

## **MINUTES OF A REGULAR MEETING OF THE GILCHRIST COUNTY BOARD OF COUNTY COMMISSIONERS HELD JANUARY 7, 2013**

The Gilchrist County Board of County Commissioners, in and for Gilchrist County, Florida, convened in a **Regular Meeting** on **Monday, January 7, 2013**, at **2:00 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:

<i>District I</i>	<i>Commissioner Sharon A. Langford, Chairman</i>
<i>District II</i>	<i>Commissioner D. Ray Harrison, Jr., Vice Chairman</i>
<i>District III</i>	<i>Commissioner Todd Gray</i>
<i>District IV</i>	<i>Commissioner John Rance Thomas</i>
<i>District V</i>	<i>Commissioner Kenrick Thomas</i>

### *Others in Attendance*

Todd Newton, Clerk of Court; Jacki Johnson, Finance Director; Patty McCagh, Deputy Clerk/Board Secretary; John K. McPherson, County Attorney; Bobby Crosby, County Administrator; Terri Williams, Administrative Assistant; John Ayers, Gilchrist County Journal; Billy Cannon, Road Department Superintendent; Diane Rondolet, Code Enforcement Officer; Pat Watson, GC Chamber of Commerce; Damon Leggett, GC Property Appraiser; Stan Ramsey, GC IT Director; GC Sheriff Bobby Crosby; GCSO Edwin Jenkins and Jeff Manning; Randy Smith; Jim Thomas; Debby Preble, Preble-Rish; Lew Churnick, Sea Lion Scuba; Jerome White; Marion Poitevint; Katherine LaBarca; Charlie & Vicki Perez; Jim Catlin; David Jones, ForVets; Phil Bishop, NFPS; John Locklear, Darabi & Associates; Ray Rauscher; Steve Gladin; Frank Darabi; Ralph W. Cellon, Jr.; and Charles E. Bryant.

### *Call to Order*

Chairman Sharon A. Langford called the meeting to order at 2:01 p.m. Mr. Todd Newton, Clerk of Court delivered the invocation and Commissioner D. Ray Harrison, Jr., led the pledge of allegiance.

### *Agenda Changes*

- Mr. Todd Newton, Clerk, presented the following agenda change:
  1. Addition: SunTrust; Corporate Resolution and Certificate of Incumbency
  2. Addition: Midmonth meeting in February falls on Holiday
- Mr. Bobby Crosby, County Administrator, presented the following agenda change:
  1. Addition: Shingle Landing Bids
  2. Addition: Fire Chief Applications
- Mr. John McPherson, County Attorney, presented the following Change:
  1. Additional Handout: Letter of Intent regarding ForVets

*Motion made by Commissioner Kenrick Thomas, 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 ..... December 03, 2012  
 Emergency Meeting ..... December 05, 2012  
 Emergency Meeting ..... December 06, 2012

#### **Approval of Bills**

December 2012 ..... On file in Clerk's Office

#### **Budget Entries**

BE13-001, General Revenue, Fund 001 ..... \$2,300.00  
 BE13-006, General Revenue, Fund 001 ..... \$529.00

#### **Request for Payment Approval**

Dixie County Inmate Housing  
 October 2012 ..... \$11,298.00  
 November 2012 ..... \$10,164.00

Mills Engineering Company  
 Invoice 2012073, Resurface Townsend Cemetery Road ..... \$2,797.00

#### **Disposition Requests**

Clerk's Office  
 Tag #1437, 1988 Power Backup, Serial #FE7K05319, Model #F3KBVA-B  
 Tag #2363, 2001 Micro Film Reader, Model #RP605Z  
 Tag #2633, 2004, Sever (Valmar), Serial #63RZQ51, Model #2650  
 Tag #2851, 2005 Systemax Computer, Serial #105927549  
 Justification: Obsolete; not repairable

*Motion made by Commissioner Kenrick Thomas, seconded by Commissioner John Rance Thomas, to approve the Consent Agenda, as presented. Motion carried unanimously.*

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

Mr. Bobby Crosby, County Administrator, presented the following documents, and/or addressed the following issues:

## Road Department

- Mills Engineering Addendum No. 2: Mr. Crosby presented an addendum to the Mills Engineering Company's current Consulting Engineer Contract pertaining to County Road 341/340 and County Road 307A projects. He requested the Board's approval and for the Chairman to be authorized to sign. Discussion took place.

***Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner John Rance Thomas, to approve the Mills Engineering Addendum #2 to the current Consulting Engineer Contract pertaining to County Road 341/340 and County Road 307A projects; and to allow the Chairman to sign. Motion carried unanimously.***

- Appaloosa Trails: Mr. Crosby presented a Citizens request for County to take over and maintain roads in Appaloosa Trails. He stated that these roads are privately owned and on one parcel. It was stated that the owner of the roads has not paid taxes in approximately ten years. Mr. Crosby asked the Board for direction on how to reply to this request. Discussion took place.

*At this time, Chairman Langford moved on with the agenda and will continue with the County Administrator's Report after the scheduled time certain.*

### **2:10 p.m. Time Certain**

- Damon Leggett, Property Appraiser: Mr. Damon Leggett, Property Appraiser, addressed the Board on the issue of Amendments 9 & 11, and requested guidance and inquired if the Legislature had contacted them with any direction, or if the Board had made a decision, on which way they wanted to go, because now is the time that these exemptions are being sought. Discussion took place.

**Mr. Leggett will get some numbers put together and will continue to work with the County Administrator. This issue will be readdressed upon more information being obtained.**

### **2:15 p.m. Time Certain**

- Irwin Jerome White; Code Enforcement Issues: Mr. White along with Mr. Randy Smith, Concerned Citizens, addressed the Board with the complaint of Code Enforcement Procedures. Mr. White as well as Mr. Smith, both have issues with the way the Code Enforcement Officers didn't follow County Procedure when they were cited for code enforcement violations. Discussion took place.

**The Board took into consideration the complaint but reminded both parties that this isn't the place to have addressed this issue that it should've been presented at the Code Enforcement Hearing. Taking the matter into further consideration it was recommended that a workshop be scheduled for review of the Code Enforcement Procedures.**

**The Board set a 5:00 p.m. Time Certain at the January 22<sup>nd</sup> meeting to hold a Workshop on the County's Code Enforcement Procedures.**

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

Road Department continues...

- Appaloosa Trails: Mr. Crosby asked the Board for clarification on direction on how to move forward with the request of taking over and maintain the roads in Appaloosa Trails. Discussion took place.

**The Board agreed for the County Administrator to contact the Cox Family in regards to back taxes owed and to find out what their intent is as far as the maintaining of the roads in Appaloosa Trails.**

**2:45 p.m. Time Certain**

- Sea Lion Scuba Fundamentals: Mr. Lew Churnick is a HAS Instructor, PADI Master Diver Trainer, with Sea Lion Scuba Fundamentals. He addressed the Board with a request for the use of the swimming pool at Otter Springs, for scuba fundamentals, for our veterans and those who have disabilities (along with those people who are involved with the training). Mr. Churnick explained the programs mission, goals, services as well as his qualifications. Discussion took place.

It was mentioned that the County is in the process of working with ForVets on negotiating the management of Otter Springs Park, for the SRWMD. ForVets will be made aware of the request made by Mr. Churnick, for their information as well, but at this time the Board is considering the request as presented. Discussion continued.

***Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner John Rance Thomas, to approve the request made by Mr. Lew Churnick for the use of the swimming pool at Otter Springs for Sea Lion Scuba Fundamentals, at no charge; and scheduling of pool use is to be done with the Park Manager.*** Chairman Langford called for any further discussion...

Concerned Citizen, Mr. Steve Gladin, addressed the Board asking that the costs be considered as in-kind for future grant applications/qualifications.

Ms. Jacki Johnson, Finance Director, stated that the Board might want to consider the cost for making the pool handicap accessible.

The Board thought that they had already approved the purchase of a lift that would be portable for use at both Hart and Otter swimming pools. Mr. Crosby stated that a quote was brought back for their consideration but no approval was ever made; that at the time the quote was presented there was no need for it and if it looked like it would be beneficial to purchase it would be considered in the future.

Mr. Churnick clarified that it wouldn't be necessary to have the accessibility due to the fact that the training techniques taught are to overcome the adversities that are not adapted or setup for handicap persons.

Chairman Langford called for any further discussion; she then called for a vote. ***Motion carried unanimously.***

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

#### Road Department

- **Notice to Proceed:** Mr. Crosby presented, for the Board's information, the Notice to Proceed and executed copy of the FDOT /Small County Outreach Program Agreements for the widening and resurfacing of CR 341 North from CR 342-CR340 and for CR 307A from CR 307-US 129. The cover letters had the "*any work performed prior to*" date as December 31, 2014, which should have been December 24, 2012. Mr. Crosby stated that the FDOT will send us revised cover letters. No Board action needed.

#### Parks/Recreation

- **ForVets Contract – Letter of Intent:** Mr. Crosby stated that he and the County Attorney both have this issue on their reports for discussion. Mr. McPherson provided an additional handout, a draft of the *Letter of Intent*, for the Board's review and consideration.

Mr. McPherson stated that the draft *Letter of Intent*, from Patrice Boyce, attorney for ForVets, spells out how we are going to proceed. It's not a signed letter, so it's not official yet but he assumed that unless we suggest, after tonight, any significant changes it will come back and then the idea will be to get us to sign it at the end and then send it on to the SRWMD and if they agree and sign it, we will then know how to proceed. He then reviewed the basics of the intent letter. Discussion took place.

Mr. David Jones, ForVets Representative, was present for discussion.

**Consensually the *Letter of Intent* is acceptable and with no objections; at the next meeting we should have a signed letter back for the Board's approval and Chairman's signature, as Mr. McPherson stated.**

### **3:15 p.m. Time Certain; Budget Hearing**

At this time, Ms. Jacki Johnson, Finance Director, presented and read the following resolutions with accompanied budget entries, for the Board's approval:

- **Resolution 2013-02 & BE13-002:** A resolution of the Gilchrist County Board of County Commissioners amending the General Fund Budget; whereas the Florida Department of Transportation has agreed to reimburse Gilchrist County for the widening and resurfacing of CR 341 North from CR342 to CR 340, in the amount not to exceed \$1,227,203.00; the amount of the agreement was not included in the Fiscal Year 2012-2013 General Revenue Fund budget, therefore, the General Revenue Fund (001) is hereby amended with an increased amount of \$1,227,203.00.

***Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Todd Gray, to approve Resolution 2013-02 & BE13-002. Motion carried unanimously.***

- Resolution 2013-03 & BE13-003: A resolution of the Gilchrist County Board of County Commissioners amending the General Fund Budget; whereas, the Florida Department of Transportation has agreed to reimburse Gilchrist County for the widening and resurfacing of CR 307A from CR307 to US 129, in the amount not to exceed, \$688,621.00; the amount of the agreement was not included in the Fiscal Year 2012-2013 General Revenue Fund budget; therefore, the General Revenue Fund (001) is hereby amended with an increased amount of \$688,621.00.

***Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Todd Gray, to approve Resolution 2013-03 7 BE13-003. Motion carried unanimously.***

- Resolution 2013-04 & BE13-004: A resolution of the Gilchrist County Board of County Commissioners amending the General Revenue Fund (001) budget for the Sheriff, Property Appraiser and Clerk of Court for Fiscal Year 2013; approving the budget increases for: Sheriff-Law Enforcement \$64,000.00: for the purchase of 2 patrol vehicles and equipment; Property Appraiser- \$2,925.00: for DOR adjustment of \$17.00 and adjustment to SRWMD of \$2,908.00 and Clerk of Court \$9,738.00: Health insurance of \$6,508.00 and cost of living adjustment of \$3,230.00 that was not included in approved budget; therefore, the General Revenue Fund (001) expenditures are hereby amended by \$00.00. Funding for above noted Constitutional offices will be from General Revenue Reserves for Contingency.

***Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Todd Gray, to approve Resolution 2013-04 7 BE13-004. Motion carried unanimously.***

- Resolution 2013-05 & BE13-005: A resolution of the Gilchrist County Board of County Commissioners amending the intergovernmental RADIO TRUST FUND (192); whereas, the Board of County Commissioners of Gilchrist County are in receipt of \$34,650.00 of additional revenues, which were in the form of excess funds from fiscal year 2012; therefore, the Intergovernmental Radio Trust Fund (192) is hereby amended in an increased amount of \$34,650.00.

***Motion made by Commissioner Kenrick Thomas, seconded by Commissioner D. Ray Harrison, Jr., to approve Resolution 2013-05 & BE13-005. Motion carried unanimously.***

*This concludes the Budget Hearing... moving on.*

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

#### **Code Enforcement**

- Monthly Report: Mr. Crosby presented the monthly Code Enforcement Report as submitted by Ms. Diane Rondolet, Code Enforcement Officer, for the Board's information, no action needed.

### Animal Control

- Monthly Report: Mr. Crosby presented the monthly Animal Control reports for the months of November and December 2012, as submitted by Animal Control Officer Tanya Rippey; informational purposes only, no Board action needed.
- Public Meeting: Mr. Crosby announced that there will be an Animal Control Public Meeting to be held January 15, 2013, at 10:30 a.m., in the BOCC Meeting Room.

### Emergency Management

- CodeRED; Weather Warning Service Addendum: Mr. Crosby presented the CodeRED Weather Warning Service Addendum and requested the Board's approval and for the Chairperson to sign. Discussion took place.

***Motion made by Commissioner Kenrick Thomas, seconded by John Rance Thomas, to approve the CodeRED Weather Warning Service Addendum, and to allow the Chairman to sign. Motion carried unanimously.***

- CodeRED; Services Agreement: Mr. Crosby presented the CodeRED Services Agreement and requested the Board's approval and for Chairperson to sign. Discussion took place.

***Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner John Rance Thomas, to approve the CodeRED Services Agreement, and to allow the Chairman to sign. Motion carried unanimously.***

- Federally Funded Sub-grant Agreement Final Contract: Mr. Crosby presented the Federally Funded Sub-grant Agreement Final Contract for Domestic Security, Catalog of Federal Domestic Assistance Title and Number: 97.067, award amount \$ 10,923.00; The awarded grant is to be used for Gilchrist County Emergency Management Training. There is no match required for this grant.

***Motion made by Commissioner Todd Gray, seconded by Commissioner John Rance Thomas, to approve the Federally Funded Sub-grant Agreement Final Contract, award amount \$10,923.00, for Emergency Management Training. Motion carried unanimously.***

### Narrowband

- Project Update: Mr. Crosby stated that as of 12-21-2012, Gilchrist County was in compliance with the Federal mandates for the Narrowband project; informational purposes only, no Board action needed.

### Culture/Recreation

- Library: Mr. Crosby informed the Board that there will be a staff meeting in Dixie County January 24, 2013, and that the library will need to close @ 1:00 p.m. and remain closed for the duration of the business day; informational purposes only, no Board action needed.

## IT

- **Suwannee Valley Internet & Computers:** Mr. Crosby presented a Service Agreement with SVIC for an upgrade internet service to a 10/10 service at a rate of \$600.00 per month. He requests the Board's approval and permission for Chairperson to sign service agreement.

Mr. Stan Ramsey, IT Director, explained the situation and need for the update. Discussion took place.

**The Board agreed that since we haven't had an issue with the service going down within the past month, to hold off on moving forward with the SVIC Service Agreement.**

## Administrative

- **RFQ's for Engineers and Recommendations for Committee:** Mr. Crosby requested direction from the Board on the selection of RFQ's for engineers. Mr. Crosby recommended Todd Newton, Todd Gray, Frank Ritter and himself to form this committee.

***Motion made by Commissioner Kenrick Thomas, seconded by Commissioner D. Ray Harrison, Jr., to appoint Todd Newton, Todd Gray, Frank Ritter and Bobby Crosby to serve on committee for selection of engineer; and for the County Administrator to bring back the Committee's top three (3) for the Board's consideration. Motion carried unanimously.***

- **Gilchrist County Economic Development Advisory Committee (Formerly GC Industrial Authority):** Mr. Crosby stated that some of the former members, as follows, have shown interest in serving on the new committee: Lowell Chesborough, Dan Cavanaugh, Diane Clifton, and Buddy Vickers. Mr. Tommy Langford has also expressed interest in serving on this new committee. Discussion took place.

Mr. Crosby will continue to get seven (7) members to complete the GCEDAC. Ms. Jacki Johnson stated that there is a fund (5240) setup for reimbursement for expenses.

## FYI

- **Health Department:** Mr. Crosby informed the Board that the State Health Department Director, Amy O'Brien has resigned.

Commissioner Harrison requested to serve on the selection committee as he did last time.

## **County Administrator's Agenda Changes:**

- **Shingle Landing Bids:** Mr. Crosby stated that bids were on Friday for Shingle Landing. He stated that there were four (4) RFP's sent out and only two (2) were returned. they are as follows:

	<u>Base Bid</u>	<u>Alternate 1</u>
Commercial Industrial Corp	\$446,742.00	\$12,000.00
Construction Co., Inc.	\$229,788.00	\$1,000.00

Discussion took place.

***Motion made by Commissioner Todd Gray, seconded by Commissioner D. Ray Harrison, Jr., to approve the bid from Construction Co. Inc., in the amount of \$229,788.00 and the \$1,000.00 Alternate to be paid out of the Boat Ramp Fund. Motion carried unanimously.***

- **Fire Chief Applications:** Mr. Crosby stated that after review of the Fire Chief Applications that were received the top three rankings are being called on for verification on the information on the applications. Once that is completed other county fire chiefs will be contacted to get involved with the actual selection. No Board action needed.

### **Attorney's Report**

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

**Resolution 2013-01: Public Participation:** Mr. McPherson presented Resolution 2013-01, Public Participation, which reflects the changes to the County's policies to reflect the new order in which public participation is allowed at Commission meeting, and to allow the Commission to take final action during public participation. Chairman Langford read the short title as follows:

#### **RESOLUTION 2013-01**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF GILCHRIST COUNTY, FLORIDA; AMENDING THE COUNTY'S POLICIES WITH REGARD TO PUBLIC PARTICIPATION AT COUNTY COMMISSION MEETINGS; PROVIDING INSTRUCTIONS TO THE CODIFIER; AND ESTABLISHING AN EFFECTIVE DATE**

***Motion made by Commissioner Kenrick Thomas, seconded by Commissioner John Rance Thomas, to approve Resolution 2013-01. Motion carried unanimously.***

### **Clerk's Report**

Mr. Todd Newton, Clerk of Court, presented the following documents, and/or addressed the following issues:

**County held Tax Certificates:** Mr. Newton presented a request for the cost of processing the County held Tax Certificates, in the amount of \$15,743.25. Discussion took place.

***Motion made by Commissioner Kenrick Thomas, seconded by Commissioner D. Ray Harrison, JR., to approve the cost of processing the County held Tax Certificates, in the amount of \$15,743.25, payable to the Clerk of Court. Motion carried unanimously.***

Community Redevelopment Fund: Mr. Newton presented an invoice from the City of Trenton, for FY2012-2013 Community Redevelopment Fund, in the amount of \$65,252. Discussion took place.

*Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Todd Gray, to approve the payment request made by the City of Trenton, in the amount of \$65,252.00, for the FY 2012-2013 Community Redevelopment Fund. Motion carried unanimously.*

North Central Florida Regional Planning Council: Mr. Newton presented a request from NCFRPC, for \$2,500 to assist with the Regional Visioning Process. Discussion took place.

*Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Kenrick Thomas, to approve the request from NCFRPC for \$2,500, to assist with the Regional Visioning Process; discussion took place. Concerned Citizens expressed the concerns on the issue.*

*Motion made by Commissioner John Rance Thomas, seconded by Commissioner Kenrick Thomas, to table the motion until the January 22, 2013 meeting. Motion carried unanimously.*

Jacksonville Sound: Mr. Newton presented a quote from Jacksonville Sound for the upgrade of four cameras to HD quality and addition of four more HD cameras, in the courtrooms, in the amount of \$8,500.00. Discussion took place.

*Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Todd Gray, to approve the quote from Jacksonville Sound, in the amount of \$8,500.00, for the camera upgrade in the Courtrooms. Motion carried unanimously.*

RFQ's for Legal Services: Mr. Newton provided each of the Commissioners with copies of the RFQ's for Legal Services that were received. There were three (3) interested parties that responded; they are as follows: Mr. Lindsey Lander, Mr. David Miller Lang, Jr., and Ray E. Thomas, Jr. Discussion took place.

**The Board agreed for a time certain to be set at the next meeting, on January 22, 2013, for fifteen minutes, for RFQ presentations. The Clerk will schedule time certain and notify applicants.**

### Clerk's Agenda Changes

SunTrust; Corporate Resolution and Certificate of Incumbency: Mr. Newton presented the Corporate Resolution and Certificate of Incumbency for a Commercial Credit Card Account with SunTrust. He requested the Board's approval and that the Chairman is authorized to sign as well as the Clerk and County Administrator.

The resolution also authorizes the Finance Director to perform duties as Program Manager.

*Motion made by Commissioner John Rance Thomas, seconded by Commissioner Todd Gray, to approve the Corporate Resolution and Certificate of Incumbency for a Commercial Credit Card Account with SunTrust; and to authorize the Chairman, Clerk, Finance Director and County Administrator to sign. Motion carried unanimously.*

Midmonth meeting in February: Mr. Newton addressed the issue of the mid-month meeting in February falls on President's Day, observed by the Board of County Commissioners, County Courthouse and all County Departments. He requested that the Board consider rescheduling. Discussion took place.

**The Board agreed to reschedule the mid-month meeting in February; changing it from the 18<sup>th</sup> to the 19<sup>th</sup> at 4:00 p.m., due to President's Day falling on the third Monday.**

Old Business: None noted.

New Business: None noted.

### Public Participation

Mr. Charlie Perez addressed the Board and requested use of the BOCC Meeting Facility to hold Tea Party meetings. Discussion took place.

*Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner John Rance Thomas, to approve the request made by Mr. Charlie Perez for the use of the Boardroom to hold Tea Party meetings, subject to no conflicts with the BOCC use; scheduling to be done through the Board Secretary. Motion carried unanimously.*

Commissioners Reports: None noted.

### Adjourn

With there being no further business... a *Motion was made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Todd Gray, to adjourn. Motion carried unanimously.* Chairman Langford adjourned the meeting at **4:50 p.m.**

*Board of County Commissioners  
Gilchrist County, Florida*

*Attest:*

*Approved:*

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*Todd Newton, Clerk of Court*

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*Sharon A. Langford, Chairman*