

MINUTES OF A REGULAR MEETING OF THE GILCHRIST COUNTY BOARD OF COUNTY COMMISSIONERS HELD AUGUST 19, 2013

The Gilchrist County Board of County Commissioners, in and for Gilchrist County, Florida, convened in a **Regular Meeting** on **Monday, August 19, 2013**, 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:

<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, Board Secretary/Deputy Clerk; David Lang, County Attorney; Bobby Crosby, County Administrator; Terri Hilliard, Administrative Assistant; John Ayers, Gilchrist County Journal; Diane Rondolet, Code Enforcement Officer; David Peaton, Director of Emergency Management; Billy Cannon, Road Department Superintendent; Mitch Harrell, EOC; Laura Dedenbach, County Planner; Diane Clifton, GCEDAC; Pastor Ed Leanza, Trenton Community Nazarene Church; Marion Poitevint; Karen Jones; Lindsey Lander, Attorney; Richard & Leslie Esseck; Pat Watson, Executive Directive GC Chamber of Commerce; David Gilliam; Scott Tucker and John Stubblefield, FDACS; and Mr. & Mrs. Don Bennink.

Call to Order

Chairman Sharon A. Langford called the meeting to order at 4:02 p.m. Pastor Ed Leanza, Trenton Community Nazarene Church delivered the invocation and Commissioner John Thomas, led the pledge of allegiance.

Agenda

Mr. Todd Newton, Clerk of Court, presented the following agenda change:

1. Addition: Request for payment approval to Anderson Columbia

Mr. Bobby Crosby, County Administrator, presented the following agenda changes:

1. Addition: Animal Control; Request approval for overnight travel for PK Fischer to attend Animal Control Officer Certification Class
2. Addition: Extension Office; Request for transfer of funds creating a new line item for equipment

3. Addition: Extension Office; Request for overnight travel for Marvin Weaver and Chris DeCubellis to attend Annual Administrative Training
4. Addition: General Government; Request to purchase Mower
5. Addition: General Government; Request approval for contract renewal with Mills Engineering

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner John Thomas, to approve the Agenda, as presented, with noted change. Motion carried unanimously.

Consent Agenda

Budget Adjustments

BE13-018, Fund 434, Solid Waste \$33,500.00
 BE13-019, Fund 001, General Revenue \$5,625.00

Request for Payment Approval

Mills Engineering Company
 Invoice 2013015, W/R CR 342 \$6,553.50
 Invoice 2013012, W/R CR 307A \$5,049.35

Dixie County Sheriff's Department

Inmate Housing for July 2013\$18,060.00

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

Public Participation

- Ms. Diane Clifton, GCEDAC Member, presented the Board with an update and future objectives (power point presentation) of the Economic Development Advisory Committee
- Ms. Clifton informed the Board of a *retirement party* planned for Ms. Wilma Mattucci, Library Manager, on September 12, 2013, at 4:00 p.m., at the Trenton Library
- Ms. Karen Jones, Director, GC Chamber of Commerce, informed the Board of a Skeet –n- Eat planned for October 19, 2013, beginning at 9:00 a.m.
- Ms. Karen Jones, Director, GC Chamber of Commerce, requested the Boards consideration to pass a proclamation recognizing the third Saturday in October, annually, as *Ag Day*; with the colors of green, yellow and red, which will represent Ag Day.

Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Todd Gray, to approve the request for a proclamation recognizing the Month of October as Ag Day; and directed the County Attorney to prepare document. Motion carried unanimously.

County Administrator's Report

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

Road Department

- **Monthly Lime Rock Report:** Mr. Crosby presented, for the Boards' information, the Monthly Limerock Report as submitted by Mr. Billy Cannon, Road Department Superintendent.
- **Speed Limit on NE 2nd Way:** Mr. Billy Cannon addressed the issue of the speed limit on NE 2nd Way and reported back to the Board as directed. He discussed his findings and recommended a 45 mph speed limit on CR 318 to NE 120th Loop on NE 2nd Way.

The Board agreed on the recommendation presented by Mr. Cannon to have a 45 mph speed limit posted on CR 318 to NE 120th Loop on NE 2nd Way; County Attorney to prepare ordinance.

Veteran Service Office

- **Travel Request:** Mr. Crosby presented a request, for the Boards' approval, to allow Mr. Jim Mash, VSO, to attend the Annual C.V.S.O.A. Training Conference being held October 6-10, 2013, in Cocoa Beach, Florida; estimated cost of \$725.00.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner D. Ray Harrison, Jr., to approve travel request for Jim Mash to attend the Annual C.V.S.O.A. Training Conference being held October 6-10, 2013, in Cocoa Beach, Florida; estimated cost of \$725.00. Motion carried unanimously.

Emergency Management

- **RFP for Disaster Debris and Disposal Services:** Mr. Crosby presented for the Boards' approval, a Request for Proposals for Disaster Debris and Disposal Services, as submitted by Mr. David Peaton, Director of Emergency Management. The RFP Specifications & Instructions has been reviewed by the County Attorney. Mr. Crosby requested approval to move forward with advertising the request for this RFP. Discussion took place.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner D. Ray Harrison, Jr., to approve the RFP for Disaster Debris & Disposal Services with the noted changes; adding provision that the Contractor assists the County with preparing documents for reimbursement; the County Attorney agreed that it is a good suggestion also adding that it be noted to be a non-exclusive contract. Motion carried unanimously.

- CPR Training Program: Mr. Crosby informed the Board that the EM Department will be offering a free CPR Training Program, for the public, on a quarterly basis. There will be a \$5.00 fee if student wishes to have a card. Discussion took place.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner John Thomas to approve the Emergency Managements request to offer a free CPR Training Course, at no cost, to the public, on a quarterly basis. Motion carried unanimously.

EMS

- EMS 2nd Quarter Write-Offs: Mr. Crosby presented for the Boards' information, the 2nd Quarter EMS Write-Off's, in the amount of \$55,070.60, as submitted.

Economic Advisory Committee

- Travel Request for EAC: Mr. Crosby presented a request, for the Boards' approval, to allow the members of the EAC to attend the North Florida Economic Development Academy, in Palatka. This is a four (4) day event; Sessions 1 & 2 will be held on October 10-11, 2013 and Sessions 3 & 4 will be held on October 24-25, 2013.

The cost will be \$300 per person for the four (4) days plus lodging and per diem. Discussion took place.

All interested parties are to notify the County Administrator.

General Government

- McInnis Services, LLC Payment Request: Mr. Crosby presented a payment request, for the Boards' approval, for McInnis Services, LLC, on the 1st draw, in the amount of \$22,847.70 and the 2nd draw, in the amount of \$63,825.30, for the Records Storage Building project. Discussion took place.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner John Thomas, to approve the payment request to McInnis Services LLC, for the first two draws totaling \$86,673.00, for the Records Storage Building Project. Motion carried unanimously.

Economic Advisory Committee

- GCEDAC Report: Ms. Diane Clifton presented a power point presentation on behalf of the Gilchrist County Economic Development Advisory Committee regarding the *Planning Growth to Realize our Vision*.

The Board found Ms. Clifton's presentation agreeable along with the consideration of adding or establishing a website (social media) for the EAC; either adding to the County website or creating one of its own.

4:30 p.m. Time Certain

- SUP13-04: Bass Farms, Inc.: Ms. Laura Dedenbach, County Planner, presented an application by Trevor Wayne Bass, agent for Bass Farms, Inc., owner for a Special Use Permit for the processing and storage of agricultural products and commodities not raised on the premises (grass seed, millet, rye, and other small grains) in an Agriculture-2 land use district on 160 acres located on SE 70th Avenue. Tax parcel#23-10-16-0000-0001-0020.

Ms. Dedenbach stated that the proposed special use permit consists of a seed mill and storage containers for the processing and storage of grass seed, millet, rye, and other small grains for use on their farm. Section 2.06.02(n), LDC, requires a special use permit in the A-2 land use district for this use. The use will be conducted in buildings that currently exist on the site.

While there are residential uses across SE 70th Avenue, it is not anticipated that there will be additional impacts with the addition of this use to the farm property.

It was Ms. Dedenbach's recommendation that the proposed special use permit is consistent with the Comprehensive Plan and Land Development Code.

Ms. Dedenbach recommended approval with the following conditions of the request for a special use permit for the processing and storage of agricultural products and commodities not raised on the premises (e.g., grass seed, millet, rye, and other small grains) in an Agriculture-2 land use district on 405 acres located on SE 70th Avenue.

1. The special use permit is hereby granted for the processing and storage of agricultural products and commodities not raised on the premises (e.g., grass seed, millet, rye, and other small grains) on the subject property.
2. The applicant shall limit development on the site to that which is proposed on the site plan submitted with this application. Additional expansion of the seed mill, processing area, or storage area will require an amendment to the special use permit.
3. Any violation of this special use permit or conditions thereof, shall cause the revocation of this SUP by the Board of County Commissioners. The Board of County Commissioners shall hold a public hearing on the proposed revocation with the notice of public hearing provided by certified mail to the property owner. Evidence of violation of the SUP may be presented by any person including a resident, the County Code Enforcement Officer, or other County official.
4. Approval of this special use permit and site plan does not alleviate the applicant's obligation to obtain all other applicable state and federal permits.

It was questioned whether the '*storage containers*' were to be *round* or *rectangular* and what will actually take place with product stored. Discussion took place.

Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner John Thomas, to approve SUP13-04 for Bass Farms, subject to contingency questions answered and approved by the County Planner and County Attorney. Motion carried unanimously.

4:45 p.m. Time Certain

- Informational Item for Gilchrist County: Ms. Laura Dedenbach, County Planner, addressed the issue of the need to update the Gilchrist County Evaluation and Appraisal Report and Comprehensive Plan, as it is time to do so again; it's due next month. Discussion took place.

The Board will consider a letter to be prepared and presented by Ms. Dedenbach at the September meeting which will then be submitted to the DEO, upon Board approval.

County Administrator's Report Continues...

Property Disposition Request

- Solid Waste: Mr. Crosby presented a Property Disposition Request for the disposal of a 30 yard open top box from Solid Waste; Serial #008172, Justification – box is beyond repair and will be disposed of as scrap metal.

Motion made by Commissioner John Thomas, seconded by Commissioner D. Ray Harrison, Jr., to approve the Property Disposition Request as presented for Solid Waste. Motion carried unanimously.

- Emergency Management: Mr. Crosby presented a Property Disposition Request as submitted by David Peaton, Director of Emergency Management, for the disposal of a mahogany desk w/return, Serial #1920, Cost \$1,322, Justification – cannot locate; method of disposition – take off Asset/Inventory List. During discussion it was determined that this desk was being disposed of due to the fact that the County ID# could not be located therefore it was asked to be removed from the Assets/Inventory List.

The Board directed Mr. Peaton to 'mark' (with a permanent marker) the desk that was requested to be removed from inventory, with the ID#1920, due to the fact that County ID Tags cannot be duplicated. This item will remain on the Assets/Inventory List.

FYI

- Fl. Dept. of State Division of Library: For the Boards' information, Mr. Crosby presented the rankings of the Florida Department of State, Division of Library and Information Services FY 2014-2015. Gilchrist County was ranked number one should funding ever take place.

County Administrator's Agenda Changes...

Animal Control

- Overnight Travel Request: Mr. Crosby presented a request for the Boards' approval, to allow PK Fischer to attend Animal Control Officer Certification Class, in Daytona Beach, Florida, estimated cost of \$985.00, plus per diem. Discussion took place.

Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner John Thomas, to approve travel request, as presented, for PK Fischer to attend Animal Control Officer Certification Class, in Daytona Beach, Florida, estimated cost of \$985.00, plus per diem. Motion carried unanimously.

Extension Office

- Request for Transfer of Funds: Mr. Crosby presented a request to transfer money, in the amount of \$1,295.00, from Line Item 55210 Fuel & Lube to Line Item 56400 Machinery & Equipment Over \$1,000.00, to replace a 15 year old letter folder, for the County Extension Office. Discussion took place.

Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Todd Gray to approve the request to transfer monies as for the County Extension Office as noted. Motion carried unanimously.

- Request for Overnight Travel: Mr. Crosby presented a request for overnight travel for Marvin Weaver and Chris DeCubellis to attend Annual Administrative Training, August 26-30, 2013; approximate cost \$1,531.00 plus per diem (costs have been budgeted).

Motion made by Commissioner Todd Gray, seconded by Commissioner John Thomas, to approve travel request, as presented, for Marvin Weaver and Chris DeCubellis. Motion carried unanimously.

General Government

- Request to purchase Mower: Mr. Crosby presented a request for the purchase of a mower, in the amount of \$3,299.95, from Gilchrist Building Supply; costs to be funded out of General Funds and mower will be transferred to the Road Department. Discussion took place.

Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Todd Gray, to approve the request for the purchase of a mower as presented. Motion carried unanimously.

- Contract Renewal with Mills Engineering: Mr. Crosby presented the contract renewal with Mills Engineering. He stated that the contract is for a term of two (2) years and that there are no rate changes. The County Attorney has reviewed and redrafted the contract to meet the County's current requirements and policies. Discussion took place.

Motion made by Commissioner John Thomas, seconded by Commissioner D. Ray Harrison, Jr., to approve contract with Mills Engineering. Motion carried unanimously.

5:00 p.m. Time Certain

- CPA 2013-01: Ms. Laura Dedenbach, County Planner addressed the Board and proceeded with the Adoption Public Hearing for CPA 2013-01 and Ordinance 2013-06.

Ms. Dedenbach stated that this is a request for the amendment of the Future Land Use Map from A-1 to A-2 on three (3) separate parcels, for a combined 203 acres related to the North Florida Holsteins Dairy.

Ms. Dedenbach's Staff report included the following information (underlined) since Transmittal Public Hearing:

On June 17, 2013, the Board of County Commissioners held a public hearing and voted to transmit the proposed amendment to the Department of Economic Opportunity and other review agencies. None of the agencies had any comment on the proposed amendment.

At the public hearing, Mr. McCoy Hilliard, the property owner directly north of the northern Suwannee Street parcel addressed with BOCC with concerns about the land application of agricultural waste occurring in close proximity to his home. Members of the BOCC expressed a desire to consider both setbacks and buffers on the northern Suwannee Street property, as well as the "discing" in of solids and use of best management practices for land application of solids.

In 2007, the BOCC adopted a special use permit requirement for the land application of agricultural wastes. This ordinance was also repealed in 2007. It is not likely that the special use permit ordinance would have applied to this property, since the ordinance addressed only off-site application of agricultural wastes. This property would be considered as on-site application since it is part of the special use permit for the Main Dairy portion of the NFL Holsteins Dairy. However, in the 2007 ordinance, the setback requirements from any property line in separate ownership would have been 100 feet or a vegetative buffer.

The State of Florida requires a 300-foot setback from any potable water well for land application of dairy farm feedlot waste.

Recommendation

I recommend approval of the request by Gregory V. Beauchamp, agent for North Florida Holsteins, LC, owner, to amend the Future Land Use Map designation on approximately 203 acres from Agriculture-1 to Agriculture-2 located at 500 S US Highway 129 and in the 200 block of SW 22nd Court [Tax Parcel # 31-08-15-0000-0006-0000; 31-08-15-0000-0008-0010; 31-08-15-0000-0008-0000] based upon the following findings:

- 1) The proposed amendment is consistent with goals, objectives, and policies of the Gilchrist County Comprehensive Plan, including the rural area policies of the Future Land Use Element
- 2) As the permitted uses in the A-2 category are less or the same in intensity as those in the A-1 category, there are no anticipated reductions in the level of service as a result of this amendment.
- 3) A 100-foot, Type D vegetative buffer should be kept in place or installed along the northern property line of the Suwannee Street parcel. No land application shall occur within 300' of any potable water well.

It was Ms. Dedenbach's recommendation to approve CPA 2013-01. Discussion took place along with public participation.

Mr. Duke Lang, County Attorney proceeded with this hearing and presented Ordinance 2013-06. He read the short title as follows:

ORDINANCE NO. 2013-06

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF GILCHRIST COUNTY, FLORIDA; AMENDING THE GILCHRIST COUNTY COMPREHENSIVE PLAN FUTURE LAND USE MAP DESIGNATION OF APPROXIMATELY 203 ACRES FROM AGRICULTURE-1 TO AGRICULTURE-2; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Motion made by Commissioner Todd Gray, seconded by Commissioner D. Ray Harrison, Jr., to approve Ordinance 2013-06, based on the recommendation of the County Planner. Motion carried unanimously.

County Administrator's Report continues...

General Government

- Scoring of RFQ's for Legal Services (Labor Attorney): Chairman Langford explained the evaluation and weights for scoring.

As noted in the RFQ, each Commissioner will assign an "item score" of 0 to 20 to each criterion. The corresponding weight for each rating factor will then be multiplied by the assigned item score to arrive at the sub-total score. The sub-total scores will then be added to determine the total score. The total scores from each member will be added together to arrive at the overall total score.

Upon completion of scoring, Mr. Todd Newton, Clerk of Courts, stated the results for overall total score are as follows:

Lindsey Lander, Attorney at Law	90.9
Allen, Norton, & Blue, P.A.	90.1
Gray Robinson, Attorney at Law	88.2

Motion made by Commissioner Todd Gray, seconded by Commissioner D. Ray Harrison, Jr., to approve negotiating an acceptable contract/agreement for County Labor Law Attorney, with Lindsey Lander, Attorney at Law. Motion carried unanimously.

Attorney's Report

Mr. David M. Lang, Jr., County Attorney, presented the following documents, and/or addressed the following issues:

For Information Only: (Pending)

- **Roux vs. Schultz**: Mr. Lang presented for the Boards' information, the August 1, 2013, letter from Brewton Plante P.A. Attorney that he had received regarding Gilchrist County Canvassing Board; which was an Notice of Oral Argument. The Court has set oral argument for 2:00 P.M., Tuesday, September 17, 2013 in Tallahassee, Florida.

Clerk's Report

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

Final FY 13/14 Budget Recommendations: Mr. Newton recapped changes that were made during the budget process. He announced the recommendation by the Board for the \$500 raise (across the Board for all employees) as well as the budget recap based on the proposed changes putting us at \$633,938.00 (does not include the deletion with the raises). He also confirmed the recommendation of the Board that we will be moving to the Consortium with Benecon and as well changing our Group Life to MetLife from the Standard.

2012 Recapitulation: Mr. Newton requested for the Board's signatures on the Recapitulation of 2012 Correction by Adjustment on Special Assessments. This is necessary and required to complete documentation for the Tax Collector.

Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Todd Gray, for all five (5) members of the Board to sign the Recapitulation of Correction, as required, for the Tax Collector. Motion carried unanimously.

Postage for TRIM Notices: For informational purposes only, Mr. Newton informed the Board of the cost for postage to mail the TRIM Notices was in the amounts of \$1,298.47 to Smart Mail and \$5,225.14 to the US Post Office.

Population Preliminary Estimate: Mr. Newton stated he has received and signed the Preliminary Estimate of the Permanent Population of Gilchrist County (as of April 1, 2013) and requested the Boards' approval to return document to the U of F.

Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Kenrick Thomas to approve allowing the Clerk to return the Preliminary Estimate of the Permanent Population of Gilchrist County to the U of F. Motion carried unanimously.

2014 Holiday Schedule: Mr. Newton presented the 2014 Holiday Schedule observed by the Eighth Judicial Circuit for the Boards' consideration for the County's holiday schedule as well. He stated that the County doesn't observe Rosh Hashanah in return we chose to observe President's Day. The following schedule was presented for the Boards approval:

New Year's Day	Wednesday	January 1, 2014
Martin Luther King, Jr. Birthday	Monday	January 20, 2014
<u>President's Day</u>	<u>Monday</u>	<u>February 17, 2014</u>
Good Friday	Friday	April 18, 2014
Memorial Day	Monday	May 26, 2014
Independence Day	Friday	July 4, 2014
Labor Day	Monday	September 1, 2014
Rosh Hashanah	Thursday	September 25, 2014
Veterans' Day	Tuesday	November 11, 2014
Thanksgiving	Thursday	November 27, 2014
Friday after Thanksgiving	Friday	November 28, 2014
Christmas	Thursday	December 25, 2014
Friday after Christmas	Friday	December 26, 2014

(underlined, added; strikethrough, ~~deleted~~)

Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Kenrick Thomas, to approve the 2014 Holiday Schedule as presented. Motion carried unanimously.

Clerk's Agenda Change...

Request for Payment Approval: Mr. Newton presented Pay Estimate #1, for Anderson Columbia, covering the period from July 22, 2013 to July 31, 2013, for the GCR 307A project, in the amount of \$91,777.16.

Motion made by Commissioner John Thomas, seconded by Commissioner Todd Gray, to approve Payment Request to Anderson Columbia, in the amount of \$91,777.16, as presented. Motion carried unanimously.

Commissioners Reports

- Commissioner John Thomas will bring back a recommendation about another Solid Waste Site

- Commissioner Harrison requested an update on Otter Springs; and he also thanked the Road Department and Billy Cannon for staying on top of road conditions
- Commissioner Kenrick Thomas asked about the next step to be taken on the Ten Commandments Monument

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 Kenrick Thomas, seconded by Commissioner John Thomas, to adjourn. Motion carried unanimously.* Chairman Langford adjourned the meeting at **3:45 p.m.**

*Board of County Commissioners
Gilchrist County, Florida*

Attest:

Approved:

Todd Newton, Clerk of Court

Sharon A. Langford, Chairman