

MINUTES OF A REGULAR MEETING OF THE GILCHRIST COUNTY BOARD OF COUNTY COMMISSIONERS HELD NOVEMBER 24, 2014

The Gilchrist County Board of County Commissioners, in and for Gilchrist County, Florida, convened in a **Regular Meeting** on **Monday, November 24, 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; Wesley Robert, Finance/Deputy Clerk; David Lang, County Attorney; Bobby Crosby, County Administrator; Terri Hilliard, Administrative Assistant; John Ayers, Gilchrist County Journal; David Peaton, Director of Emergency Management; Billy Cannon, Road Department Superintendent; Chief Harrell, GC Fire Rescue/EMS; Lt. Jeff Manning, GCSO; Anne Caraway, Library Manager; Diane Rondolet, Code Enforcement Official; Taylor Brown, Manager City of Trenton; Judge Sheree H. Lancaster; Jordan Green and Bill Henderson, FDOT; Janice Rogers; Joseph Blitch; Katherine LaBarca; Jim Thomas; Jody Thomas; Edgar Poitevint; Charlie & Vicki Perez; Richard & Leslie Esseck; Ray & Jane Rauscher; David Fox, Fred Fox Enterprises; Clay Coleman, Coleman Construction; Robert Walpole, CHW; Delores Rain; and Trip Lancaster.

Call to Order

Chairman D. Ray Harrison, Jr., called the meeting to order at 1:58 p.m. Mr. Bobby Crosby, County Administrator, delivered the invocation and Mr. David Lang, County Attorney, led the pledge of allegiance.

Swearing-In of New Commissioners

At this time, Judge Sheree H. Lancaster, swore in D. Ray Harrison, Jr. and Marion Poitevint to serve a four (4) year term commencing November 2014 through November 2018, as County Commissioners, in and for Gilchrist County Board.

Agenda

Mr. Bobby Crosby, County Administrator, presented the following change(s):

1. Addition: Road Department; Coleman Construction Pay Request #3
2. Addition: Solid Waste; Recommendation of new hours for SE Site

Mr. Todd Newton, Clerk, presented the following change(s):

1. Addition: Election of Chair and Vice Chair

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

Consent Agenda

The Board **approved** the Consent Agenda, as presented:

Approval of Minutes

Budget Workshop	July 24, 2014
Budget Workshop	August 04, 2014

Budget Entries

BE14-040, Fund 001, General Revenue	\$30,000.00
BE14-041, Fund 001, General Revenue	\$271,400.00
BE14-042, Fund 122, Fire District TR. FD	\$27,463.00
BE14-043, Fund 140, Transportation FD	\$30,183.00
BE14-044, Fund 180, Local Housing	\$266,298.00
BE14-045, Fund 190, Current Capital	\$3,497.00
BE14-046, Fund 410, EMS	\$71,007.00
BE14-047, Fund 434, Solid Waste	\$118,492.00
BE14-048, Fund 470, Otter Springs	\$28,052.00

Request for Payment Approval

Tax Collector, Barbara Merritt
Reimbursement of Mailing 2014 Year Tax Statements ...\$4,153.87

Currys Roofing
Inv#665, Courthouse Roof Project

Inv#665, Courthouse Roof Project	\$11,291.00
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D L Contracting, LLC
Pay Request #6, Log Landing Renovation

Pay Request #6, Log Landing Renovation	\$62,538.85
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Dixie County Sheriff s Office
October 2014, Inmate Housing

October 2014, Inmate Housing	\$18,833.00
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Mills Engineering Company
Project #2013066, Resurfacing SE 90th Avenue

Project #2013066, Resurfacing SE 90 th Avenue	\$2,503.00
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V.E. Whitehurst & Sons, Inc.
Pay Estimate #3, SE 90th Avenue

Pay Estimate #3, SE 90 th Avenue	\$72,433.19
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SHIP (Request for approval Rehab Loan)

Eddie Grieves	\$13,313.60
Richard Shepard	\$30,855.00
Karen Manneh	\$26,544.95
Tamara Sims	\$24,718.52
Mercedes Riley	\$11,617.68
Gloria Wilson	\$16,916.22

Motion made by Commissioner Todd Gray, seconded by Commissioner Sharon A. Langford, 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

- **Monthly Limerock Report**: Mr. Crosby presented, for the Boards information, the Monthly Limerock Report, as submitted by Mr. Billy Cannon, Road Department Superintendent.
- **RFQ for Rock Bluff Bridge**: Mr. Crosby requested the Boards' permission to move forward and advertise for Request for Qualifications (RFQ'S) for the Engineering and Design on the CR 340 Rock Bluff Bridge project. Discussion took place.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Todd Gray, to approve the request to move forward with the advertising for RFQ for Engineering and Design, on the CR 340 Rock Bluff Bridge project. Motion carried unanimously.

Emergency Management

- **NETCLOCK GPS**: Mr. Crosby requested permission to purchase a replacement E911 System NETCLOCK GPS Modular Time and Frequency Synchronization System, in the amount of \$6,981.25; to be paid for with E911 grant funds. To be purchased as a sole source from AK Associates. Discussion took place.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Todd Gray, to approve the purchase of a replacement E911 System NETCLOCK GPS Modular Time and Frequency Synchronization System, in the amount of \$6,981.25, from AK Associates, as a sole source; to be paid for with E911 grant funds. Motion carried unanimously.

FIRE/EMS

- **Discussion of Paramedic & EMT Salary Information for Day Shift**: Mr. Crosby addressed the Paramedic & EMT salaries and shifts. The following information was presented and discussed:

Gilchrist County Paramedic & EMT Salary Information 2014

Paramedics	Yearly Hours	Salary	Hourly Rate	Difference
Shift Work	3328	\$34,944.00	\$10.50	
Day Shift	2704	\$34,944.00	\$12.92	\$2.42
EMT	Yearly Hours	Salary	Hourly Rate	Difference
Shift Work	3328	\$29,885.44	\$8.98	
Day Shift	2704	\$29,885.44	\$11.05	\$2.07

Shift work 24/48, total 56 hours a week
Employee works 24 hours, then off 48 hours

Day Shift 12 hour day, total 48 hours a week
4 days straight at 12 hours per day

Annual salary the same for shift work or day shift.

The hourly rate is different; for Emergency Management professionals who work a straight day shift the hours are less but the salary is the same, which is adjusted in the hourly rate.

Example:

- 1) If an employee is on a straight day shift and were to transfer to the 24/48 shift then the employee's hourly rate would decrease to reflect the annual salary.
- 2) If an employee is on a 24/48 shift and was to transfer to a straight day shift then the employee's hourly rate would increase to reflect the annual salary.

Chief Mitch Harrell was present for discussion. Citizen, Charlie Perez expressed his concerns.

Motion made by Commissioner Sharon A. Langford, seconded by Commissioner Kenrick Thomas to table this discussion on Paramedic & EMT salaries and shifts, until the December 8th meeting; allowing for more information to be brought back. Motion carried unanimously.

2:15 p.m. Time Certain

Jordan Green & Bill Henderson, FDOT: Mr. Green presented the 5 year Work Plan for State and Local SCOP & SCRAP roadway projects. Mr. Green indicated that studies have been done at six (6) intersections on SR 26 and he will be back around the first of the year to discuss.

Mr. Green also mentioned that there are workshops scheduled for Tuesday, December 9th from 2-6:00 p.m. at the Lake City Office and on Thursday, December 11th at 5:30 p.m. in the Jacksonville Office. Mr. Green provided the local FDOT website for further information www.d2wpph.com.

2:30 p.m. Time Certain

Budget Hearing(s): Ms. Jacki Johnson, Finance Director, presented the following resolutions and budget entries, for the Boards' approval. She read the resolutions for the record.

- Resolution 2014-41 and BE14-038: A resolution of the Gilchrist County Board of County Commissioners having received unanticipated revenues amending the Law Library Trust Fund (129) with an increased amount of \$137.00.

Motion made by Commissioner Sharon A. Langford, seconded by Commissioner Kenrick Thomas, to approve Resolution 2014-41 & BE14-038, as presented. Motion carried unanimously.

- Resolution 2014-42 & BE14-039: A resolution of the Gilchrist County Board of County Commissioners approving the additional funds to amended the Supervisor of Elections budget by an increased amount of \$2,686.00, for FY2013-2014 Finalized Salaries, and the Supervisor of Elections Certification.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Todd Gray, to approve Resolution 2014-42 & BE14-039, as presented. Motion carried unanimously.

- Resolution 2014-43 & BE15-001: A resolution of the Gilchrist County Board of County Commissioners amending the General Fund Budget, with an increased amount of \$23,918.00, which represents the Edward Byrne Memorial Justice Assistance Grant awarded by the Florida Department of Law Enforcement for an IN CAR CAMERA UPGRADE project.

Motion made by Commissioner Todd Gray, seconded by Commissioner Kenrick Thomas, to approve Resolution 2014-43 & BE15-001, as presented. Motion carried unanimously.

- Resolution 2014-44 and BE15-002: A resolution of the Gilchrist County Board of County Commissioners amending the Capital Projects Fund Budget, in the amount of \$500,000.00, which represents the Library Construction Grant awarded by the State of Florida to expand the Gilchrist County Public Library.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Todd Gray, to approve Resolution 2014-44 & BE15-002, as presented. Motion carried unanimously.

2:45 p.m. Time Certain

Discussion on CDBG Project SE 79th Lane: Mr. David Fox, Fred Fox Enterprises, was present for discussion regarding the Change Orders on CDBG Project, SE 79th Lane.

Project Engineer, Mr. Robert Walpole, CHW and Contractor Clay Allen, Coleman Construction, were also present for discussion regarding the Change Orders on SE 79th Lane. Commissioner Sharon A. Langford requested quarterly updates on future projects.

The Board advised to remain within budget as awarded by grant; and to be kept informed on all change orders and progress on project.

County Administrator's Report continues...

Library

- Request to CLOSE Library: Ms. Anne Caraway, Library Manager, addressed the Board and requested permission to close the Trenton Library on Wednesday, April 1, 2015, to allow staff to attend a six (6) hour workshop, in Gainesville.

It was consensus of the Board to allow the Trenton Library to be CLOSED on Wednesday, April 1, 2015, to allow staff to attend a six (6) hour workshop, in Gainesville.

- Monday Hours – Trenton Library: Ms. Caraway addressed the issue of the Monday hours at the library. She stated that the library is currently open 9am – 7pm and with minimal patron visits she requested that the hours of operation be change to closing at 6:00 pm instead of 7:00 pm. Discussion took place.

It was consensus of the Board to approve the change of Monday hours from closing at 7:00 p.m. to 6:00 p.m., for the Trenton Library.

3:00 p.m. Time Certain

Workshop; Discussion on Code Enforcement: Mr. Crosby led the discussion regarding alternatives to Code Enforcement following Ms. Diane Rondolet's retirement. Mr. Crosby presented a few options, as follows:

- Option 1: Combined Position Code Enforcement/ Building Inspector (salary position)
- Option 2: Code Enforcement 40 hour or 32 hour

At this time, Mr. Todd Newton, Clerk, was asked to address the section of his report regarding the General Revenue Fund Balance Analysis; General Fund Revenue, Expenditures and Fund Balance, as the funding for the Code Enforcement position is relevant to this report. Discussion took place.

Mr. Taylor Brown, City of Trenton Manager, brought to the Boards' attention that they would like to consider doing their own code enforcement. He stated that they have the capacity to take over their own Code Enforcement right away.

The Board will consider a part-time position of 20 hours a week, for a Code Enforcement Official.

County Administrator's Report continues...

EMS 3rd Quarter Write-Offs and Charges/Payments: Mr. Crosby presented the EMS 3rd Quarter (July – September 2014) Write-Offs and Charges/Payments, in the amount of \$67,307.17.

Mr. Crosby also presented the EMS Monthly Reconciliation, for the period of October 2013 – September 2014, for the Boards' information.

Motion made by Commissioner Todd Gray, seconded by Commissioner Kenrick Thomas, to approve the EMS 3rd Quarter (July – September 2014) Write-Offs and Charges/Payments, in the amount of \$67,307.17; and the EMS Monthly Reconciliation, for the period of October 2013 – September 2014. Motion carried unanimously.

Communication Towers

- **BIDS for Tower Space:** Mr. Crosby presented the bids that were received for rental of Tower Space, from Verizon, to utilize space on Towers 1 & 2. The only two bids are as follows:

Tower & Location	Amount	BID Entered By
Tower 1 – NW SR 129	\$14,400.00 Annually	Verizon
Tower 2 – SE 70 th Ave	\$21,600.00 Annually	Verizon

Discussion took place.

Motion made by Commissioner Todd Gray, seconded by Commissioner Sharon A. Langford, to approve the bids from Verizon, for use of tower space on NW SR 120 (Tower 1), in the amount of \$14,000, Annually and SE 70th Avenue (Tower 2), in the amount of \$21,600, Annually. Motion carried unanimously.

General Government

- **Wilkerson House:** Mr. Crosby presented the quotes that were received for demolition and removal of Wilkerson House. The quotes were as follows:

The Michael N. Alexander Group, LLC	\$6,320.00
Johnson & Sons Dumpster, Crane and Demolition Services	\$3,600.00
Florida Concrete Recycling, Inc.	\$3,500.00

Mr. Crosby recommended going with the quote from Johnson & Son Dumpster, Crane and Demolition Services \$3,600.00 due to the fact that the County utilizes a 5% preference for a local vendor. Discussion took place.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Todd Gray, to approve the quote from Johnson & Son Dumpster, Crane and Demolition Services, in the amount of \$3,600.00, utilizing the 5% preference for use of a local vendor, for the demolition of the Wilkerson House. Motion carried unanimously.

County Administrator's Agenda Change

Road Department

- Coleman Construction: Mr. Crosby presented Pay Request #3 from Coleman Construction, in the amount of \$138,478.35, for CDBG project SE 79th Lane, for the Boards' approval. Discussion took place.

Motion made by Commissioner Todd Gray, seconded by Commissioner Kenrick Thomas, to approve Pay Request #3 from Coleman Construction, in the amount of \$138,478.35, for CDBG project SE 79th Lane, subject to all releases be satisfied. Motion carried unanimously.

4:30 p.m. Time Certain

Ordinance 2014-04; Speed Limit Changes: Mr. David Lang, County Attorney, presented Ordinance 2014-04, Changing Speed Limits on SE 70th Street to 30 mph and read the short title for the record as follows:

ORDINANCE 2014-04

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF GILCHRIST COUNTY, FLORIDA ESTABLISHING SPEED LIMITS ON THOSE PUBLIC ROADWAYS SOUTH OF SE 70th STREET DESIGNATED AS SE 60th AVENUE, SE 71ST PLACE, AND SE 63rd TERRACE EXTENDING TO THE INTERSECTION WITH STATE ROAD NUMBER 26, MAKING FINDINGS; PROVIDING PENALTY FOR VIOLATION; PROVIDING INSTRUCTIONS TO THE CODIFIER; AND PROVIDING AN EFFECTIVE DATE

Discussion took place.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Todd Gray, to approve Ordinance 2014-04. Motion carried unanimously.

County Administrator's Agenda Change

Solid Waste

- South East Solid Waste Site: Mr. Crosby presented, for the Boards' approval, the recommendation for new hours at the SE Solid Waste Site, as follows:

Sunday	Closed
Monday	Closed
Tuesday	6 am to 2:30 pm
Wednesday	9 am to 5 pm
Thursday	6 am to 2:30 pm
Friday	9 am to 5 pm
Saturday	8 am to 12 pm

It was consensus of the Board to approve the recommended hours for the South East Solid Waste Site as presented.

Attorney's Report

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

Resolution 2014-38: Mr. Lang presented Resolution 2014-38, Approval of loan with Ameris Bank for purchase of 2015 Mack Truck and Promissory Note and read the short title as follows, for the record:

RESOLUTION NO: 2014-38

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF GILCHRIST COUNTY, FLORIDA ACCEPTING A LOAN FROM AMERIS BANK AND AUTHORIZING THE CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS TO EXECUTE A PROMISSORY NOTE FOR \$168,337.00 TO AMERIS BANK IN ORDER TO PURCHASE A NEW 2015 MACK TRUCK FOR GILCHRIST COUNTY SOLID WASTE.

Motion made by Commissioner Todd Gray, seconded by Commissioner Kenrick Thomas, to approve Resolution 2014-38, as presented. Motion carried unanimously.

Resolution 2014-39: Mr. Lang presented Resolution 2014-39, Amending rates and charges for the Agricultural Complex and read the short title as follows, for the record:

RESOLUTION NO: 2014-39

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF GILCHRIST COUNTY, FLORIDA AMENDING THE RATES AND CHARGES SET FORTH IN SECTION 4.8 ENTITLED "AGRICULTURAL COMPLEX", OF THE GILCHRIST COUNTY POLICIES AND PROCEDURES MANUAL FOR THE GILCHRIST COUNTY AGRICULTURAL COMPLEX; AND ESTABLISHING AN EFFECTIVE DATE.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Todd Gray, to approve Resolution 2014-39, as presented. Motion carried unanimously.

Resolution 2014-40: Mr. Lang presented Resolution 2014-40, Amending Equal Employment Opportunity language in the Policies and Procedures Manual and read the short title as follows, for the record:

RESOLUTION NO: 2014-40

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF GILCHRIST COUNTY, FLORIDA AMENDING SECTION 7.1 (F) ENTITLED "EQUAL EMPLOYMENT OPPORTUNITY" OF THE GILCHRIST COUNTY RULES AND

PROCEDURES MANUAL; TO INCLUDE CERTAIN REQUIRED LANGUAGE; AND ESTABLISHING AN EFFECTIVE DATE

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Todd Gray, to approve Resolution 2014-40, as presented. Motion carried unanimously.

Verizon Tower Contract: Mr. Lang presented a copy of the contract with Verizon, for lease of tower space. Discussion took place.

Motion made by Commissioner Todd Gray, seconded by Commissioner Kenrick Thomas, to approve the Tower Lease Agreement with Verizon. Motion carried unanimously.

MansonBolves Attorneys at Law: Mr. Lang presented for the Boards' information, the proposal for representation, in Sabal Trail matters, from MansonBolves Attorneys at Law.

Clerk's Report

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

Budget Recaps: Mr. Newton presented the Budget Recaps for Fiscal Year 2014, Period Ending, September 30, 2014 and Fiscal Year 2015, Period Ending, November 19, 2014, for the Boards' information.

Annual Investment Report: Mr. Newton presented the Annual Investment for Gilchrist County Board of County Commissioners as on November 17, 2014; including Certificates of Deposits, State board of Administration-A, State Administration-B, Florida Governmental Investment Trust, and Raymond James Financial.

Mr. Newton informed the Board that the Raymond James account was liquidated and \$1,001,075 was transferred to the Operating Fund. He also stated that the options are running out and if we continue going in this direction we will have to borrow money to begin the year. Discussion took place. No Board action needed, informational purposes only.

Fuel Costs: Mr. Newton presented the Fuel Costs Report, for Unleaded Gas and Diesel per Gallon and Fuel Usage by Department, for the Boards' information.

County Owned Properties: Mr. Newton presented the two (2) parcels that escheated to the County and requested the Boards approval to advertise for seal bids. He explained the 2014 Florida Statutes regarding County Owned Properties. The parcels up for bid are Parcel #15106-05610670-000 and #282026-00490011-0030. Discussion took place.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Sharon A. Langford, to approve advertising Parcel #'s 15106-05610670-000 and 171015-00490011-0030 for sealed bid with reserve, requesting \$200 or 5% deposit and balance due by 12:00 p.m. the following day. Motion carried unanimously.

Mid-Month meeting in January: Mr. Newton brought to the Boards attention that the mid-month meeting in January 2015, falls on Martin Luther King, Jr. Day (a County Holiday) and needs to be considered for rescheduling.

The Board approved and set the mid-month meeting in January 2015, for Thursday, January 22nd at 2:00 p.m., due to the 19th being a County holiday.

Commissioners Reports

- Commissioner Todd Gray received a call from Holiday Inn Express representatives and asked what our procedure will be regarding applying for tax relief for new businesses
- Commissioner Sharon A. Langford asked the Board for their consideration about a Tourist Orientated Directional Signage Ordinance; request from Neilson's Tree Farm.

Motion made by Commissioner Sharon A. Langford, seconded by Commissioner Kenrick Thomas, to direct the County Attorney establish criteria and draft an ordinance regarding T.O.D.S. Motion carried unanimously.

- Commissioner Kenrick Thomas requested to be educated on potential ways to cut costs
- Commissioner D. Ray Harrison, Jr., requested that Matthew George, FFA Student, be recognized by the Board for his National Honors Award, for his Day Lily project; **The Board requested that the County Administrator prepare proclamation**

Old Business: None noted.

New Business; Election of Chair and Vice Chair

At this time, the election of Chair and Vice Chair took place. Chairman Harrison relinquished the gavel to the Clerk, Todd Newton.

Mr. Newton called for the nomination of Chairman.

Commissioner D. Ray Harrison, Jr., nominated Commissioner Todd Gray for Chairman. Commissioner Kenrick Thomas seconded that nomination.

Mr. Newton called for a vote on the nomination of Commissioner Todd Gray for Chairman. Commissioner Todd Gray was voted Chairman with a unanimous vote.

Mr. Newton called for the nomination of Vice Chairman.

Commissioner Sharon A. Langford nominated Commissioner Kenrick Thomas for Vice Chairman. Commissioner D. Ray Harrison, Jr., seconded the nomination for Vice Chairman.

Mr. Newton called for a vote on the nomination of Commissioner Kenrick Thomas for Vice Chairman. Commissioner Kenrick Thomas was voted Vice Chairman with a unanimous vote.

Commissioner Todd Gray and Commissioner Kenrick Thomas was nominated to serve the term of November 2014 – 2015, as Chairman and Vice Chairman.

They gavel was turned over to Chairman Todd Gray.

Public Participation: None noted.

Adjourn

With there being no further business... a *Motion was made by Commissioner Kenrick Thomas, seconded by Commissioner Sharon A. Langford, to adjourn. Motion carried unanimously.* Chairman Harrison adjourned the meeting at **5:27 p.m.**

*Board of County Commissioners
Gilchrist County, Florida*

Attest:

Todd Newton, Clerk of Court

Approved:

Todd Gray, Chairman