

MINUTES OF A REGULAR MEETING OF THE GILCHRIST COUNTY BOARD OF COUNTY COMMISSIONERS HELD APRIL 7, 2014

The Gilchrist County Board of County Commissioners, in and for Gilchrist County, Florida, convened in a **Regular Meeting** on **Monday, April 7, 2014, 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</i>
<i>District II</i>	<i>Commissioner D. Ray Harrison, Jr., Chairman</i>
<i>District III</i>	<i>Commissioner Todd Gray, Vice Chairman</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; Carrie Mizell, Gilchrist County Journal; Diane Rondolet, Code Enforcement Officer; David Peaton, Director of Emergency Management; Pat Fischer, Solid Waste Superintendent; Billy Cannon, Road Department Superintendent; Mitch Harrell, EOC Chief; David Peaton, Director of Emergency Management; Sheriff Bobby Schultz, Lt. Jeff Manning and Lt. Sheryl Brown, GCSO; Connie Sanchez, Supervisor of Elections; Jean Sails; Ray Rauscher; Marion Poitevint; David Jones and Dan Cavanah, ForVets; Katherine LaBarca; Charlie Perez; Richard & Leslie Esseck; Steve Gladin; Dave Dickens, SRWMD; and David Gilliam.

Call to Order

Chairman D. Ray Harrison, Jr., called the meeting to order at 2:02 p.m. Mr. Todd Newton, Clerk of Court delivered the invocation and Commissioner Sharon A. Langford led the pledge of allegiance.

Agenda

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

1. Addition: EM; Approval of expenditure of Grant Funds

Mr. David Lang, Jr., County Attorney, presented the following agenda change:

1. Addition: Proposed Agreement for the Management of District Lands (Otter Springs Tract)

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

Consent Agenda

- BOCC **approved** the Consent Agenda, as presented:

Approval of Minutes

Regular Meeting February 03, 2014
 Regular Meeting February 20, 2014

Approval of Bills

On file in Clerk's Office March 2014

Request for Payment Approval

Dixie County Sheriff's Office
 Inmate Housing Invoice (February 2014) \$10,619.00
 Tax Collector's Office
 Reimbursement of Mailing 2013 Year Reminder Tax Statements \$712.95

Property Disposition Requests

Solid Waste

ID#2936, Rhino, RD-2035TL, Serial #1714256, \$10,775
 Justification: Rotten, beyond repair
 Method of Disposition: Salvage Yard

Otter Springs

ID#3114, Ariens, Model #991056, Serial #000118, \$4,999.00
 Justification: Broken deck, failing hydraulics, cost of repair more than value of mower
 Method of Disposition: Cannibalize (parts)

Emergency Management

ID#3267, Honda, Model#E2000, Serial #EAAJ-2396282, \$1,149.95
 Justification: Presumed stolen on 9-3-2013, please see attached police report
 Method of Disposition: Remove from inventory, keep police report on file

Commissioner Todd Gray asked that the Disposition Request from Emergency Management, Honda (Generator), **be removed**, and addressed for discussion under the County Administrators Report.

*Motion made by Commissioner Todd Gray, seconded by Commissioner John Thomas, to pull the noted item, **EM Property Disposition Request**, from the Consent Agenda, for further discussion. Motion carried unanimously.*

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

Constitutional Officers

Supervisor of Elections

Supervisor of Elections, Connie Sanchez, addressed the Board and requested to be allowed to purchase EViD's, Electronic Voter Identification Devices. Total amount of \$23,435.00, for 12 machines; funding for cost to be determined. Discussion took place.

County Attorney, Duke Lang, questioned if this request was from a Sole Source and if it should be placed out for bid because cost is over \$10,000.00. Ms. Johnson, Finance Director, mentioned is it possible for this purchase to be piggy-backed on the original purchaser.

Ms. Sanchez explained how the voting id process works using the EViD's.

BOCC requested Ms. Sanchez bring back more information and provide to the Clerk, County Attorney and County Administrator to determine if we can piggyback on other counties, otherwise, request will have to be put out for bid.

Sheriff Bobby Schultz

Sheriff Schultz addressed the Board and informed the Board about the high health care costs currently being incurred by inmates and Lt. Sheryl Brown explained how these cost are acquired.

No Board action needed; the Board thanked them for the report.

County Administrator's Report

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

Road Department (Last minute item, no agenda change presented)

Clay Purchase: Mr. Crosby stated that Road Department Superintendent, Billy Cannon, brought to his attention that he had found a clay 'pit' where the individual who owns the land is willing to sell the clay to the County, for \$50 a load and the County will fill the hole once the clay is removed. Discussion took place.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Sharon A. Langford, to direct the County Attorney to draft a contract for the purchase of clay. Motion carried unanimously.

EMS/Fire

- Extended Warranty Contract with Zoll: Mr. Crosby presented for the Boards' approval, the Extended Warranty Contract with Zoll, for Defibrillator (x3) and Preventive Maintenance (x3) for 1 year, in the amount of \$3,953.25.

Motion made by Commissioner Todd Gray, seconded by Commissioner John Thomas, to approve the Extended Warranty Contract with Zoll, for Defibrillator (x3) and Preventive Maintenance (x3) for 1 year, in the amount of \$3,953.25. Motion carried unanimously.

- **Paramedics Pay:** Mr. Crosby brought back information on the request for a salary comparison for Emergency Medical Technicians and Paramedics. The study reflected a comparison of salaries to that of neighboring counties. Discussion took place.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Sharon A. Langford, to approve a \$.60 pay increase to Paramedics (only) hourly wage and starting rate, from \$9.90hr to \$10.50hr. Motion carried unanimously.

Solid Waste

- **Payment Request for John C Hipp Construction Co.:** Mr. Crosby presented a payment request, for the Boards' approval, in the amount of \$47,079.68, to John C. Hipp Construction Co., for paving project at the Transfer Station. He stated that these funds are budgeted.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Todd Gray, to approve the payment request, in the amount of \$47,079.68, to John C. Hipp Construction Co., for paving project at the Transfer Station; these funds are budgeted. Motion carried unanimously.

Code Enforcement

- **Monthly Report:** Mr. Crosby presented the Monthly Code Enforcement Report, for the Boards' information, as submitted by Ms. Diane Rondolet, Code Enforcement Officer.

Animal Control

- **Monthly Report:** Mr. Crosby presented the Monthly Animal Control Report for the month of March 2014, for the Boards' information, as submitted by Ms. Ericka Hudson, Animal Control Officer.

Parks and Recreation

- **Restoration Costs for Hart Springs:** Mr. Crosby stated we have been awarded a grant, which will be in the amount of \$76,000.00, for the Hart Springs Restoration Project, but the cost for engineering services, which will be approximately \$5,000.00, by Mills Engineering, for the Hart Springs restoration project is NOT included in grant funding. He stated that the funding for the engineering costs would have to come out of General Fund Reserve. Discussion took place.

Motion made by Commissioner Todd Gray, seconded by Commissioner John Thomas, to approve engineering services, approximately \$5,000.00, by Mills Engineering Company, for the proposed dredging/restoration of Hart Springs; costs to be funded out of General Fund Reserve. Motion carried unanimously.

SHIP

- Approval of SHIP Application: Mr. Crosby requested approval of SHIP Application for Lauren Powers, in the amount of \$29,000.00. He presented the worksheet that was prepared by the SHIP Administrator, SREC, Inc. Discussion took place.

Motion made by Commissioner Sharon A. Langford, seconded by Commissioner Kenrick Thomas, to approve SHIP Loan for Lauren Powers, in the amount of \$29,000.00. Motion carried unanimously.

General Government

- Well Florida Council: Mr. Crosby addressed the issue of the appointment of a Commissioner to the Well Florida Council. He stated that he will obtain more information like when and where the meetings takes place and he will bring back for further consideration.
- Log Landing: Mr. Crosby presented Payment Request #1, in the amount of \$43,860.95, to D & L Contracting, LLC, for the Log Landing Project. Discussion took place.

Motion made by Commissioner Todd Gray, seconded by Commissioner Kenrick Thomas, to approve Payment Request #1, in the amount of \$43,860.95, to D & L Contracting, LLC, for the Log Landing Project. Motion carried unanimously.

- Roof at BOCC Building: Mr. Crosby presented a *Fee Proposal for the Roof and Water Infiltration at Gilchrist County Board of County Commissioners Building*, as submitted by Paul Stresing.

With this preliminary information Paul Stresing Associates is pleased to offer this proposal to provide the required field work and preparation of a roof and building flashing assessment of viable restoration options for your consideration for the fee of \$1,500.00. Discussion took place.

Motion made by Commissioner Todd Gray, seconded by Commissioner Kenrick Thomas, to approve Paul Stresing's proposal to provide preliminary information on the required field work and preparation of a roof and building flashing assessment of viable restoration options for the fee of \$1,500.00. Motion carried unanimously.

FYI

- Mr. Crosby presented a *Thank You Letter* from the Gilchrist Soil and Water Conservation District for the work done by the Road Department; holes dug for soil studies
- Mr. Crosby stated that the estimated start date on NW CR 341 is April 14, 2014

Agenda Change; Emergency Management

- Mr. David Peaton, Director of Emergency Management, explained to the Board that the DEM gets a Homeland Security Grant that is traditional used for training but due to our needs in the County the funds couldn't be utilized for what they were designed for. He made a few phone calls and requested that the funds be considered for the purchase of equipment instead. The original amount of the grant was \$26,846.00; Mr. Peaton was informed that the actual amount that will be reallocated, for the purchase of equipment, would be \$15,923.00. Discussion took place.

Motion made by Commissioner Todd Gray, seconded by Commissioner John Thomas to approve (contingent upon the final approval on request of reallocation of grant funds and not to exceed the amount of grant funds) the purchase and installation of one (1) satellite phone, three (3) laptops, for an approximate total of \$9,500.00 and the remaining grant funds, depending on funds available, would go towards the purchase of AED's, approximately \$1,400.00 each, for the Sheriff's Deputy's. Motion carried unanimously.

Item Pulled from Consent Agenda...

- Emergency Management
ID#3267, Honda, Model#E2000, Serial #EAAJ-2396282, \$1,149.95
Justification: Presumed stolen on 9-3-2013, please see attached police report
Method of Disposition: Remove from inventory, keep police report on file

Discussion took place. Commissioner Todd Gray asked if the EOC feels secure at this time. Director of Emergency Management, David Peaton stated yes and that anyone entering or exiting the EOC are being caught on security cameras.

Motion made by Commissioner Todd Gray, seconded by Commissioner John Thomas to approve Disposition Request, for Honda Generator, as presented. Motion carried unanimously.

Attorney's Report

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

Proposed Lease Agreement between BOCC and ForVets, Inc. (concerning Otter Springs)

Mr. Lang presented a draft of the proposed Lease Agreement between the Gilchrist County Board of County Commissioners and ForVets, Inc., concerning Otter Springs. While reviewing the lease agreement, for the Boards information, Mr. Lang addressed the changes to be considered, for approval.

Discussion took place. Representatives from ForVets, Inc., as well as SRWMD were present for discussion.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Sharon A. Langford, to approve the Lease Agreement between Gilchrist County and ForVets, Inc., subject to receiving the deed from the SRWMD; and subject to the noted changes that were discussed; and adding back in insurance language. Motion carried unanimously.

The Chairman clarified that the lease will NOT be effective until the County has received the deed from SRWMD.

Copy of unexecuted deed from Suwannee River Water Management District to Gilchrist County, Florida (concerning Otter Springs)

Mr. Lang presented a copy of the deed for review and consideration of the Board. He stated that the deed does have a legal description included; and we also have a survey; and we are requesting that the surveyor that the District utilized to certify the survey, to certify in Gilchrist County as well.

Mr. Lang continued to explain what the deed of Conveyance entailed. Discussion took place.

Mr. Dave Dickens, SRWMD was present and confirmed that the deed would be brought before their board, at a meeting tomorrow, for signature and brought to the County soon thereafter. He also confirmed that their surveyor is aware and will be including Gilchrist County as certified.

Copy of proposed Cancellation of Lease Agreement with Suwannee River Water Management District (concerning Otter Springs)

Mr. Lang presented a copy of the proposed Cancellation of Lease Agreement with the Suwannee River Water Management District. He stated that this document cancels the lease that the County has with the SRWMD.

Mr. Lang reviewed the contents of the agreement, for the Boards information.

Ms. Jacki Johnson, Finance Director, explained what will take place to satisfy the *Funds Due Under The Lease* section of the contract. Discussion took place.

Mr. Dave Jones, ForVets, was present for discussion.

Mr. Todd Newton, Clerk, mentioned that subject to receiving the deed from SRWMD there are issues that still have to be satisfied for the final “closeout” of Otter Springs.

Mr. Lang stated that a motion needs to be made approving the acceptance of the deed from the SRWMD and to approve the cancellation of the lease agreement.

Motion made by Commissioner John Thomas, seconded by Commissioner Todd Gray to approve the acceptance of the deed from the SRWMD and the cancellation of the Lease Agreement with the SRWMD (pertaining to Otter Springs). Motion carried unanimously.

Agenda Change; Agreement for the Management of District Lands (Otter Springs Tract)

Mr. Lang presented, for the Boards consideration, a copy of the Agreement for the Management of District Lands (Otter Springs Tract) for the remaining district lands that are not included in the property that was given to the County. The District is wanting someone to manage that land.

Mr. Lang stated that the proper fit would be for ForVets (if agreed) to manage that land, if the District will allow. Tentatively, if the County stays in as a 'Party' we can delegate the authority for them to manage the rest of it to ForVets. Discussion took place.

Mr. Lang stated the draft copy of Agreement for the Management of District Lands provided changes including ForVets, Inc., as "Manager" and other corrections including/effective to "all parties", as noted in the draft.

Motion made by Commissioner John Thomas, seconded by Commissioner Sharon A. Langford, to approve the Agreement for the Management of District Lands (Otter Springs Tract) as presented with noted corrections/additions. Motion carried unanimously.

Commissioner John Thomas asked when the Agreement for a Management Plan be submitted by ForVets, Inc., for the Boards review. Mr. Crosby stated that we will bring back at the mid-month meeting in April.

Mr. Crosby addressed a request from ForVets, to be allowed to use the Gator, Golf Cart and Canoes. Discussion took place.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Todd Gray, to approve the request by ForVets, Inc. for the use of the Gator, Golf Cart and Canoes, up through December 31, 2014, keeping them in the maintained condition that they were received; County Attorney will prepare an agreement for such use. Motion carried unanimously.

Clerk's Report

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

Otter Springs Closeout Discussion: Mr. Newton addressed for discussion and Board action, the following items regarding the closeout of Otter Springs:

- Loan Payoff for tractor and canoes: It was Mr. Newton's recommendation to pay the loan off (two more payments, approximately \$25,000) for the tractor and canoes, at Otter Springs; taking funds out of Capital Reserve to payoff.

Motion made by Commissioner Sharon A. Langford, seconded by Commissioner John Thomas, to approve the payoff of the loan for the tractor and canoes, at Otter Springs, out of Capital Reserve Fund. Motion carried unanimously.

- Department Transfers of Assets: Mr. Newton addressed the transfer of assets from Otter Springs to ‘other departments’. Discussion took place.

The Board directed that transfer requests be submitted regarding assets at Otter Springs.

- Capital Improvement Fund and Supplies/Inventory/Equipment: Discussion took place and ideas and suggestions were recommended. Staff will be doing inventory on Wednesday.

Insurance Committee Meeting: Mr. Newton stated that the Insurance Committee met this week and discussed the Self Insurance, for health and informed the Board that our claims our running pretty well at this time. NO action needed.

FY15 Budget Discussion: Mr. Newton stated that a meeting is scheduled to meet with Department Heads regarding the budget process for FY15 and requested direction from the Board on what they would like for the budgets to include and be considered. Discussion took place.

Chairman Harrison stated that the Departments need to seriously think about and analyze their needs, upfront, for the budgeting process, hoping to eliminate so many transfers throughout the year.

The Board requested that the Departments submit budget requests with no raises included or health insurance increases; it was also requested for Finance to provide cost for pay raises, in the packet, along with the anticipation of large costs to be included.

State Aid to Libraries Grant Agreement: Mr. Newton presented a request for the Boards’ approval and Chairman's signature, the Amendment #1 to the Florida Department of State, Division of Library and Information Services; State Aid to Libraries Grant Agreement. The agreement reflects that there will be one (1) payment made instead of two.

Motion made by Commissioner John Thomas, seconded by Commissioner Todd Gray, to approve Amendment #1 to the State Aid to Libraries Grant Agreement. Motion carried unanimously.

Commissioners Reports

- Commissioner D. Ray Harrison, Jr. asked why the lights weren’t on/working on the “No Wake” sign; Mr. Crosby informed that the sign/lights are the responsibility of the FWC. The Board directed Mr. Crosby to make an official request to the FWC on changing water levels to accommodate safety issues
- Commissioner D. Ray Harrison, Jr. requested the Mr. Crosby send in proxy votes for Chris Holley
- Commissioner John Thomas informed the Board on the SREC meeting that he attended

- Commissioner Todd Gray informed the Board that legislatures are pushing our grant projects
- Commissioner Todd Gray asked about Philpot Park and access to locking the gate; discussion took place.

Motion made by Commissioner Todd Gray, seconded by Commissioner Kenrick Thomas, to approve demolishing inoperable bathrooms at Philpot Park; and for the County Administrator to bring back quotes for porta-potties at public parks and if SRWMD will allowed them to be placed. Motion carried unanimously.

- Commissioner Sharon A. Langford requested that we get quotes for a salary survey for all departments; the Board agreed and directed the County Administrator to get quotes
- Commissioner Kenrick Thomas requested that the gates be open at Waters Lake; the Board **decided** to leave gates closed until research can be done on safety of park; the County will bring back more information at that next meeting

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 John Thomas, seconded by Commissioner Todd Gray, to adjourn. Motion carried unanimously.*** Chairman Harrison adjourned the meeting at **5:36 p.m.**

***Board of County Commissioners
Gilchrist County, Florida***

Attest:

Todd Newton, Clerk of Court

Approved:

D. Ray Harrison, Jr., Chairman