

**MINUTES OF A REGULAR MEETING OF THE GILCHRIST COUNTY BOARD OF  
COUNTY COMMISSIONERS HELD MARCH 21, 2011**

The Gilchrist County Board of County Commissioners, in and for Gilchrist County, Florida, convened in a **Regular Meeting** on **Monday, March 21, 2011**, at **4:00 p.m.**, in the Board of County Commissioners Meeting Facility, located at 210 South Main Street, Trenton, Florida, with the following members' present to-wit:

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

**Others in Attendance:** Joseph W. Gilliam, Clerk of Court; Jacki Johnson, Director of Finance; Patty McCagh, Board Secretary; John K. McPherson, County Attorney; Ron McQueen, County Administrator; Julee Brideson, Administrative Assistant; John Ayers, Gilchrist County Journal; Billy Cannon, Road Department Superintendent; Diane Rondolet, Code Enforcement Official; Charlotte, Pedersen, SHIP Administrator; Mitchell Gentry, Hart Springs Manager; Marvin Weaver, County Extension Director; Pastor Travis Moody, Union Baptist Church; Tim Hastings, CFEC; Richard & Leslie Esseck; Paula V. Barker; Jane & Ray Rauscher; and Val Leitner, Blue Oven Kitchens/Buy Local Campaign.

**Call to Order:** Chairman Randy Durden called the meeting to order at 1:32 p.m. Pastor Travis Moody, Union Baptist Church, delivered the invocation and Chairman Durden led the pledge of allegiance.

**Agenda Changes**

- Mr. Ron McQueen, County Administrator, presented the following agenda change:
  1. Addition: Request travel approval for Veteran's Service Officer
- Mr. John McPherson, County Attorney, presented the following agenda change:
  1. Omit: Resolution 2011-09; Amended Travel and Vehicle Use Policy

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

**Consent Agenda**

**Approval of Minutes**

Regular Meeting ..... February 21, 2011  
Regular Meeting ..... March 07, 2011

### **Request for Payment Approval**

Dixie County Inmate Housing (February 2011) .....	\$ 2,226.00
Carr, Riggs & Ingram .....	\$ 25,000.00
Mills Engineering Company .....	\$ 5,608.90
APAC Southeast, Inc. ....	\$142,214.20

*Motion made by Commissioner Kenrick Thomas, seconded by Commissioner D. Ray Harrison, Jr., to approve the Consent Agenda, as presented. Motion carried unanimously.*

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

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

Pitney Bowes Contract: Mr. McQueen presented a contract from Pitney Bowes, as submitted by the EMS Department, for the rental of a postage meter to be utilized at the Emergency Operation Center (EOC). He stated that the cost for the rental of the postage meter would be \$180.00/quarterly, or \$60.00/month, for a twelve (12) month term. Mr. McQueen explained that currently the department is utilizing the postage machine in the Clerk's office; considering the cost to travel to Trenton and the extra expense of postage stamps and trips to the Bell post office, the rental of the postage meter may be more feasible. Discussion took place.

**The Board agreed to have Mr. McQueen track the postage usage and cost by the EMS Department and bring back a report.**

Ten-8 Ambulance Proposal: Mr. McQueen presented a proposal from Ten-8, as submitted by EMS Chief, Linda Walker, for a new ambulance. He stated that the cost for a new ambulance was considered in this year's budget; a grant was also submitted for an ambulance. At this time there is a need for two (2) ambulances. Mr. McQueen stated that Ms. Walker has been looking at different prices and comparing costs and several ambulances are on Sheriff's contract; the basic ambulance is listed for \$152,860.00 per unit, without equipment; additional equipment cost would be approximately another \$25-30,000.00. The proposal from Ten-8 is on Sheriff's contract. Mr. McQueen stated that it is Ms. Walker's request for the Board to authorize her to move forward with Sheriff's contract or to be directed to go out for bids. Discussion took place.

*Motion made by Commissioner Tommy Langford, seconded by Commissioner Kenrick Thomas, to approve moving forward with the purchase of a ambulance from Ten-8, in the amount of \$152,860.00, on Sheriff's contract. Motion carried unanimously.*

### **Time Certain**

4:15 p.m. Val Leitner; REinvest Day: Ms. Val Leitner, President, Blue Oven Kitchens, presented information on a "Buy Local" campaign supporting locally and independently owned businesses. She also presented a proclamation in support of this campaign for the Board's consideration. Discussion took place.

Chairman Durden read the proclamation for the record, with the short title as follows:

**Proclamation 2011-03**  
***Declaring April 12, 2011, as “REinvest Day”***  
***in Gilchrist County, Florida***

***Motion made by Commissioner Tommy Langford, seconded by Commissioner D. Ray Harrison, Jr., to approve Proclamation 2011-03. Motion carried unanimously.***

**County Administrator’s Report continues...**

Animal Control Monthly Report: Mr. McQueen presented the Animal Control Monthly Report, February 2011, as submitted by Tanya Rippey, Animal Control Officer, for the Boards’ information. Informational purposes only.

**Commissioner Sharon A. Langford requested the Boards approval to allow her and Mr. McQueen to meet with the City of Trenton regarding Animal Control. The Board agreed; Mr. McQueen will schedule a meeting with Taylor Brown, City Manager.**

Request for Approval of Mapping Quote to complete EAR: The following list is of areas that are in need of mapping:

1. Future Right-of-Way needs map
2. Springs Protection Areas map
3. Parent Tract map
4. Lot Split map
5. Parks and Recreation map
6. Updated FLUE map
7. Existing and planned Water Wells
8. Emergency Evacuation Routes map
9. Temporary Family Lots Permits

Mr. McQueen presented two (2) quotes, for GIS Data and Mapping Services needed to complete the EAR Process, as follows, for discussion:

1. Jones Edmunds & Associates, Inc.
  - Services will be provided on a time-and materials basis NOT to exceed \$15,000
2. Geographic Technologies Group
  - Costs, in the amount of \$17,260, includes each data layer and a total cost for the entire project

***Motion made by Commissioner Sharon A. Langford, seconded by Commissioner Tommy Langford, to accept quote from Jones Edmunds & Associates, Inc., for GIS Data and Mapping Services, in the amount of \$15,000.00, for all services noted; County Attorney to review contract before approval and to verify that \$15,000.00 covers ALL services needed. Motion carried unanimously.***

### **Time Certain**

4:30 p.m. Road Department Report: Mr. Billy Cannon, Road Department Superintendent, updated the Board on the progress on SW 10<sup>th</sup> Street. There was no other business for discussion at this time.

### **County Administrator's Report continues...**

Department of Transportation – SCOP, SCRAP, CIGP Programs: Mr. McQueen presented information received from the Department of Transportation informing us of a process that the Department has developed for identifying, prioritizing and selecting eligible projects for construction under the Small County Outreach Program (SCOP), Small County Road Assistance Program (SCRAP) and the County Incentive Grant Program (CIGP).

The Department is requesting two (2) candidate projects (for each program) to be submitted by May 1, 2011.

Discussion took place. Mr. McQueen stated that sometime between now and the next meeting the Road Committee could meet; Mr. McPherson stated that it is time to update the five-year improvement plan (with the priorities in that plan) and that should be the way that we determine projects for the programs.

**The Board asked that the County Attorney set up a meeting with the Road Committee and update the five-year improvement plan and bring back recommendations for the SCOP, SCRAP, CIGP Programs.**

Road Closure Procedures: Mr. McQueen presented the issue of Road Closures procedures; the application for a road closure was addressed. Discussion took place.

**The Board directed the County Attorney to bring back a resolution with the addition of the statement that for the purposes of the application, if you (the property owner) are touching the part to be closed, you have to join in the application; but everybody (the property owners) on the road has to be noticed.**

### **Time Certain**

4:45 p.m. Workshop; Hazardous Buildings Ordinance: Mr. McPherson provided some background information regarding the antiquated hazardous buildings regulations in the Land Development Code; they have been reviewed and it was decided that they need to be updated based on some problems that have been presented within the County. Discussion took place.

The Board suggested that the following statement in Section 18-244 (a) should be changed to read (~~strikethrough~~ be deleted and underlined be added):

*“The notice shall be sent by ~~regular~~ certified mail and/or Sheriff's Service, and shall be posted on the property”.* Discussion continued.

*Motion made by Commissioner Kenrick Thomas, seconded by Commissioner D. Ray Harrison, Jr., to direct the County Attorney to move forward with preparing ordinance for Hazardous Buildings, for approval and adoption; including the noted change. Motion carried unanimously.*

**County Administrator's Report continues...**

Hart Springs – Seawall Update: Mr. Queen announced that the Seawall Project at Hart Springs is complete. He and the Board commended Mitchell Gentry, Park Manager, and Staff, on a job well done. Pictures were provided for the Boards' viewing pleasure.

Hart Springs – Request for Fee Waiver: Mr. McQueen presented a request, as submitted by Park Manager Mitchell Gentry, that the entrance fee to Hart Springs be waived March 26-31, 2011, allowing "free" admission to allow the community to visit the park and see the improvements and new renovations to the springs.

*Motion made by Commissioner Tommy Langford, seconded by Commissioner Sharon A. Langford, to approve the request that the entrance fee at Hart Springs be waived March 26-31, 2011. Motion carried unanimously.*

Otter Springs – Spring House Lodge Update: Mr. McQueen stated that the renovations at the Otter Springs Spring House Lodge are drawing to an end with a few minor things to be completed; it is the plan to finish up this month. Informational purposes only.

County Parks & Boat Ramps: Mr. McQueen presented the County Boat Ramps that are being considered for grant applications; they are ranked as follows (**R** – rank):

<b><u>R</u></b>	<b><u>Boat Ramp</u></b>	<b><u>Location</u></b>	<b><u>Acres</u></b>	<b><u>Miscellaneous</u></b>
1	Log Landing	NW 6 <sup>th</sup> ST	2	Ranked based on the current shape of the ramp
2	Santa Fe River Park	SR 47	2.32	
3	Rock Bluff Boat Ramp	CR 340	1.94	Based on usage and Points that can be gained for facilities
4	Turner Boat Ramp	NE 108 <sup>th</sup> PL	1.43	
5	Tudeen Boat Ramp	NE 2 <sup>nd</sup> Way	1.5	
6	Wanee Boat Ramp	SW 80 <sup>th</sup> Ave	1.94	
7	Uler Landing	SW 25 <sup>th</sup> ST	1	
8	Butler Boat Ramp	NW 38 <sup>th</sup> CT	.19	Based on accessibility and land size
9	Eddins Boat Ramp	NE 70 <sup>th</sup> ST	.48	Based on accessibility and land size
10	Hart Springs		2.3	Renovated in 2008
11	Shingle Landing	Otter Springs	1	Grant approved in 2010; no contract at this time

Mr. McQueen stated that on March 7, 2011, together with Commissioner Tommy Langford, all existing county owned boat ramps were reviewed, for the purpose of the consideration for grant applications.

The above ranking was determined based on location (Suwannee & Santa Fe Rivers), condition of the current facility, and acreage available. It was discussed to apply for at least 3 grants this cycle (for the engineering portion only). After receipt of an engineering grant, we will then proceed with the grant, for project completion. Information purposes only.

Hardest Hit Program Recommendations: Mr. McQueen stated that he had met with Mr. Gilliam and Commissioner Durden and discussed the Hardest Hit Program. He explained the how the program works and how it would benefit those in need, in Gilchrist County. Discussion took place.

***Motion made by Commissioner Sharon A. Langford, seconded by Commissioner Tommy Langford, to approve going forward with the Florida Housing on MLRP Assistance Program (aka the Hardest Hit Program). Motion carried unanimously.***

SHIP – Emergency Repair: Mr. McQueen presented a request, as submitted by the SHIP Administrator Charlotte Pedersen, for an emergency repair (mold issues) for William Brideson.

Ms. Pedersen stated that funds are available at this time and that bids are not to exceed \$5,000; and that there are no closing costs as this cost (not to exceed \$5,000) will be funded from emergency funds or grant money. Discussion took place.

***Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Tommy Langford, to approve SHIP request for emergency repairs, in the amount of \$5,000, for William Brideson. Motion carried unanimously.***

### **Time Certain**

5:30 p.m. Workshop; Ordinance 2011-01, Amending Impact Fee Rules: Mr. McPherson addressed the issue of how to deal with the situation where a structure has been removed from a piece of property as to whether or not you have to pay an impact fee on that property if you put a new structure on the property. For example, if you remove a mobile home one day and you put a new mobile home back there the next day that there is no new impact and you shouldn't have to pay an impact fee; but what if you removed the mobile home twenty years ago and now you are putting it back on the property. Discussion took place.

***Motion made by Commissioner Kenrick Thomas, seconded by Commissioner D. Ray Harrison, Jr., to direct the County Attorney to move forward with advertisement of adoption hearing for Ordinance 2011-01, Amending Impact Fee Rules. Motion carried unanimously.***

### **County Administrator's Report continues...**

Agenda Change; Request Travel Approval: Mr. McQueen presented a request for travel approval, for the Veteran's Service Officer, James Mash, to attend the Annual C.V.S.O.A. Training Conference. The conference is to be held May 1-6, 2011, in Coco Beach, Florida; \$125.00 registration fee and \$35.00 Membership Dues. Discussion took place.

Ms. Jacki Johnson, Director of Finance, confirmed that the funds are available at this time. She did state that this budget is tight and that if an unforeseen situation should arise funds may not be available.

***Motion made by Commissioner Tommy Langford, seconded by Commissioner Sharon A. Langford, to approve travel and training, for Veteran's Services Officer, as noted. Motion carried unanimously.***

### **Attorney's Report**

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

Ordinance 2011-01: Payment of Impact Fees: Mr. McPherson stated that this ordinance was discussed at a workshop at this meeting and will be advertised for an adoption hearing.

Ordinance 2011-02: Revisions to Dive Program Regulations: Mr. McPherson stated that this ordinance is to be noticed for adoption hearing at a meeting in April.

Ordinance 2011-\*\*: Hazardous Buildings Regulations: Mr. McPherson stated that this ordinance was discussed during a workshop at this meeting and will be noticed for an adoption hearing.

Resolution 2011-09: Amended Travel and Vehicle Use Policies: Mr. McPherson asked that this resolution be removed from the agenda and brought back at a later date.

Resolution 2011-\*\*: Development Authorities: Mr. McPherson stated that he is working on final draft to be brought back at the first meeting in April. Mr. Gilliam will present a list of members during the Clerk's report.

Otter Springs Road: Mr. McPherson stated that he had received the final document that he was waiting on from Mr. Lee Mills, which will be forwarded to bonding company.

Ordinance Review: Mr. McPherson presented a table showing what his notes show to be changes requested by the County Commission to date, with attachments showing work to date on draft language making changes; to be discussed during Ordinance Review Workshop.

Gilchrist County v. Cutler (peacock issue): Mr. McPherson stated that this issue is on hold pending further review of case.

### **Clerk's Report**

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

Identity Theft Protection: Mr. Gilliam presented a request for payroll slot for Kroll, on Identity Theft Program.

He stated that Mr. David Shiver, with Identity Theft Training Company, has conducted survey and training, per Federal regulations, and has 13 signed up; by Board regulations we need 15 to be considered for a payroll slot. It was Mr. Gilliam's recommendation that the board approve a payroll slot.

***Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Tommy Langford, to approve a payroll slot for Kroll, for Identity Theft Protection. Motion carried unanimously.***

Budget Recap: Mr. Gilliam presented a Budget Recap Fiscal Year 2011, for the Period Ending March 15, 2011, for the Boards' information.

Gilchrist County Development Authority: Mr. Gilliam presented the list of members for the Gilchrist County Development Authority, as follows:

- |                       |                               |
|-----------------------|-------------------------------|
| • Kyle Stone          | Accepted                      |
| • Lowell Chesborough  | Accepted                      |
| • Todd Gray           | Accepted                      |
| • Jeff Hayes          | <b>Declined</b>               |
| • Buddy Vickers       | Accepted                      |
| • Diane Clifton       | Accepted                      |
| • Tim Hastings        | Accepted                      |
| • Jon Gray            | <b>not responded yet</b>      |
| • Sheree H. Lancaster | <b>not responded yet</b>      |
| • Dan Cavanaugh       | <b>(replacing Jeff Hayes)</b> |

Discussion took place.

**BOCC directed the County Attorney to bring back a resolution, for the Gilchrist County Development Authority and accepted Dan Cavanaugh as replacement for Jeff Hayes.**

Nationwide Retirement Solutions: Mr. Gilliam stated that he received a document for signature, from Nationwide Retirement Solutions, Deferred Comp Provider, with changes (about 100 pages). He contacted the provider and they sent him clarification, article by article, on changes; most dealing with federal regulations, tax ads and tax reliefs, nothing really affecting our plan or the people participating in it, mostly to fall in line with federal regulation.

It was Mr. Gilliam's recommendation to move forward and to allow either the Chairman or himself to sign the documents.

***Motion made by Commissioner Tommy Langford, seconded by Commissioner D. Ray Harrison, Jr., to move forward with the Nationwide Retirement Solutions Plan. Motion carried unanimously.***

Gilchrist County Courthouse Emergency Plan: Mr. Gilliam presented a draft for the consideration of the Gilchrist County Courthouse Emergency Plan. One area of concern is an evacuation route. The Sheriff's Office, as well as the Courthouse, are to be included in this plan.

Chairman Durden requested that the Commissioners need to be made aware of any emergency situations that may arise.

**The Board reviewed the draft Emergency Plan adding that the County Commissioners or at least the Chairman be contacted in case of an emergency; and for the Clerk to see if the Trenton United Methodist Church can be used for assembly if an emergency should arise.**

Partnership for Strong Families: Mr. Gilliam presented a request from the Partnership for Strong families, to place signage and pinwheels on Courthouse Lawn representing April as National Child Abuse Prevention Month.

*Motion made by Commissioner Sharon A. Langford, seconded by Commissioner D. Ray Harrison, Jr., to approve the request as noted, by the Partnership for Strong Families. Motion carried unanimously.*

County Extension Director's Specifications of New Truck: Mr. Gilliam presented the cost for a new truck following the specifications as approved by the Board at the last meeting to be used by the County Extension Director, Marvin Weaver. Mr. Gilliam stated that he had talked with Mr. Weaver regarding the specifications of the new truck to be ordered and Mr. Weaver had given him a new list of specifications adding more than what has been approved.

Mr. Gilliam requested clarification on what specifications he is to look for in order to place an order for a new truck. Mr. Weaver was present, addressed the Board and presented an additional handout with additional specifications that are on State/Sheriff Contract. Discussion took place.

**The Board requested that the Clerk price a Standard, Basic 4WD Truck and bring back a price.**

Permission to Pay Loans Off Early: Mr. Gilliam presented a request, from the Director of Finance, Ms. Jacki Johnson, asking permission to pay loans early.

Ms. Johnson stated that in order to save interest on the following loans, she would like permission to pay them early. The majority of the Special Assessment and MSTU Revenue has been received and is earning less than 0.3% in our checking accounts. She stated that she thought it would be in the best interest of the County to make these payments early and save the difference in the interest. The loans are as follows:

Fund 122	Final Payment on EOC	4.95%	due SEPT	Est. Payment \$50,000
Fund 410	Final Payment on EOC	4.95%	due SEPT	Est. Payment \$50,000
Fund 122	Annual Tanker PMT	4.12%	due AUG	Est. Payment \$34,599
Fund 434	Annual Mack Truck Pmt	3.9%	due SEPT	Est. Payment \$28,675

Discussion took place.

*Motion made by Commissioner Tommy Langford, seconded by Commissioner D. Ray Harrison, Jr., to approve the Finance Director's request to pay loans early, as noted above. Motion carried unanimously.*

SRWMD; Proclamation for Water Conservation Month: Mr. Gilliam presented a request from the Suwannee River Water Management District, asking that the Gilchrist County Board of County Commissioners consider declaring the month of April as *Water Conservation Month*, in Gilchrist County.

Chairman Durden read the short title as follows and the proclamation for the record:

**PROCLAMATION 2011-04**

**A PROCLAMATION RECOGNIZING AND OBSERVING THE MONTH OF APRIL AS  
WATER CONSERVATION MONTH  
IN GILCHRIST COUNTY**

*Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Kenrick Thomas, to approve Proclamation 2011-14. Motion carried unanimously.*

**Commissioners Reports**: None noted.

**Old Business**: None noted.

**New Business**: None noted.

**Public Participation**: None noted.

**Adjourn**: With there being no further business... a *Motion was made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Sharon A. Langford, to adjourn. Motion carried unanimously.* Chairman Durden adjourned the meeting at 6:40 p.m.

Board of County Commissioners  
Gilchrist County, Florida

Approved:

Attest:

\_\_\_\_\_  
Randy Durden, Chairman

\_\_\_\_\_  
Joseph W. Gilliam, Clerk of Court