

**MINUTES OF A REGULAR MEETING OF THE GILCHRIST COUNTY BOARD OF
COUNTY COMMISSIONERS HELD JUNE 20, 2011**

The Gilchrist County Board of County Commissioners, in and for Gilchrist County, Florida, convened in a **Regular Meeting** on **Monday, June 20, 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:

District I	Commissioner Sharon A. Langford
District II	Commissioner D. Ray Harrison, Jr.
District III	Commissioner Randy Durden, Chairman
District IV	Commissioner Tommy Langford
District IV	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; Kadie Ogden, Otter Springs Manager; Charlotte Pedersen, SHIP Administrator; Ron Mills, EM Chief; Jim Mash, Veteran's Services; Lee Mills (County Engineer) Mills Engineering Company; Marvin Weaver, County Extension Director; Steve Gladin; Tim Hastings, CFEC; Pete Butt; Georgia Shemitz; Riana Treanor; Evelyn Wood; Jamie Mathis; Annette Long; Mark Long; Curtis Whitehead; Jacki Clark; and Beth Murphy.

Call to Order: Chairman Randy Durden called the meeting to order at 4:01 p.m. County Administrator, Ron McQueen delivered the invocation and Commissioner Sharon A. Langford led the pledge of allegiance.

Agenda Changes

- Mr. Ron McQueen, County Administrator, presented the following agenda change:
 1. Addition: Verizon Phone Changes
 2. Addition: Open Enrollment Proposal 2011
- Mr. John McPherson, County Attorney, presented the following agenda change:
 1. Addition: Handicap Access at Hart & Otter Springs

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

Consent Agenda

Approval of Minutes

Regular Meeting May 16, 2011

Budget Entries

BE11-026, Fund 001, General Revenue	\$ 300.00
BE11-027, Fund 140, Transportation	\$ 2,000.00

Request for Payment Approval

APAC-Southeast, Inc.	\$108,172.47
Pay Estimate #7, Gilchrist County Road 337	
Mills Engineering Company	
Invoice 2009069, W/R GCR 337	\$ 17,133.24
Invoice 2011031, Landfill Biennial Groundwater Evaluation	\$ 1,082.60
Invoice 2008093, Otter Springs Road	\$ 1,258.75
Dixie County Sheriff's Department	
Invoice for Inmate Housing, May 2011	\$ 3,276.00

Disposition Request

From Guardian Ad Litem (old Guardian Ad Litem Office)
Tag #2770; Avaya Telephone System; Office moved, phones donated to Levy County Clerk of Court

From #3730 County Extension (County Extension Office)
Tag #2126; Panasonic Telephone System; Replaced with new system

From Clerk of the Court (Courthouse)
Tag #2364; Avaya Telephone System; Replaced with new system

From Capital/Phone Surcharge (Weeks Building)
Tag #3119; Systemax Computer; Serial #106930855; Model #08200; Died; not repairable

From Protective Services (Weeks Building)
Tag #2447; Gateway Computer; Serial #0029684087; Model #500S and Tag #2887; AMD Athlon Computer

Motion made by Commissioner Tommy Langford, seconded by Commissioner Kenrick Thomas, 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:

Emergency Management – Request for Overnight Travel: Mr. Ron Mills, EM Chief, presented a request for approval of overnight travel for him to attend the State Emergency Response Commission meeting being held in Pensacola, Florida on July 7 & 8, 2011. He stated that he will be traveling in his personal vehicle and that travel, hotel and meal expenses are paid by LEPC.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Tommy Langford, to approve overnight travel for Ron Mills to attend the State Emergency Response Commission Meeting. Motion carried unanimously.

Mr. Mills also asked for approval for himself and the County Administrator, Ron McQueen, to attend the Florida Emergency Preparedness Association “Mid-Year Workshop”, in Tampa, Florida, to be held August 3, 4, 5, 2011; all hotel, meal and travel costs are budgeted by Emergency Management.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Tommy Langford, to approve travel request for Ron Mills and Ron McQueen to attend the Florida Emergency preparedness Association “Mid-Year Workshop”. Motion carried unanimously.

Burn Ban: Mr. Mills presented a Burn Ban for an additional seven (7) days; effective today, June 20, 2011 through June 27, 2011. He requested the Boards approval and for the Chairman be authorized to sign.

Motion made by Commissioner Tommy Langford, seconded by Commissioner D. Ray Harrison, Jr., to approve extended Burn ban through June 27, 2011. Motion carried unanimously.

Discussion took place on the issue if there should be a Burn Ban in effect during the 4th of July weekend, would the display of fireworks be permitted.

The Board agreed to address the issue of a Burn Ban still being in effect again come Monday, June 27, 2011.

EMS –Corrected 4th Quarter Write Off’s: Mr. McQueen presented a correction to the amount of the EMS Write Off’s that were presented at the last Board meeting. The figure that was presented at the last meeting was \$33,555.30 for the periods of the 4th Quarter 2010 thru the 1st Quarter 2011; total write off should have been \$91,431.79. Discussion took place.

Motion made by Commissioner Tommy Langford, seconded by Commissioner Kenrick Thomas, to approve the EMS Write off’s totaling \$91,431.79. Motion carried unanimously.

Community Development; Gas Line Permit: Mr. McQueen addressed the issue of the right-of-way permit, for the gas line, that was being applied. He stated that there were some issues on the construction which Lee Mills, County Engineer, will address. On the permit side (pertaining to the application fee for such a short distance, 476’) he and the County Attorney talked and a suggestion was made that a one-time fee should be considered in the range of \$5,000.00 as a one time fee, in addition to the permit fee. Discussion took place.

Motion made by Commissioner Tommy Langford, seconded by Commissioner Kenrick Thomas, to approve the County Administrator’s recommendation for a Right-of-Way Use Permit, for SW 35th; a one-time fee of \$5,000 (min) plus permits for anything less than 1000ft. Motion carried unanimously.

Mr. Mills recommended that directional boring be performed.

Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Sharon A. Langford, and to require directional boring at a minimum depth to be determined by the County Engineer. Motion carried unanimously.

Mr. Lee Mills, County Engineer recommended conditions to be considered for the permit application fee for the construction on the gas line project. He will provide the County Administrator with the recommended conditions (as presented) to be incorporated into the permit application.

Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Tommy Langford, to approve the recommendation of the County Engineer's and incorporate the stated conditions into the permit application regarding the fees for the construction of the gas line project. Motion carried unanimously.

Evaluation of Otter Springs Road: Mr. Mills recommended that the Board consider obtaining a private firm to evaluate the quality of rock and compaction on the Otter Springs Road project; at an estimated cost of \$2,650.00. Discussion took place.

Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Tommy Langford, to approve the request to move forward with hiring a private firm to evaluate the quality of rock and compaction on the Otter Springs Road Project. Discussion continued.

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

Update on Bidding Process for Wilcox Road and Otter Springs as an alternate: Mr. Mills stated that the bid documents are prepared and ready to go. On the Otter Springs Road, the material that was deposited on the side of the road has to come off. Mr. Mills stated that he believes it would be better and well advised to have a work crew remove the material rather than to have a Contractor to do it. Discussion took place.

The Board directed the County Attorney to contact the property owners residing on Otter Springs Road informing them of the work that will be taking place.

Mr. Mills stated that V.E. Whitehurst has a machine that can pick up the material that needs to be removed; per the Boards direction he will contact them about the use of the machine.

Time Certain

4:30 p.m. Road Department Report: Mr. Billy Cannon, Road Department Superintendent, addressed the Board and presented an update on the performance of two (2) of the new Motor Graders. He stated that the graders have excessive blow-by and oil usage. He explained that he had contacted Ring Power and feel that they need to come out and assess the situation and warranty issues. Discussion took place.

The Board requested that Mr. Cannon invite Ring Power to attend the next board meeting to discuss the grader blow-by and oil usage on the two (2) new graders.

County Administrator's Report continues...

Otter Springs and Ginnie Springs: Mr. McQueen presented the request for a Special Use Permit, for the display of fireworks, from Otter Springs and Ginnie Springs. The Board asked Ms. Kadie Ogden, Otter Springs Manager, what her intentions were if the Burn Ban was still in effect. She stated that if the burn ban was still in effect fireworks will not take place.

Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Tommy Langford, to approve the Special Use Permit applied for by Otter Springs, for fireworks as long as there is NO Burn Ban in effect. Motion carried unanimously.

Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Kenrick Thomas, to approve the Special Use Permit applied for by Ginnie Springs, for fireworks as long as there is NO Burn Ban in effect. Motion carried unanimously.

Otter Springs; Request by Dive Instructors: Mr. McQueen presented a request for the use of the swimming pool for diving lessons by Dive instructors. Discussion took place.

The Board agreed to place this request on hold in order to evaluate the impact of the pool use and fees.

Extension Office; Request for Travel: Mr. McQueen presented a request, from Mr. Marvin Weaver, County Extension Director, for over night travel. Mr. Weaver and Chris DeCubellis will be attending the annual Professional Improvement Meeting and Administrative Conference that will be held on August 29 – September 1, 2011, in Orlando. The total for the hotel will be \$452.25 and registration will be \$610.00, for a total of \$1162.25; these costs are budgeted.

Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Kenrick Thomas to approve out of town travel for Marvin Weaver and Chris DeCubellis as noted. Motion carried unanimously.

Hipp Construction Suspension: Mr. McQueen presented a copy of the letter that was sent to Ms. Virginia Johns, John C. Hipp Construction, relating to the suspension from consideration on contracts put out for bid by Gilchrist County and the debarment hearing, for the Boards information. Discussion took place. No Board action taken.

SHIP; Status on Program Income Funding: Mr. McQueen presented the recovery of \$24,351.00, Program Income which related to the administration fees that were allowed to be collected on funds that were reimbursed to the County over a period of time.

Ms. Charlotte Pedersen, SHIP Administrator, gave a status update on the recovered funds. No Board action needed.

SHIP; Request for Roll-Off Dumpster: Ms. Pedersen requested that the Board provide a roll-off and waive the tipping fees, for a SHIP recipient to dispose of old, used mobile home. She explained the situation. Discussion took place.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner D. Ray Harrison, Jr., to allow a roll-off dumpster for a SHIP recipient to dispose of old mobile home and to waive tipping fees. Motion carried unanimously.

General Government; Purchase Order Approval – Kennedy Communications: Mr. McQueen presented a purchase order to Kennedy Communications, in the amount of \$6,240.00, for Smart net Renewal maintenance on phone system. Discussion took place.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Tommy Langford, to approve the purchase order to Kennedy Communications, in the amount of \$6,240.00. Motion carried unanimously.

Historical Society request approval of WW1 Monument Appearance: Ms. Charlotte Pedersen, Historical Society President, presented a request to be allowed to place a WWI Monument in the courtyard. Ms. Pedersen stated that the cost for the monument will be \$2,548.00; funds will be raised by the Historical Society.

Motion made by Commissioner Tommy Langford, seconded by Commissioner Sharon Langford, to approve the WWI Monument to be placed in the courtyard; funds for the cost of \$2,548.00 will be raised by the Historical Society. Motion carried unanimously.

County Administrator's Agenda Changes

Verizon Phone Changes: Mr. McQueen provided an updated list of equipment being considered for the Verizon Wireless Service contract. Julee Brideson, Administrative Assistant, explained the added equipment and the departments and personal that would be utilizing the equipment. Discussion took place.

The Board agreed to table the final cost plan for Verizon Wireless proposal until the Chairman has an opportunity to sit down with Staff and evaluate ALL costs and equipment.

Open Enrollment Proposal 2011: Mr. McQueen addressed the issue of Open Enrollment 2011. He presented the proposed date of August 25, 2011 and suggested that mandatory attendance be required.

The idea of holding open enrollment at the Women's Club was suggested.

Motion made by Commissioner Tommy Langford, seconded by Commissioner D. Ray Harrison, Jr., to approve the request for Open Enrollment. Motion carried unanimously.

Time Certain

5:30 p.m. EAR Workshop; Springs Protection Areas: The Gilchrist County Board of County Commissioners heard all comments, those of the Agriculture Committee and Public Participation and decided to research the issues further. Another workshop will be held to allow time to come up with additional language concerning agriculture, or excluding agriculture.

The Board directed the County Attorney to draft additional language and to allow everyone to review and then another workshop/meeting will be scheduled.

Attorney's Report

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

2011-08: Candy Flavored Tobacco: Mr. McPherson stated that the ordinance for Candy Flavored Tobacco is set for adoption hearing at first meeting in July.

2011-09: Amendments to Land Development Code: Mr. McPherson stated that Ordinance 2011-09, Amendments to the LDC is set for adoption hearing at first meeting in July.

Resolution 2011-29: Animal Control Fees: Mr. McPherson presented Resolution 2011-29, Establishing Animal Control Services Fees. Chairman Durden read the short title as follows:

RESOLUTION 2011-29

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF GILCHRIST COUNTY, FLORIDA; ESTABLISHING A FEE SCHEDULE FOR GILCHRIST COUNTY ANIMAL CONTROL SERVICES; AND ESTABLISHING AN EFFECTIVE DATE

Mr. McPherson stated that we did not have any fees for Animal Control Services in our policy manual. The adoption fee was a charge but not included in our policy and impoundment fees are set forth in the code. Discussion took place.

Motion made by Commissioner Tommy Langford, seconded by Commissioner D. Ray Harrison, Jr., to approve Resolution 2011-29. Motion carried unanimously.

Resolution 2011-30: Purchasing: Contracts and RFPs: Mr. McPherson presented a *draft* of Resolution 2011-30, Establishing Policies Relating to Contract Approval and Request for Bids.

Mr. Gilliam stated that there were some issues with #3 under Section 2.6 Contract Approval:

3. *Any obligation of funds beyond current guidelines. Any agreement imposing on the County or County Commission a new obligation that could have government-wide implications, such as, but not limited to, agreements for phone or internet service; agreements to purchase computers, software, or other digital technology; fleet maintenance agreements, and contracts for professional consulting services.*

Discussion took place. Mr. McPherson stated that one option would be to delete #3, for now, and if any issues should come up in the future this section could be reconsidered/amended. Discussion continued.

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

RESOLUTION 2011-30

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF GILCHRIST COUNTY, FLORIDA; ESTABLISHING POLICIES RELATING TO CONTRACT APPROVAL AND REQUEST FOR BIDS; AND ESTABLISHING AN EFFECTIVE DATE

Motion made by Commissioner Sharon A. Langford, seconded by Commissioner Tommy Langford, to approve Resolution 2011-30, omitting Item #3. Motion carried unanimously.

Otter Springs Road: Mr. McPherson presented a copy of the signed letter that was sent to Hipp Construction relating to the Otter Springs Road Project; which was approved at the last meeting.

County Road Maintenance Case: Mr. McPherson stated that there had been only one case holding that there could be no such a thing as a “non-maintained county road.” Now a second case has been issued which confirms the first. He presented copy with the court’s summary of the rule marked on page 2 of the decision. Informational purposes only.

Attorney’s Agenda Change

Handicap Access at County Facilities: Mr. McPherson stated that he attended a meeting today with Staff and discussion took place on the issue Handicap Accessibility at the Parks. He stated that a proposal will be brought back at the next meeting for something that could be done to increase the accessibility.

Clerk’s Report

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

Contract Approval; VAB Attorney, Patricia Carter: Mr. Gilliam presented the VAB Attorney’s contract for consideration and approval.

Motion made by Commissioner Tommy Langford, seconded by Commissioner Kenrick Thomas, to approve the contract for Patricia Carter, VAB Attorney. Motion carried unanimously.

Appointment of VAB Members: Mr. Gilliam presented the need to appoint two (2) Board Members to serve on the 2011 Value Adjustment Board as well as one (1) Citizen Member. He asked if the Board would like for Gary Rexroat to be contacted asking him to serve; the Board agreed. Commissioner Tommy Langford and Commissioner Kenrick Thomas volunteered to serve again this year.

VAB Organizational Meeting Date: Mr. Gilliam asked the Board to consider a date to hold the VAB Organizational meeting.

The Board agreed to schedule the VAB Organizational meeting for August 15th at 3:00 p.m. in the Boardroom. The School Board will be notified to consider appointment of 1 Member and 1 Citizen Business Owner; and VAB Meeting date.

Discuss revised SRWMD Lease Agreement Language: Mr. Gilliam addressed the issue of considering an amendment to the lease agreement language with Suwannee River Water Management District regarding Capital Improvements. Discussion took place on the Manager's Resident.

It was suggested that we (the County) provide SRWMD with an estimated cost for the Park Manager's Residence at Otter Springs and present it to them at our next joint quarterly meeting; with NO cost to the County.

Motion made by Commissioner Tommy Langford, seconded by Commissioner Sharon A. Langford, to approve moving forward with obtaining an estimated cost, for the Park Manager's Residence, at Otter Springs to be presented to SRWMD. Motion carried unanimously.

Gilchrist County Tax Collector Report; Correction Register: Mr. Gilliam presented the County's Correction Register, in the amount of \$-14,400.24, for the Boards information and approval.

Motion made by Commissioner Tommy Langford, seconded by Commissioner D. Ray Harrison, Jr., to approve the Correction Register. Motion carried unanimously.

Gilchrist County Tax Collector Report; County held Certificate List: Mr. Gilliam presented the County Held Certificate List, in the amount of \$31,429.95, for the Boards information and approval.

Motion made by Commissioner Sharon A. Langford, seconded by Commissioner Tommy Langford, to approve the County held Certificate List. Motion carried unanimously.

Fuel Report; Costs for Unleaded and Diesel: Mr. Gilliam presented, for the Boards information, the Fuel Report noting the costs for Unleaded and Diesel.

Budget Recap; Period Ending June 14, 2011: Mr. Gilliam presented, for the Boards information, the Budget Recap for period ending June 14, 2011.

FY2010 Financial Statements: Mr. Gilliam and Ms. Jacki Johnson, Director of Finance, presented the Board with a copy of the Fy2010 Financial Statement for their information. Discussion took place on setting a date to begin Budget Workshops; further consideration will take place at the first meeting in July.

Commissioners Reports

Commissioner Tommy Langford presented a draft ordinance (prepared by the County Attorney) for the Boards consideration, on the reduction of speed limits on the Santa Fe River. The funding for costs of the signs was discussed. Discussion took place.

Motion made by Commissioner Tommy Langford, seconded by Commissioner D. Ray Harrison, Jr., to direct the County Attorney to bring back an ordinance relating to the speed limits on the Santa Fe River, for the Board to consider. Motion carried unanimously.

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 Tommy Langford, to adjourn. Motion carried unanimously.* Chairman Durden adjourned the meeting at 7:42 p.m.

Board of County Commissioners
Gilchrist County, Florida

Attest:

Approved:

Joseph W. Gilliam, Clerk of Court

Randy Durden, Chairman