

## **MINUTES OF A REGULAR MEETING OF THE GILCHRIST COUNTY BOARD OF COUNTY COMMISSIONERS HELD MARCH 16, 2015**

The Gilchrist County Board of County Commissioners, in and for Gilchrist County, Florida, convened in a **Regular Meeting** on **Monday, March 16, 2015**, 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:

*District I Commissioner Sharon A. Langford*  
*District II Commissioner D. Ray Harrison, Jr.*  
*District III Commissioner Todd Gray, Chairman*  
*District IV Commissioner Marion Poitevint*  
*District V Commissioner Kenrick Thomas, Vice Chairman*

### **Others in Attendance**

Todd Newton, Clerk of Court; 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 Mitch Harrell, Fire/EMS; Donna Creamer, Gilchrist TDC; Tim Powell, Building Official/Code Enforcement; Lori Powell; Tammy Moore, Gilchrist County Human Resource Manager; Alan Harmon, Fanning Springs Community Church; Ray & Jane Rauscher; Richard & Leslie Esseck; and Katherine LaBarca.

### **Call to Order**

Chairman Todd Gray, called the meeting to order at 4:00 p.m.

Pastor Alan Harmon, Fanning Springs Community Church, delivered the invocation and Commissioner Kenrick Thomas led the pledge of allegiance.

### **Agenda**

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

1. **Addition:** Trizetto Agreement Addendum

Mr. David Lang, County Attorney, presented the following change(s):

1. **Addition:** Sabal Trail Contract for Escheated Properties

***Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Kenrick Thomas, 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**

Regular Meeting ..... January 5, 2015  
(Correction to be made on page one, remove Commissioner John Thomas and add Commissioner Marion Poitevint)

**Budget Entries**

BE15-009, Fund 001, General Revenue ..... \$7,500.00

**Request for Payment Approval**

Dixie County Sheriff’s Office  
Inmate Housing for February 2015 ..... \$9,916.00

Mills Engineering Company  
Inv#2013072, W/R SW 100<sup>th</sup> Street ..... \$1,710.00  
Inv#2013072, Townsend Mine Permit ..... \$1,045.00

Barbara Merritt, Tax Collector  
Postage Reimbursement ..... \$373.92

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

**County Administrator’s Report**

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

**Road Department**

- **Request to Hire:** Mr. Crosby presented a request, for the Boards’ approval, to hire an Equipment Operator (Mower Operator), for the Road Department. Mr. Bill Cannon, Road Department Superintendent, handed out a list of all employees and job title of those employed at the Road Department.

Mr. Newton, Clerk, explained that Mr. Cannon is currently budgeted for twenty (20) positions and only nineteen (19) are filled. Discussion took place.

Commissioner Harrison, asked for clarification on the *Hiring Freeze*. Mr. Newton explained.

***Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Marion Poitevint, to approve the request to hire a Mower Operator (replacing the employee that has resigned, not a new position) for the Road Department. Motion carried unanimously.***

- **SCRAP**: Mr. Crosby stated that he received a letter from the FDOT requesting recommendations for road projects to be considered on the SCRAP & SCOP Five Year Plan. The Road Committee met and recommended the following roads:
  1. CR 232 from SR 47 to Alachua County Line (5¼ miles)
  2. NW 10<sup>th</sup> Street (Dump Road) from SR 129 to NW 15<sup>th</sup> Way adding a turn lane at Bell Elementary School (2 miles)

Discussion took place. Mr. Cannon explained the intention for selecting NW 10<sup>th</sup> Street.

**SCOP**: The following roads were recommended by the Road Committee for the SCOP Five Year Plan, as follows:

1. NW 30<sup>th</sup> Street (Gay Road) and NW 20<sup>th</sup> Avenue from SR 129 to CR 340 (2½ miles)
2. SE 80<sup>th</sup> Avenue from SR 26 to Dead End (2 miles) SE 73<sup>rd</sup> Lane, SE 71<sup>st</sup> Lane, SE 80<sup>th</sup> Street from SE 80<sup>th</sup> Avenue to SE 90<sup>th</sup> Avenue (3 miles); total project 5 miles

Discussion took place.

***Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Sharon A. Langford, to approve the recommended projects for both the SCRAP and SCOPE programs with the FDOT. Motion carried unanimously.***

#### Fire/EMS

- **Purchase Request**: Mr. Crosby presented a request, for the Boards' approval, to purchase five (5) Monitor Defibrillator's, in the amount of \$109,250.00, for use by Fire/EMS Departments; this is a budgeted item.

Chief Harrell presented a quote from Zoll Medical Corporation to replace the current Monitor Defibrillator's. At this time, there are three (3) units that are being used, with no spare which is needed to keep a truck in service if one goes down, and these are going down frequently due to their age. He continued to explain the need for this purchase as well as the costs for this purchase. The quote included a trade-in value. Discussion took place.

***Motion made by Commissioner Sharon A. Langford, seconded by Commissioner Marion Poitevint, to approve the request for the purchase of five (5) Monitor Defibrillator's, in the amount of \$109,250.00. Chairman Gray called for any discussion.***

Discussion took place. It was questioned why the request wasn't put out for bid. Mr. Newton explained. This purchase procedure was confirmed with our auditors and fell under compliance on the NASPO Contract.

Chairman Gray called for a vote... *Motion Carried unanimously.*

At this time, Mr. Newton addressed, for the Boards' approval, the request to go out for bids for a loan to finance the purchase of the Zoll units, in conjunction with the ambulance remount and the purchase of the stretchers. He stated that we haven't received the ambulance remount or the stretchers, as of yet.

Mr. Newton requested the Boards' approval to move forward with advertising and sending letters out around April 1<sup>st</sup>, allowing time to receive and present bid results, for Board approval, on April 20<sup>th</sup>; the amount to be financed would be \$257,623.00, on a four (4) year loan.

*Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Sharon A. Langford, to approve the request to move forward with advertising for loan bids to fund the purchase of 5 monitor/defibrillators, the new stretchers and the ambulance remount, in the amount of \$257,623.00, for four (4) years. Motion carried unanimously.*

- Request for Travel Approval: Mr. Crosby presented a request, for the Boards' approval, to allow Kevin Benson to attend training at the National Fire Academy, in Maryland, to be held April 12 – April 24, 2015, at a cost \$300.48 (for meals); all other costs are provided by the NFA. Discussion took place.

*Motion made by Commissioner Kenrick Thomas, seconded by Commissioner D. Ray Harrison, Jr., to approve the travel request for Kevin Benson, attend training at the National Fire Academy in Maryland, to be held April 12 – April 24, 2015, at a cost \$300.48 (for meals). Motion carried unanimously.*

#### Agenda Change; Fire/EMS

- Addendum to TriZetto Agreement: Mr. Crosby presented an addendum to the TriZetto Agreement, for *Medicare Electronic Billing*.

The addendum reflects the addition of *Electronic Claims*, in the amount of \$78.00 for up to 200 claims and *Electronic Remittance Advice*, in the amount of \$25.00 per 200 claims, for the total amount of \$103.00, per month, for Medicare billing. He stated that the addendum has been reviewed by the County Attorney. Discussion took place.

*Motion made by Commissioner Kenrick Thomas, seconded by Commissioner Sharon A. Langford, to approve the addendum to the TriZetto Agreement reflecting the addition of Electronic Claims, in the amount of \$78.00 for up to 200 claims and Electronic Remittance Advice, in the amount of \$25.00 per 200 claims, for the total amount of \$103.00, per month, for Medicare billing. Motion carried unanimously.*

### Emergency Management

- RFP for LMS Plan: Mr. Crosby addressed, for discussion, the **Request For Proposal**, for the **Local Mitigation Strategy Plan**. He stated that the County Attorney has reviewed and approves the RFP.

Mr. David Peaton, EM Director/E911 Coordinator, explained the request/need for the RFP, for the LMS Plan.

***Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Kenrick Thomas, to approve the RFP for the Local Mitigation Strategy Plan. Motion carried unanimously.***

### TDC

- Adventures Outdoor Magazine: Mr. Crosby presented a request, for the Boards' approval, to advertise in the Adventures Outdoor Magazine, at a cost of \$1,250.00. TDC committee has reviewed and approved. This cost will come out of TDC funds.

Ms. Donna Creamer, TDC Chair, stated that this is a new opportunity. The Adventures Outdoor Magazine is more of a "men's" magazine; the reason this magazine was selected for advertisement is that the *55 Mile Blueway Trail* will be highlighted in a segment called "On the Waterway, Canoeing and Kayaking". That's the reason for selecting this certain magazine. Discussion took place.

***Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Sharon A. Langford, to approve the request to advertise in the Adventures Outdoor Magazine, at a cost of \$1,250.00, as recommended by the TDC. Motion carried unanimously.***

### Community Development

- Building Official/Code Enforcement Officer: Mr. Crosby addressed the confirmation of Tim Powell as the Gilchrist County Building Official/Code Enforcement Officer. He stated that on February 2, 2015, this position was approved by the Board with a pay range of \$55-\$59,000 annual salary.

Mr. Crosby stated that on 02-27-2015, interviews were conducted by Laura Dedenbach, Tammy Moore and himself for the position of Gilchrist County Building Official/Code Enforcement Officer; there were only two (2) applicants. The applicant chosen by the committee was Mr. Tim Powell; who is currently contracted and working in Gilchrist County as the Building Official and is a life time resident of Gilchrist County.

This is a new position that will **combine** the Building Official and Code Enforcement Officer's duties. Mr. Powell will also supervise the employees in day to day operations of the Community Development Department.

Mr. Powell has requested an annual salary of \$59,000 to accept the new position of Building Official and Code Enforcement Officer. This position is a 40 hour, full-time position with benefits and take-home vehicle.

***Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Sharon A. Langford, to approve/confirm the appointment of Mr. Tim Powell as the Gilchrist County Building Official/Code Enforcement Officer, full-time position (40 hours) with benefits, annual salary of \$59,000, and take-home vehicle; along with the duty to supervise the employees in day to day operations of the Community Development Department.*** Discussion took place. Chairman Gray called for the vote... ***Motion carried unanimously.***

Mr. Lang, County Attorney, address the question if Mr. Powell's services would still be available to Dixie County. Discussion took place.

**It was the consensus of the Board that Mr. Powell would be available to Dixie County on a temporary basis utilizing services as the Building Official and Code Enforcement Officer.**

#### Solid Waste

- Payment Request: Mr. Crosby presented, for the Boards' approval, a request to pay for Chris Edwards, Solid Waste employee, to obtain a CDL Class B license, not to exceed \$600.00. He stated that this will allow another employee capable of driving some of the straight trucks with roll-offs. An agreement will be executed in the form that if Mr. Edwards should leave employment with Gilchrist County within a twelve (12) month period, it will be his obligation to reimburse the County the \$600.00. Discussion took place.

***Motion made by Commissioner Sharon A. Langford, seconded by Commissioner Kenrick Thomas, to approve the request to pay for Chris Edwards to obtain a CDL Class B License, not of exceed \$600.00, with a 12 month agreement to pay back if leaving employment with Gilchrist County.*** ***Motion carried unanimously.***

#### Code Enforcement

- Complaint Form: Mr. Crosby presented a draft copy, for the Boards' approval, of the new *Gilchrist County Code Enforcement Complaint Form* that will be utilized for code enforcement complaints.

The complaint form will be available on the County website [www.gilchrist.fl.us](http://www.gilchrist.fl.us) and at the County Administrator's Office.

This complaint form will be public record, as are all County forms. Discussion took place.

***Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Kenrick Thomas, to approve the new Code Enforcement Complaint Form; with the addition of a signature line being added for complainant's signature.*** ***Motion carried unanimously.***

## General Government

- “No Wake” Signs: Mr. Crosby addressed the issue of water levels for the posting of “No Wake” signs, for discussion. He stated that the issue is that at the time the “No Wake” signs were posted, there were several citizens that already had water in their yards. The issue now is they want to get the water level lowered so when the signs are posted the water wouldn’t be in their yards yet. He has since reached a representative in Tallahassee with the FWC, and was told that they were in the process of planning a “public meeting” with this issue being part of the agenda. He was given a tentative meeting date of April 28<sup>th</sup> from 6:00- to 8:00 p.m., in Fanning Springs. Once he is notified that this date is confirmed, he will see to it that it is posted/advertised for the public’s information as well as County Staff. Discussion took place. Informational purposes only; no board action needed.

## FYI

- Monthly Reports: Mr. Crosby presented, for the Boards’ information, the following monthly reports, as submitted by Department Heads: Road Department, Library and Animal Control
- SRWMD RIVER Cost Share Program for FY 2015: Mr. Crosby presented, for the Boards’ information, a letter re: SRWMD RIVER Cost Share Program for FY 2015, in reply to the submission of the project entitled “Hart Springs” for the consideration of funding from the SRWMD RIVER Cost Share Program for FY 2015. Unfortunately the District is not able to fund this project at time.

## *Attorney’s Report*

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

### Agenda Change

- Sabal Trail Contract for Escheated Properties: Mr. Lang stated that he received a proposed contract from Mr. Doug McKoy on behalf of MasonBolves Law Firm, that Sabal Trail to purchase the two (2) parcels (parcel #27-09-16-0000-0005-0006 and 27-09-16-0000-0005-0007; Lots 6 & 7 of an unrecorded subdivision) that escheated to Gilchrist County, for nonpayment of taxes, assessed at \$725 each, on the tax roll. MasonBolves made an offer of \$10,000 for both parcels (\$5,000 each). Mr. Lang stated that it has been negotiated that the County will pay no closing costs and will not provide any guarantee of title or title insurance. Mr. Lang also stated that once the Board authorizes the Chairman to sign, the contract will need to be fully executed by both MansonBolves and the County, on or before March 27<sup>th</sup>; there is a proposed closing date of June 15<sup>th</sup>. Because this a nominal purchase amount, under the statutes, and a certified mail notice is sent to all adjoining property owners making them aware of the receipt of this proposed contract we can hold a sale for this private property; if the property owners don’t respond we don’t have to seek bids on the property. Discussion took place.

*Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Kenrick Thomas, to approve Sabal Trails offer of \$10,000 to purchase both parcels (parcel #27-09-16-0000-0005-0006 and 27-09-16-0000-0005-0007) Lots 6 & 7 of an unrecorded subdivision, that escheated to Gilchrist County, for nonpayment of taxes (assessed at \$725 each, on the tax roll); subject to the conditions explained by the County Attorney. Motion carried unanimously.*

### Clerk's Report

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

Travel Request: Mr. Newton addressed the issue of the request for approval to allow Jim Mash to use personal vehicle to attend Annual Conference Training, in Safety Harbor, in May 2015. If personal vehicle is allowed to be used, mileage reimbursement would be 310 miles x .445 = \$137.95, where if County vehicle would be utilized, no mileage reimbursement would be necessary. Mr. Crosby explained that Mr. Mash requested use of his personal vehicle due to the fact that he requires the use of a motorized scooter and his vehicle is equipped for transporting and that his wife will also be traveling with him.

The request for overnight travel, allowing Mr. Mash to attend conference, was approved at the last meeting but the issue of taking his personal vehicle wasn't addressed, therefore, Mr. Newton brought this issue back to the Board, for approval. Discussion took place.

*Motion made by Commissioner Sharon A. Langford, seconded by Commissioner D. Ray Harrison, Jr., to allow Mr. Mash to use personal vehicle to travel to Annual Conference in May. Motion carried unanimously.*

March 23<sup>rd</sup> Workshop: Mr. Newton addressed for discussion, looking for direction on the format of the Budget Workshop scheduled for March 23<sup>rd</sup>. Discussion took place.

**It was consensus of the Board to direct the Constitutional Officers and Department Heads to look for ways to cutback their budgets to help the Board with the budget process for FY 15/16; seeking ways to keep from needing layoffs or raising the millage rate.**

Operation Green Light: Mr. Newton presented for the Boards information, Operation Green Light. He stated that his office, the Gilchrist County Clerk of Circuit Court, will be open on Saturday, April 18, 2015, from 9 a.m. to 4:00 p.m.; For ONE DAY only, the Clerk will accept payment for **unpaid traffic tickets** and **court fines** and **fees** without charging its 40% collection surcharge. Payments will be accepted in person at the Clerk's office.

### Commissioners Reports

- Commissioner Sharon A. Langford asked if Stan Ramsey, IT Director, could look into microphone system to see if sound could be improved
- Commissioner D. Ray Harrison, Jr., asked about status on Lottieville Building

- Commissioner D. Ray Harrison, Jr., asked about Grace Ministry
- Commissioner D. Ray Harrison, Jr., asked on the status of County Seal changes; he asked to inform Constitutional Officers of change to the seal once it's approved. Color pictures will be brought to the next meeting for approval

**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 D. Ray Harrison, Jr., seconded by Commissioner Kenrick Thomas, to adjourn. Motion carried unanimously.* Chairman Gray adjourned the meeting at **5:54 p.m.**

*Board of County Commissioners  
Gilchrist County, Florida*

***Attest:***

\_\_\_\_\_  
***Todd Newton, Clerk of Court***

***Approved:***

\_\_\_\_\_  
***Todd Gray, Chairman***