

**MINUTES OF A REGULAR MEETING OF THE GILCHRIST COUNTY BOARD OF  
COUNTY COMMISSIONERS HELD DECEMBER 5, 2011**

The Gilchrist County Board of County Commissioners, in and for Gilchrist County, Florida, convened in a **Regular Meeting** on **Monday, December 5, 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:

<b>District I</b>	<b>Commissioner Sharon A. Langford, Vice Chairman</b>
<b>District II</b>	<b>Commissioner D. Ray Harrison, Jr.</b>
<b>District III</b>	<b>Commissioner Randy Durden</b>
<b>District IV</b>	<b>Commissioner Tommy Langford, Chairman</b>
<b>District IV</b>	<b>Commissioner Kenrick Thomas</b>

**Others in Attendance:** Joseph W. Gilliam, Clerk of Court; Patty McCagh, Board Secretary; Georgia Mills, Deputy Clerk/Finance; John K. McPherson, County Attorney; Julee Brideson, Administrative Assistant; John Ayers, Gilchrist County Journal; Ron Mills, EM Chief; Billy Cannon, Road Department Superintendent; Diane Rondolet, Code Enforcement Officer; Lee Mills, County Engineer (Mills Engineering Company); Frank Ritter, County Building Official; Mitchell Gentry, Hart Springs Manager; Reverend Mark Beans, NE Church of Christ; Richard & Leslie Esseek; Ray Rauscher; Charlie & Vicki Perez; Tim Bennett; Don & Margot Alexander; Terri Williams, Florida Crown Workforce; Carolyn Thomas; Everett & Amanda Langford; Carl & Geneva Cornwell; Richard Pelletier, Sr.; C.D. Moore; Frances Walker; Roger & Connie Pittman; Doug Crawford; Marion Poitevint; Mickey King; Katherine LaBarca; Kristine Fitch; Rantz Smith; Damon C. Leggett; Rosemary McDaniel; Valerise Duke; Charlotte Kearney; Jim Thomas; Alan Mikell; Susan Poitras; Jon Gray; Evenly Woods; Jamie Mathis; Jean Wonser; Jim Mash; Jackie Louset; Sabra Lindsay; Connie Sanchez; Tracey Ridgeway; Lisa Slaughter; Lowell Chesborough; Bob & Clotese Shea; Linda Crites; J.M. Toby Weeks; Pat Parrish; Steve Gladin; Charlotte Pedersen; Kim Davis; Pete Butt; David & Cathy Brown; Randall Rutter; Jerry & Nancy Nieman; Taven Bennett; Riley Deen; Bobbie Wray Suggs; Taylor Brown, City of Trenton; George Stapleton; William Porter; Mike Cooner; Kent Heaton; Trey Smith; Carrie Mikell; Michael & Christie McElroy; Donnie Hicks; Darrell Smith; Kaye Rolling; Faye Smith; Scott & Renee Witter; Brad Smith; Billy Smith; Lee Deen; Ted Henley; and Milton Weeks.

**Call to Order:** Chairman Tommy Langford called the meeting to order at 4:00 p.m. Reverend Mark Beans, NE Church of Christ, delivered the invocation and Commissioner Sharon A. Langford led the pledge of allegiance.

**Agenda Changes**

- Mr. Joseph W. Gilliam, Clerk, presented the following agenda changes:
  1. Addition: Request to move #1 on the Clerk's Report to the beginning of meeting; Gilchrist County Health Department Roof Repairs
- Chairman Langford presented the following agenda changes:
  1. Addition: Travel authorization for Ron Mills

*Motion made by Commissioner Randy Durden, seconded by Commissioner D. Ray Harrison, Jr., to approve the Agenda as presented, with changes. Motion carried unanimously.*

### **Consent Agenda**

#### Disposition Request

- EMS/Solid Waste  
Parts from tubs acquired from surplus in Starke  
Justification: Scrap taken off tubs; motor & tubing

#### Approval of Bills

- On file in Clerk's Office ..... November 2011

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

### **Agenda Change**

Update on Gilchrist County Health Department Roof Repairs: Mr. Gilliam presented an update on the cost share for the new roof project at the Gilchrist County Health Department. He stated that a GMP had been determined back in September and the Department of Health agreed to pay for the roofing portion approx \$60,000.00 and the Board agreed to cover the additional cost of \$97,400.00. Well since then, Mr. Gilliam stated that he had received an email from Ken Tilbury, Florida Department of Health, stating that the cost of the project has increased; the DOH has agreed to pay for the cost of the roof replacement and architect's services totaling \$78,160.00 and as agreed, the County would pay for the remainder of the agreed *scope of work* which totals \$134,064.00, exceeding the County's budget of \$97,400.00.

Mr. Frank Ritter, County Building Official expressed his concerns. Discussion took place.

*Motion made by Commissioner Randy Durden, seconded by Commissioner Kenrick Thomas, to approve going out for bids on the Health Department Roof Repairs, rather than moving forward with the original plan which includes an increase in cost. Motion carried unanimously.*

### **Department Report's**

The following documents/issues were presented for the Boards consideration and/or approval:

#### Road Department

- Re-Stripping CR 340: Mr. Billy Cannon, Road Department Superintendent, requested permission to go out and get a cost estimate on re-stripping CR 340 from Rock Bluff Road to County Line; approximately 16.4 miles. Discussion took place.

***Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Sharon A. Langford, to approve allow Billy Cannon to move forward on obtaining a cost estimate (cost per mile) on re-stripping CR 340 from Rock Bluff Road to County Line. Motion carried unanimously.***

#### Emergency Management

- Federally Funded Grant #2011-55-00067: Mr. Ron Mills, Director of Emergency Management, presented for the Boards approval/acceptance and the Chairman's signature, the Federally Funded Grant #2011-55-00067, in the amount of \$15,000.00, specifically designated for "Exercise and Training." The grant period is 10/1/2011-4/30/2014 during which county and federal procurement policy will be adhered to.

***Motion made by Commissioner Kenrick Thomas, seconded by Commissioner D. Ray Harrison, Jr., to accept/approve the Federally Funded Grant #2011-55-00067, in the amount of \$15,000.00, for Exercise and Training; and to allow the Chairman to sign. Motion carried unanimously.***

- Proposal from Mittauer & Associates Engineers: Mr. Mills presented for the Boards approval and the Chairman's signature, the proposal from Mittauer & Associates Engineers in the sum of \$5,500.00, for engineering fees associated with the EOC wind retro-fit project presently under contract. This is a county approved engineering firm and all continuing work will fall under county and federal procurement policies. Discussion took place.

***Motion made by Commissioner Randy Durden, seconded by Commissioner Sharon A. Langford, to approve the engineering proposal from Mittauer & Associates Engineers, in the amount of \$5,500.00, for engineering services associated with the EOC wind retro-fit project presently under contract; and to allow the Chairman to sign. Motion carried unanimously.***

- Authorization to Commence Work: Mr. Mills stated that upon receipt of the fully executed contract for the amended EOC project, Emergency Management is asking for authorization to commence work and proceed with permitting process, engineer's design services, actual construction and generator alterations as previously discussed; with Ring Power as sole provider, for generator modifications, in the amount of \$20,862.00. Discussion took place.

***Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Randy Durden, to approve the commencement of work upon the receipt of the fully executed contract for the amended EOC project. Motion carried unanimously.***

#### EM Agenda Change

- Travel authorization: Mr. Mills requested permission to be allowed to attend the FEPA Conference in Daytona, February 5-10, 2012. Discussion took place.

***Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Kenrick Thomas, to approve travel request for Ron Mills to attend the FEPA Conference in Daytona, the week of February 5-10, 2012. Motion carried unanimously.***

Code Enforcement Report: Ms. Diane Rondolet, Code Enforcement Officer, submitted the monthly Code Enforcement Report for the Board information; no action required.

#### Parks & Recreation

- Hart & Otter Springs Holiday Schedule: Mr. Mitchell Gentry, Hart Springs Manager, presented a request that Otter Springs Park & Campground and Hart Springs Park be approved to observe the Christmas and New Year's Holidays on the actual dates of the holiday, for scheduling purposes. Due to being open 7 days a week, 365 days a year.

Mr. Gentry stated that they are not governed by courthouse business hours. If a holiday falls on a Saturday or Sunday, they are still open for business; the Holiday days off for employees would fall on December 25<sup>th</sup> & 26<sup>th</sup> and January 1<sup>st</sup>. Discussion took place.

***Motion made by Commissioner Kenrick Thomas, seconded by Commissioner D. Ray Harrison, Jr., to approve the requested holiday schedule, as presented, for Hart & Otter Springs. Motion carried unanimously.***

- Hart Springs: Mr. Gentry requested permission to return the aluminum cap material (material not used because concrete caps were incorporated instead) to Gator Dock dba/Crane Materials International

Mr. Gentry stated that it will be credited toward the purchase of the additional panels needed to complete the peninsula retaining wall. Discussion took place.

***Motion made by Commissioner Randy Durden, seconded by Commissioner Kenrick Thomas, to allow Mr. Gentry to return the aluminum cap material to Gator Dock. Motion carried unanimously.***

#### Extension Office

- Travel Request for Marvin Weaver: Ms. Julee Brideson, Administrative Assistant, presented for the Boards approval a request for overnight travel for Marvin Weaver to Tifton, GA on December 14<sup>th</sup> and returning on December 15<sup>th</sup> for peanut update and training; training is through the University of Georgia since UF does not have a peanut specialist. Discussion took place.

***Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Kenrick Thomas, to approve the travel request for Marvin Weaver, County Extension Director, to Tifton, GA, on December 14<sup>th</sup> & 15<sup>th</sup>. Motion carried unanimously.***

## **Attorney's Report**

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

Ordinance 2012-01; Additional Code Review Changes: Mr. McPherson stated that this ordinance is to be noticed for first meeting in January.

Ordinance 2012-02: Suspension of Impact Fees: Mr. McPherson stated that this ordinance is to be noticed for first meeting in January.

Mr. McPherson requested the Boards direction as to when they would want to make the suspension effective; he has it noted as January 1, 2012, on the draft provided, but the Board could make it retroactive to any date and provide refunds. Discussion took place.

**The Board agreed to suspend the collection of Impact fee's until further notice (per adoption of Ordinance 2012-02, effective 01/01/2012).**

Resolution 2011-59: Amendments to Personnel Policies: Mr. McPherson presented Resolution 2011-59, which would do the following if adopted:

- Clarify that lunch breaks shall not be less than ½ hour, rather than 1 hour.
- Add a dispute resolution procedure
- Clarify rules with regard to taking leave by salaried-exempt employees

Discussion took place. The following change will be made:

- Section K, Work Week #2 & #3; and M) #3 will be changed from 45 days to 10 days on employee written request for problem solving

Chairman Langford read the short title as follows:

### **RESOLUTION 2011-59**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF GILCHRIST COUNTY, FLORIDA; AMENDING CHAPTER 7 OF THE POLICY AND PROCEDURES MANUAL RELATING TO PERSONNEL; AND ESTABLISHING AN EFFECTIVE DATE**

*Motion made by Commissioner Randy Durden, seconded by Commissioner D. Ray Harrison, Jr., to approve Resolution 2011-59, subject to noted change, by County Attorney. Motion carried unanimously.*

Mandatory Special Assessment District: Mr. McPherson stated that under the mandatory special assessment district procedures adopted by the Board, staff is to provide a list of subdivisions with

road information and estimated costs of repaving. He provided the Board with a table showing approved subdivisions with estimated paving costs based on information provided by Lee Mills.

Mr. McPherson requested that the Board to decide whether it wants to move ahead with this next year and set public hearings.

**The Board requested a cost estimate per lot on a 20/30 year annual basis for Special Assessment Districts on Subdivisions.**

Procedure for Final Ranking of Candidates: Mr. McPherson stated that the Board has not addressed the issue of how the final ranking of the candidates will take place. From what he has been hearing, it looks like the preference is that a motion would be made to rank an applicant as the top choice. A separate motion would be made to rank an applicant as the second choice. The only potential problem with this is that if 2 Commissioners want A, 2 want B, and 1 wants C, then no motion to rank any of the candidates as number 1 will pass. If a deadlock like this occurs, the only deadlock-proof procedure is to do a ranking as the Commission did last two times. Discussion took place.

*Motion made by Commissioner Randy Durden, seconded by Commissioner Sharon A. Langford, to approve using the procedure of a “motion” for the selection of both the top and 2<sup>nd</sup> candidate for the County Administrator Position; as recommended by the County Attorney. Motion carried 4-1 with Commissioner D. Ray Harrison, Jr. voting NO.*

**Clerk’s Report**

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

Resolution 2011-60; Requesting Fee Reduction from DEP: Mr. Gilliam presented Resolution 2011-60, requesting that the Florida Department of Environmental Protection reduce processing fees for the public purpose projects to a fee not to exceed \$100.00 for the 2011-2012 Fiscal year.

Chairman Langford read the short title as follows:

**RESOLUTION 2011-60**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF GILCHRIST COUNTY, FLORIDA; REQUESTING A FEE REDUCTION FROM THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION; AND ESTABLISHING AN EFFECTIVE DATE**

*Motion made by Commissioner Randy Durden, seconded by Commissioner Sharon A. Langford, to approve Resolution 2011-60 and to allow the Chairman to sign. Motion carried unanimously.*

**Commissioners Reports:** None Noted.

**Old Business:** None noted.

**New Business:** None noted.

**Public Participation:** None Noted.

*At this time, 5:13 p.m., the Board recessed until 6:00 p.m.*

*The Board reconvened at 6:02 p.m. for the Final Interviews, for the position of the County Administrator.*

**6:00 p.m. – 7:00 p.m. Time Certain**

At this time, the Board conducted the FINAL interviews with the top three (3) applicants, for the County Administrator's position; Mr. Tim Bennett; Mr. Bobby Crosby and Mr. Kent Cichon.

Each Board Member had the opportunity to ask each applicant three (3) questions. Upon conclusion of the interviews the Board recessed for the *Meet-n-Greet*, with the public.

*At this time, 7:08 p.m., the Board recessed for the Meet-n-Greet.*

*The Gilchrist County Board of County Commissioners reconvened at 7:43 p.m., after the Meet-n-Greet.*

Several citizens addressed the Board and expressed their comments and concerns for the various candidates.

***Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Randy Durden to rank Mr. Bobby Crosby as the number one candidate for the County Administrator position.*** Chairman Langford called for any discussion. Each Commissioner expressed their opinions on the outcome of the interviews. Chairman Langford then called for a vote... ***Motion carried 3-2 with Commissioner D. Ray Harrison, Jr. and Commissioner Tommy Langford, voting NO.***

***Motion made by Commissioner D. Ray Harrison, Jr. seconded by Commissioner Sharon A. Langford, to support Bobby Crosby if he accepts the position of County Administrator.*** ***Motion carried 5-0.***

***Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Kenrick Thomas, to rank Mr. Tim Bennett as the 2<sup>nd</sup> choice for the County Administrator Position.*** ***Motion carried 5-0.***

It was discussed that the County Attorney, County Clerk and the Chairman of the Board, to meet with Mr. Bobby Crosby to negotiate a contract for the County Administrator.

*Motion made by Commissioner Randy Durden, seconded by Commissioner Kenrick Thomas, to direct the County Attorney, County Clerk and Chairman to move forward with contract negotiations with Bobby Crosby; and bring back to the first meeting in January. Motion carried unanimously.*

This concludes the final interview process for the County Administrator process.

**Adjourn**

With there being no further business... a *Motion was made by Commissioner Randy Durden seconded by Commissioner Kenrick Thomas, to adjourn. Motion carried unanimously.* Chairman Langford adjourned the meeting at 8:08 p.m.

Board of County Commissioners  
Gilchrist County, Florida

Attest:

Approved:

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Joseph W. Gilliam, Clerk of Court

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Tommy Langford, Chairman