

**MINUTES OF A REGULAR MEETING OF THE GILCHRIST COUNTY BOARD OF
COUNTY COMMISSIONERS HELD APRIL 18, 2011**

The Gilchrist County Board of County Commissioners, in and for Gilchrist County, Florida, convened in a **Regular Meeting** on **Monday, April 18, 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; Ron Mills, EM Chief; Kadie Ogden, Otter Springs Manager; Tim Hastings, CFEC; Ray & Jane Rauscher; Todd Troyer; Ray & Arnette Cannon; Bruce Borders; and Pete Butt.

Call to Order: Chairman Randy Durden called the meeting to order at 4:01 p.m. Commissioner Kenrick Thomas delivered the invocation and Commissioner Tommy Langford led the pledge of allegiance.

Agenda Changes

- Mr. Ron McQueen, County Administrator, presented the following agenda change:
 1. Addition: Request from the North Florida Broadband Authority
- Mr. John McPherson, County Attorney, presented the following agenda change:
 2. Addition: Resolution 2011-20, Setting Road Closure Hearing for SW 22nd CT and SW 45th ST

Motion made by Commissioner Tommy Langford, seconded by Commissioner D. Ray Harrison, Jr., to approve the Agenda as presented, with noted changes. Motion carried unanimously.

Consent Agenda

Approval of Minutes

Regular Meeting April 4, 2011
(There is a correction to be made on page 7 of the minutes, see below)

Approval of Bills

On file in Clerk's Office March 2011

Budget Entries

BE11-012, Fund 001, General Revenue \$37,645.00
 BE11-013, Fund 180, SHIP..... \$64,182.00

Disposition Request

Gilchrist County Health Department
 Tag #02493, Exam Table
 Tag #02499, Exam Table
 Tag #02505, Exam Table

Request for Payment Approval

GEO-Tech, Inc. \$1,004.00
 GCR337
 APAC-Southeast, Inc. \$30,624.90
 GCR 337 (March 1-31, 2011)
 Mills Engineering Company
 Invoice 2009069, GCR 337..... \$4,129.52
 Invoice 2011001, SW 85th LN from SW 86th St to GCR 232\$2,630.00
 Invoice 2010025, Otter Springs Road\$1,577.00
 Invoice 2011031, Biennial GW Evaluation\$1,425.00

Motion made by Commissioner Sharon A. Langford, seconded by Commissioner Kenrick Thomas, to approve the Consent Agenda as presented, with noted change.

CORRECTION... *Mr. John McPherson, County Attorney, pointed out a correction that needs to be made on page 7 of the Minutes of April 4, 2011, (part of the Consent Agenda presented for 4/18/2011) on the section regarding Resolution 2011-16; it is incorrect and needs to reflect the following...*

Mr. McPherson suggested that **Section 4**, be **deleted** and he would correct the title.

RESOLUTION 2011-16

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF GILCHRIST COUNTY, FLORIDA; ACTIVATING THE GILCHRIST COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY; PROVIDING THAT THE AUTHORITY SHALL HAVE SEVEN MEMBERS; ESTABLISHING THE BOARD'S INITIAL MEMBERSHIP AND TERMS; PROVIDING THAT THE AUTHORITY SHALL OPERATE AND BE REFERRED TO AS THE GILCHRIST COUNTY ECONOMIC DEVELOPMENT AUTHORITY; REPEALING PRIOR RESOLUTIONS IN CONFLICT OR COVERING THE SAME SUBJECTS; AND ESTABLISHING AN EFFECTIVE DATE.

Section 4. The Gilchrist County Industrial Development Authority shall be referred to and operate as the “Gilchrist County Economic Development Authority.”

Chairman Durden then called for a vote. *Motion carried unanimously.*

County Administrator’s Report

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

Fire – Request to accept Forestry 50/50 Grant: Mr. McQueen presented the approved items (36 Wildland jackets Cotton and 36 Wildland pants Cotton) for purchase through the Volunteer Fire Assistance Grant Program. Mr. McQueen stated that even though the approved items list shows 36 sets, the approved amount only allows the purchase of 23 sets. He explained that the amount approved to spend is \$6,732.00 and that the Fed Cost Share (50%), in the amount of \$3,366.00, is the total possible amount to be reimbursed.

Mr. McQueen recommended the request made by Fire Chief Billy Careccia be approved and that he be allowed to purchase Wildland jackets and pants.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Tommy Langford, to approve the award of the Forestry 50/50 Grant, in the amount of \$6,732.00 and the purchase Wildland Fire Jackets and Pants. Motion carried unanimously.

EM – Results of RFP’s: Mr. McQueen addressed the issue regarding the review of the RFP’s for contractor services to perform the required scope of work for planning and exercise projects.

Mr. Ron Mills, EM Chief, stated that there were five (5) submittals accepted; a review panel consisting of the County Administrator, County Clerk (and Finance) and himself (EM Chief) logged, accepted and organized the submittals for review.

The following Contractors submitted proposals:

1. Emergency Disaster Strategies, LLC
2. The management Experts, LLC
3. CSA International
4. GRD Solutions
5. O’Brien Response Management, Inc.

Mr. Mills stated that there were three (3) proposals that met the agreement amount of \$49,798.00.

Mr. Mills stated it is the recommendation of the review panel to choose *The Management Experts* as the contractor and to enter into an agreement.

Motion made by Commissioner Tommy Langford, seconded by Commissioner Kenrick Thomas, to approve The Management Experts, for Contractor of RFP's for Emergency Management with respect of the review panel (as noted). Motion carried unanimously.

Otter Springs – Groupon Contract: Mr. McQueen addressed the request submitted by Otter Springs Park Manager, Kadie Ogden, on the issue of a merchant agreement, for the Boards consideration.

Ms. Ogden presented the request for participation with Groupon, a on-line merchant agreement. She explained how this process works. This would allow citizens to purchase a annual pass at a reduced price. Discussion took place.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Tommy Langford, to approve the Merchant Agreement with Groupon, on a trial bases. Motion carried unanimously.

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

9-1-1 AT&T True-Up: Mr. McQueen presented notification from AT&T that the monthly E9-1-1 network charge for the past year has been \$2,353.00 and due to a decrease in the access lines our new payment will be \$2,168.00. Informational purposes only.

Time Certain

4:15 p.m. Bruce Borders, Standing United as Americans: Mr. Borders requested the Boards approval for the placement of a memorial sign on the access road to Ginnie Springs in honor/memory of Wes Skiles. Discussion took place.

Motion made by Commissioner Tommy Langford, seconded by Commissioner D. Ray Harrison, Jr., to approve the request for authorization to place a memorial sign on the access road to Ginnie Springs in honor/memory of Wes Skiles. Motion carried unanimously.

Time Certain

4:30 p.m. Road Department Report: Mr. Billy Cannon, Road Department Superintendent, stated that they have completed the SW 10th Street project.

SW 50th Avenue: Mr. Cannon presented a complaint that he had received on spraying water on county roads. A private property owner, Doug Lyles, has set water sprinklers to spray on a county limerock road to help control dust. Discussion took place.

Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Kenrick Thomas, to direct the County Attorney to write a letter concerning spraying water on County roads in regards to a complaint received by Mr. Cannon. Motion carried unanimously.

Request from the North Florida Broadband Authority: Mr. McQueen presented a request from the North Florida Broadband Authority for use of the Road Department property for equipment laydown area. Discussion took place.

Commissioner Tommy Langford requested that the Board approve request.

Motion made by Commissioner Tommy Langford, seconded by Commissioner Kenrick Thomas, to approve the request from the NFBA (as noted) subject to meeting with Mr. Cannon and Attorney on agreement to terms and contract. Motion carried unanimously.

Resolution 2011-20, Vacating Right-of-Way on SW 22nd CT and SW 45th ST: Chairman Durden read the short title as follows:

RESOLUTION NO. 2011-20

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF GILCHRIST COUNTY, FLORIDA; FINDING THAT A HEARING SHOULD BE HELD ON THE VACATION OF THE RIGHT OF WAY FOR A PORTION OF SW 22ND COURT AND SW 45TH STREET; SETTING A HEARING DATE ON SUCH VACATION; AND PROVIDING AN EFFECTIVE DATE

Motion made by Commissioner Tommy Langford, seconded by Commissioner Kenrick Thomas, to approve Resolution 2011-20. Chairman Durden called for any public participation.

Mrs. Arenette Cannon addressed the Board and stated that she and other citizens that live in the Jennings Lake Community, is opposed to closing this road.

The Board set a hearing for 5:00 p.m. on May 16, 2011 for the vacation of right-of-way on SW 22nd CT and SW 45th St.

Chairman Durden then called for a vote. *Motion carried unanimously.*

Time Certain

5:00 p.m. Adoption Hearing, Ordinance 2011-01, Amending Impact Fee Rules: Chairman Durden read the short title as follows:

ORDINANCE 2011-01

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF GILCHRIST COUNTY, FLORIDA; AMENDING THE GILCHRIST COUNTY LAND DEVELOPMENT CODE; CLARIFYING THE RULES WITH REGARD TO CERTAIN LIMITED CIRCUMSTANCES WHEN DEVELOPMENT ON VACANT PROPERTY IS NOT SUBJECT TO IMPACT FEES; CONSOLIDATING SUCH RULES FOR THE VARIOUS IMPACT FEES INTO A SINGLE SECTION; AND ESTABLISHING AN EFFECTIVE DATE.

Discussion took place.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Sharon A. Langford, to approve Ordinance 2011-01. Motion carried unanimously.

County Administrator's Report continues...

Request for Travel: Mr. McQueen presented the request for overnight travel, for himself, to attend the NENA 911 Training Session, on May 3, 2011.

Motion made by Commissioner Tommy Langford, seconded by Commissioner Kenrick Thomas, to approve Travel Request for Mr. McQueen for one night, May 3, 2011. Motion carried unanimously.

Jones Edmunds Contract: Mr. McQueen presented the Jones Edmunds Contract as amended by the County Attorney; we will be moving forward as soon as we can. Contract was previously approved by the Board subject to changes. For informational purposes only.

DOT 2011 Request: Mr. McQueen presented the letter drafted to be sent to the FDOT for the requests for SCRAP and SCOP programs. The requests are as follows:

SCRAP Submittal 2011

1. NW 55th Avenue (Townsend Cemetery Road)
 - a. 1.75 miles
 - b. From CR 340 North to NW 57th Place
2. SE 90th Avenue
 - a. 5 miles
 - b. From SE 64th Street South to SE 110th Street

SCOP Submittal 2011

1. SW 10th Street
 - a. 3 miles
 - b. From SR 49 West to CR 341
2. CR 334/334
 - a. 4 miles
 - b. From CR 307 West to CR 341 and from SR 26 North to CR 334

Discussion took place. Informational purposes only; No Board action needed.

DOT CR 337 Extension: Mr. McQueen presented a letter from the FDOT regarding a Time Extension on the CR 337 project. The completion date has been extended to July 29, 2011. Informational purposes only.

Time Certain

5:15 p.m. Adoption Hearing, Ordinance 2011-02, Amending Diving Program Regulations:
Chairman Durden read the short title as follows:

ORDINANCE 2011-02

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF GILCHRIST COUNTY, FLORIDA, AMENDING REGULATIONS RELATING TO THE COUNTY DIVING PROGRAM; AUTHORIZING THE CREATION OF A DIVING PROGRAM AT OTTER SPRINGS PARK; AMENDING THE MEMBERSHIP AND DUTIES OF THE DIVING ADVISORY BOARD; PRESCRIBING THE CONTENTS OF THE DIVING MANAGEMENT PLAN; PROVIDING INSTRUCTIONS TO THE CODIFIER; AND PROVIDING AN EFFECTIVE DATE.

Discussion took place.

Motion made by Commissioner Tommy Langford, seconded by Commissioner Sharon A. Langford, to approve Ordinance 2011-02. Motion carried unanimously.

Resolution 2011-19; Diving Advisory Board: At this time, Resolution 2011-19 was presented. Chairman Durden read the short title as follows:

RESOLUTION NO. 2011-19

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF GILCHRIST COUNTY, FLORIDA; APPOINTING THE MEMBERS OF THE DIVING ADVISORY BOARD FOR TWO-YEAR TERMS; AND ESTABLISHING AN EFFECTIVE DATE.

Mr. McPherson recommended that the Board adopt as is and the Diving Advisory Board will bring back a recommendation, in a separate resolution, to fill in the blank for another member.

Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Tommy Langford, to approve Resolution 2011-19. 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 noticed for adoption hearing earlier at this meeting.

Ordinance 2011-02: Revisions to Dive Program Regulations: Mr. McPherson stated that this ordinance was noticed for adoption hearing earlier at this meeting.

Ordinance 2011-04: Hazardous Buildings Regulations: Mr. McPherson stated that this ordinance is set for a workshop at this meeting and has presented a memo with a revised ordinance that incorporates changes suggested by Frank Ritter.

Resolution 2011-19: Diving Advisory Board: Mr. McPherson stated that this resolution has been adopted earlier at this meeting. In conjunction with adoption of revisions to the Dive Program, he stated that we need to appoint members to the newly constituted Diving Advisory Board. At this time we are one member short of recommended appointee; the County Commission itself may, of course, recommend and appoint different persons than those recommended in the resolution.

The Board agreed for the Diving Advisory Board to bring back a recommendation to fill in the blank for another member.

Resolution 2011-**: Road Closing: Mr. McPherson stated that he has prepared amendments to the County's road closing policies adding a provision that all persons on a roadway be notified if any part of the road is to be closed. He stated that he has prepared a draft resolution that does that and also proposes that we change the terminology from "road closing" to "vacation of right of way". Discussion took place.

Motion made by Commissioner Tommy Langford, seconded by Commissioner Kenrick Thomas, to direct the County Attorney to set this resolution for road closing for an adoption hearing. Motion carried unanimously.

Otter Springs Road: Mr. McPherson stated that the bonding company requested information regarding responsibilities of the parties with regard to testing the base prior to paving. After discussion with Lee Mills, he provided this information. Informational purposes only.

Ordinance Review: Mr. McPherson stated that he is continuing to work on the ordinance modifications resulting from the ordinance review workshop.

Time Certain

5:30 p.m. Workshop, Ordinance 2011-04, Hazardous Buildings: Chairman Durden read the short title to Ordinance 2011-04 as follows:

ORDINANCE 2011-04

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF GILCHRIST COUNTY, FLORIDA; ESTABLISHING PROCEDURES FOR DESIGNATING BUILDINGS AS BEING HAZARDOUS; DEFINING HAZARDOUS BUILDINGS; ESTABLISHING THE BUILDING EVALUATION TEAM; PROVIDING FOR NOTICE; PROVIDING PROCEDURES FOR ABATING HAZARDOUS CONDITIONS; PROVIDING PENALTIES; AND ESTABLISHING AN EFFECTIVE DATE.

Discussion took place.

The Board agreed to set a workshop on May 2nd for Ordinance 2011-04, hazardous Buildings Regulations, for consideration of establishing procedures for designating buildings as hazardous; and that Building Official Frank Ritter be present.

Clerk's Report

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

Update on Extend Health; Medicare Supplemental Health Care Plan: Mr. Gilliam explained the fee options for the Medicare Supplemental Health Care Plan. He recommended the set fee of \$250.00 per employee. Discussion took place.

Motion made by Commissioner Tommy Langford, seconded by Commissioner D. Ray Harrison, Jr., to approve the set fee of \$250.00/per employee for the Extend Health Medicare Supplemental Health Care Plan. Motion carried unanimously.

Mr. Gilliam also explained the reimbursement options; 1) taxable check paid directly to the retiree from the County; 2) set up an HRA Account for each retiree administered by Extend Health; and 3) County pays premium directly to the carrier. Discussion took place.

Motion made by Commissioner Tommy Langford, seconded by Commissioner Sharon A. Langford, to approve the set up of an HRA Account for each retiree administered by Extend Health. Motion Carried unanimously.

Request from Tax Collector: Mr. Gilliam presented a reimbursement request from the Tax Collector, in the amount of \$225.00, for Title Search Fee on Tax Deed Applications by Gilchrist County.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner D. Ray Harrison, Jr., to approve the Tax Collector's request for reimbursement of Title Search Fees, in the amount of \$225.00. Motion carried unanimously.

Request for Disbursement of the Town of Bell Road Impact Fee Trust Funds: Mr. Gilliam presented a request from the Town of Bell, for the disbursement of Road Impact Fee Trust Funds; approximately \$7,725.00. Discussion took place.

Motion made by Commissioner Tommy Langford, seconded by Commissioner D. Ray Harrison, Jr., to approve the request from the Town of Bell for the disbursement of Road Impact Fee Trust Fund. Motion carried unanimously.

Fuel Usage Reports by Department: Mr. Gilliam presented the Fuel Usage Report on both Diesel and Unleaded, for the period of October 2010 through September 2011. Informational purposes only.

Fuel Cost Report: Mr. Gilliam presented, for the Boards' information, the Fuel Cost Report for the period of October 2010 through April 2011. He stated that the cost of unleaded is up .92¢ and that the average monthly usage is 4,872 gallons and the cost of diesel is up .84¢ and the average monthly usage is 9,353 gallons. Discussion took place.

The Board agreed that that the Sheriff's Department needs to be notified in regards to utilizing the Fuel Depot. A letter will be sent to the GCSO requesting information on why they aren't utilizing the Fuel Depot.

Portfolio Report: Mr. Gilliam presented a Portfolio Report as of February 29, 2011, for the Boards' information. Ms. Jacki Johnson, Director of Finance, explained that the report reflects a breakdown by fund where the investments are at and what the rate is currently.

Budget Letter: Mr. Gilliam presented a draft letter, for the Boards' consideration, notifying the Constitutional Officers and County Administrator on requests for budget planning for fiscal year 2012.

The Board agreed to send the drafted letter from the Clerk regarding the requests for budget planning for fiscal year 2012.

Time Certain

6:00 p.m. Workshop: Stacey Winfield, GC Planner Proposed Evaluation and Appraisal Report

Ms. Stacey Winfield, Gilchrist County Planning Director, presented and reviewed Chapters 6-9 of the proposed Evaluation and Appraisal Report (EAR). No Board action required at this time.

The Board set a workshop for 3:00 p.m. on May 2nd, for review of Chapters 1-5.

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 Sharon A. Langford, seconded by Commissioner D. Ray Harrison, Jr., to adjourn. Motion carried unanimously.* Chairman Durden adjourned the meeting at 6:58 p.m.

Board of County Commissioners
Gilchrist County, Florida

Attest:

Approved:

Joseph W. Gilliam, Clerk of Court

Randy Durden, Chairman