption hearing be set at the mid-month meeting in February. Motion carried unanimously.

Agenda Change; Resolution 2009-06: Mr. McPherson presented Resolution 2009-06, adding Nancy Nieman, Otter Springs Manager, to the list of County credit card holders. Madam Chairman read the short title as follows:

RESOLUTION 2009-06

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF GILCHRIST COUNTY, FLORIDA; ADDING A NEW NAME TO THE LIST OF PERSONS WITH A COUNTY CREDIT CARD; AND ESTABLISHING AN EFFECTIVE DATE.

Motion made by Commissioner Tommy Langford, seconded by Commissioner Harrison, to approve Resolution 2009-06, and allow the Chairman to sign. Madam Chairman called for any discussion...

Ms. Jacki Johnson, Director of Finance, noticed that there was a *typo* in the amount noted for Nancy Nieman; the resolution reflected \$1,0000.00, it should read \$1,000.00.

Commissioner Langford amended his motion to reflect the noted correction, and Commissioner Harrison concurred.

Motion carried unanimously.

RFQ for Engineering Services: Mr. McPherson stated that the RFQ for Engineering Services has been published with a deadline for submission set for February 13, 2009.

Blue Springs v. Gilchrist County: Mr. McPherson stated that there may be further delays in order to allow the Santa Fe Group to file an amicus brief.

Saunders v. Gilchrist County: Mr. McPherson stated that he had called the appellate division in Gainesville to see what has happened to this case. He is waiting on a reply back.

Gilchrist County v. Richard: Mr. McPherson stated Ms. Richard was found to be in contempt of court and sentenced to six months in County jail; this sentence was suspended for 45 days to give her one last chance to clean up the property.

FAC, etc. v. Conflict Counsels and Department of Revenue: Mr. McPherson stated that the State has appealed the Circuit Court ruling in favor of the Counties.

Miscellaneous: Mr. McPherson had handed out a *new version* of the Rules & Procedures, dated January 1, 2009, to be replaced in the Gilchrist Count Board of County Commissioners Manual.

Clerk's Report

Mr. Joseph W. Gilliam, Clerk of Court, presented the following documents, and/or addressed the following issues.

Bids for Health, Life and Dental Insurance and for Auto & General Liability Insurance: Mr. Gilliam addressed the renewal of Health, Life & Dental as well as Auto & General Liability insurances. He requested direction from the Board whether the contracts should be put out for bid, instead of negotiating, as done in the past. He recommended that an RFQ for Consultant Services be advertised, if bidding is considered. Discussion took place...

Motion made by Commissioner Harrison, seconded by Commissioner Randy Durden, to allow the Clerk to proceed with RFQ's for Consultant Services on bids for Health, Life & Dental Insurance as well as Auto & General Liability. Motion carried unanimously.

Revised Budget/Closeout on Byrne Grant 2009-JAGC-GILC-1-T7-055: Mr. Gilliam presented a request from Sheriff Slaughter, GCSO, that the Board approve and allow the Chairman to sign the closeout on Byrne Grant 2009-JAGC-GILC-1-T7-055, for Child Abuse/Neglect, Sexual Abuse prevention and Enforcement.

Motion made by Commissioner Tommy Langford, seconded by Commissioner Kenrick Thomas, to approve the close out on the Byrne Grant 2009-JAGC-GILC-1-T7-055 and to allow the Chairman to sign. Motion carried unanimously.

Changes Orders from the Alexander Group, LLC: Mr. Gilliam presented the following Change Orders and Pay Request, for the Trenton EMS Station project, as submitted by the Alexander Group:

- Change Order #24; ODP H.D. Supply (\$5,451.21)
- Change Order #25; ODP Mid-State Rebar (\$4,191.00)
- Change Order #26; ODP SCI Materials (\$11,775.00)
- Change Order #27; ODP Overhead Doors (\$12,432.55)

Motion made by Commissioner Randy Durden, seconded by Commissioner Kenrick Thomas, to approve Change Order #24, #25, #26, and #27, from the Alexander Group, for the Trenton EMS Station project. Motion carried unanimously.

- Pay Request #13 \$33,401.20

Motion made by Commissioner Tommy Langford, seconded by Commissioner Kenrick Thomas to approve Pay Request #13, in the amount of \$33,401.20, to the Alexander Group, for the Trenton EMS Station project. Motion carried unanimously.

Commissioners Reports

- Commissioner Kenrick Thomas: Commissioner Thomas addressed the issue of funding for the Alachua County/Gilchrist County Countyline Road project.

It wasn't clearly noted in the minutes from the September 2, 2008, Special Meeting, on how the project would be funded. The *minutes* reflected that ½ would be funded from General Fund and ½ from Transportation Impact. Ms. Jacki Johnson, Finance Director, researched the *recording* of the meeting and clarified that the funding source that was discussed and determined at the September 2, 2008 meeting reflected that the Countyline Road project would be funded from ½ **Road Department Special Projects** (Fund 4114) and ½ **Transportation Impact**.

Old Business: None noted.

New Business: None noted.

Public Participation: None noted.

Adjourn: With there being no further business, motion made by Commissioner Kenrick Thomas, seconded by Commissioner Randy Durden to adjourn; motion carried unanimously. Chairman Langford adjourned at 4:10 p.m.

Board of County Commissioners
Gilchrist County, Florida

Sharon A. Langford, Chair

Attest:

Joseph W. Gilliam, Clerk of Court

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