

MINUTES OF A REGULAR MEETING OF THE GILCHRIST COUNTY BOARD OF COUNTY COMMISSIONERS HELD FEBRUARY 1, 2016

The Gilchrist County Board of County Commissioners, in and for Gilchrist County, Florida, convened in a **Regular Meeting** on **Monday, February 1, 2016**, 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.</i>
<i>District III</i>	<i>Commissioner Todd Gray, Chairman</i>
<i>District IV</i>	<i>Commissioner Marion Poitevint</i>
<i>District V</i>	<i>Commissioner Kenrick Thomas, Vice Chairman</i>

Others in Attendance

Todd Newton, Clerk of Court; Richard Romans, 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; Billy Cannon, Road Department Superintendent; Chief Mitch Harrell, Fire/Rescue; Richard & Leslie Esseck; Chaplin Ted Henley, American Legion Post 91; Katherine LaBarca; Greg Bailey, NFPS; Ray Rauscher; and Patrick J. Juliano, CFO for Jeff Atwater.

Call to Order

Chairman Todd Gray called the meeting to order at 2:00 p.m. Chaplin Ted Henley, American Legion Post 91 delivered the invocation and Commissioner Kenrick Thomas led the pledge of allegiance.

Chairman Gray announced that Commissioner Sharon A. Langford would not be present at today's meeting.

Agenda

The Agenda was presented, with NO changes.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner D. Ray Harrison, Jr., to approve the Agenda, as presented, with NO changes. Motion carried 4-0.

Consent Agenda

Approval of Minutes

Budget Workshop July 15, 2015

~~*Take off Commissioner John Rance Thomas~~ and add Commissioner Marion Poitevint

Approval of Bills

On file in Clerk's Office October 2015
 On file in Clerk's Office November 2015
 On file in Clerk's Office December 2015
 On file in Clerk's Office January 2016

Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Marion Poitevint, to approve the Consent Agenda, as presented, with noted change. Motion carried 4-0.*

Public Participation

Chairman Gray announced that there was a visitor present today, Mr. Patrick Juliano from the office of Jeff Atwater, State CFO. If anyone should have any questions, feel free to speak to Mr. Juliano with any concerns you wish to address. Chairman Gray thanked him for what they do at the State level.

No public participation.

Constitutional Officers

Nothing addressed or presented.

County Administrator's Report

Mr. Crosby, County Administrator, introduced Ralph Smith as the new Emergency Management Director, replacing David Peaton

Road Department

- Requests for Payment Approval: Mr. Crosby requested the Boards' approval on pay requests from North Florida Professional Services, Inc. and Southern Road & Bridge, for the Rock Bluff Bridge project, as follows:

Mr. Crosby presented NFPS, Inc.'s pay request, in the amount of \$43,947.00, for Construction Engineering and Inspections Services on CR 340 Bridge Rehabilitation, Rock Bluff Bridge over the Suwannee River; construction contract is 25.7% complete as of January 23, 2016.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner D. Ray Harrison, Jr., to approve payment to North Florida Professional Services, Inc., in the amount of \$43,947.00, for services rendered on the rock Bluff Bridge project. Motion carried 4-0.

Mr. Crosby then presented Southern Road & Bridge's Pay Request #1, in the amount of \$315,875.11, for the CR 340 Bridge Rehabilitation, Rock Bluff Bridge over the Suwannee River, as approved by the CEI Engineers (NFPS, Inc.).

Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Marion Poitevint, to approve Southern Road & Bridge's Pay Request #1, in the amount of \$315,875.11, for the CR 340 Bridge Rehabilitation, Rock Bluff Bridge project. Motion carried 4-0.

Mr. Crosby stated that the payments to both of these companies are reimbursable through a grant from the Florida Department of Transportation to the County.

- SCOP Supplemental Agreement for Intersection Improvement: Mr. Crosby presented, for the Boards' approval, the FDOT SCOP Supplemental Agreement, for the Intersection Improvements Project on CR340 and CR232 at SR 47. He stated that additional funds were needed, in the amount of \$63,068.00, to complete the project. Engineers and contractors will be notified that the Supplemental Agreement has been received allowing them to move forward with the completion of the projection.

Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Marion Poitevint, to approve the FDOT SCOP Supplemental Agreement, for the Intersection Improvements Project on CR340 and CR232 at SR 47, in the amount of \$63,068.00. Motion carried 4-0.

Mr. Crosby stated that this is another project funded by the FDOT with no costs to the County. Mr. Lang stated that brings the total contract to \$227,983.00.

Chairman Gray addressed the concern on how we are going to fund these projects while we are waiting on reimbursement. Mr. Crosby explained that there would be projects winding up with reimbursements being received before other projects begin. We should be in the clear as far as funding projects pending the receipt of reimbursements.

- Consideration of Roads for SCOP & SCRAP Projects: Mr. Crosby stated that the Road Committee had met and considered recommendations for submittal to the FDOT for SCRAP and SCOP projects. He reviewed the list of roads, for the Boards' information, as follows:

Small County Outreach Program (SCOP)

- SE 80th Ave. from SR 26 to dead end (2 miles), SE 73rd Lane, SE 71st Lane, SE 80th St. from 80th Ave. to SE 90th Ave (3 miles) – (Total project – 5 miles)
- Butler Estates (To combine as one project, if allowable)
 - NW 102nd Place; From SR 129 to NW 38th Terrace
 - NW 37th Court; From NW 102nd Place to NW 93rd Lane
 - NW 93rd Lane; From NW 37th CT to US 129
 - NW 33rd Terrace; From 93rd Lane to 90th Street
 - NW 90th Street; From 33rd Terrace to SR 129
 - ****Total 3 miles****

Small County Road Assistance Program (SCRAP)

- NW 10th Street from SR 129 to NW 15th Way, adding a turn lane at Bell Elementary School (total project – 2 miles)
- 2nd proposed road – to be determined

Discussion took place.

Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Marion Poitevint, to approve the recommendation from the Road Committee for the SCRAP & SCOP submittals to the FDOT, for state approval. Motion carried 4-0.

Mr. Crosby requested the Board consideration and approval of selection of engineer to do cost estimates for the SCRAP & SCOP submittals.

Mr. Crosby stated that the selected engineer to do the *cost estimate* is not necessarily the one to do the *design* of the project.

Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Kenrick Thomas to approve the recommendation of Engineer, Frank Darabi, to do cost estimates for the recommendation of the SCOP & SCRAP projects. Motion carried 4-0.

Veteran Services

- VSO - Blue House: Mr. Crosby addressed the issue of the former VSO, the Blue House. He stated that the insurance has sent us some money for that building because there is a sinkhole underneath it. The next process in this is to have the building demoed on the mitigation of a sinkhole. The process for this, the insurance company pays for it but the County has to handle the process. He stated that on the demolition we could get quotes because normally it runs less than \$5,000 based on the last one we did. As far as the sinkhole, we would have to prepare a bid package. The bid package would come back to the Board. The insurance company did supply us with a geo to put with the bid package; this is the process to follow. We received a check around the amount of \$90,000; \$47,000 of it was for the complete building. Mr. Crosby will be moving forward with this process.

Mr. Crosby stated that he is not seeking any Board action at this time. He just wanted to bring the Board up to date on the status of this issue.

EMS

- EMS Staff Assistant: Mr. Crosby presented a request by Chief Harrell for permission to re-establish vacant Staff Assistant position, in EMS.

Chief Harrell explained that the position vacated was by split position personnel with Solid Waste. He stated that the position would be advertised as Part-time with 28 hours and NO benefits. Discussion took place.

Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Kenrick Thomas to approve rehiring for the vacant Staff Assistant position in EMS, as presented. Motion carried 4-0.

Library

- **Resignation**: Mr. Crosby announced the resignation of Mrs. Anne Caraway. He stated that Mrs. Caraway has worked with the County since June of 1993 and has turned in a letter of resignation, for retirement effective March 31, 2016. He stated that Mrs. Caraway would be invited to a Board meeting for the proper send off. He also stated that this is a position that would need to be advertised to fill.

Mr. Crosby requested that the Board accept her letter of resignation as well as permission to advertise for the position.

Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Marion Poitevint to accept the Letter of Resignation from Anne Caraway. Motion carried 4-0.

Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Kenrick Thomas, to allow the County Administrator to advertise for the library position. Motion carried 4-0.

General Government

- **Santa Fe Boat Ramp**: Mr. Crosby updated the Board on the status with the Santa Fe Boat Ramp. He requested approval to move forward with having an archeological study done in order to move forward with submitting a grant application. He stated that he would get three (3) quotes to have the study done. He requested to use funds from the Boating Improvement Fund to cover cost of study. He stated that the costs would not exceed \$3,000. Discussion took place.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner D. Ray Harrison, Jr. to approve having an Archeological Study done on the Santa Fe Boat Ramp with cost NOT to exceed \$3,000 funded out of the Boating Improvement Fund. Motion carried 4-0.

FYI

- **Report from the NFEDP**: Mr. Crosby provided, for the Boards' information, a report submitted by Diane Clifton, Volunteer Citizen Representative, in regards to a North Florida Economic Development Partnership Board and General Membership meeting held on 1.13.2016.

Attorney's Report

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

Resolution 2016-05: Mr. Lang presented Resolution No. 2016-05, Commercial and Agriculture Road Crossings. He read the short title for the record as follows:

RESOLUTION 2016-05

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF GILCHRIST COUNTY, FLORIDA, AMENDING ARTICLE 3, ENTITLED, ROADS AND RIGHT-OF-WAY, OF THE GILCHRIST COUNTY POLICIES, BY ADDING A NEW SECTION 3.8, ENTITLED, COMMERCIAL UTILITY ROAD CROSSINGS, AND BY ADDING A NEW SECTION 3.9 ENTITLED, AGRICULTURE ROAD CROSSINGS; AND AMENDING ARTICLE 4, ENTITLED RATES AND CHARGES, BY AMENDING SECTION 4.5 THEREOF TO PROVIDE FOR THE FEES TO BE CHARGED BY GILCHRIST COUNTY FOR COMMERCIAL UTILITY AND AGRICULTURE ROAD CROSSINGS; AND PROVIDING AN EFFECTIVE DATE.

Mr. Lang explained the purpose of this resolution. Mr. Billy Cannon, Road Department Superintendent explained his findings and the need for these amendments. It was Mr. Cannon's recommendation to go with 60 inches. Discussion took place.

Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Marion Poitevint to approve Resolution 2016-05, amending Article 3, adding Section 3.8, 3.9 and amending Section 4.5 to address Commercial Utility and Ag Road Crossings with 60 inches as recommended depth and proposed rates. Motion carried 4-0.

Satisfaction of Mortgage: Mr. Lang presented for the Boards' approval, the Satisfaction of Mortgage (SHIP) from Gilchrist County to Joy E. MacGrath, aka/ Joy E. MacGrath Hernandez. Discussion took place.

Motion made by Commissioner Kenrick Thomas, seconded by Commissioner D. ray Harrison, Jr., to approve the Satisfaction of Mortgage for SHIP Loan, with Joy E. McGrath. Motion carried 4-0.

Addition...

Mr. Lang informed the Board that a letter has been sent out informing that a meeting has been set for February 11th to CHW and Coleman Construction and Staff, regarding SE 79th Lane road issues.

Clerk's Report

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

Budget Recap: For the Boards' information, Mr. Newton presented and reviewed the Budget Recap for Fiscal Year 2016, for the period ending January 28, 2016.

Commissioners Reports

- Commissioner Marion Poitevint informed the Board about the FDOT meeting; FDOT Staff was complimentary of Road Superintendent Billy Cannon
- Commissioner Kenrick Thomas asked where the money comes from to pay the Engineer, Darabi, for the *Cost Estimates* on the road submittals for the SCRAP and SCOP projects. Mr. Richard Romans stated that funding sources have been considered and it is a possibility costs can come out of Transportation Impact Fees that have been collected rather than taking it out of the Road Department budget. It was considered so as to not having to fund costs out of Reserve. Discussion took place.

Mr. Crosby asked Mr. Greg Bailey, NFPS to come forward for discussion. He stated that Mr. Bailey does cost estimates on roads for FDOT projects. He was asked to inform the Board on an estimated cost. He stated that he does them for other counties at no charge.

Commissioner D. Ray Harrison, Jr., made a motion to rescind his previous motion to hire Frank Darabi as engineer to do Cost Estimates on FDOT SCOP & SCRAP submittals, seconded by Commissioner Kenrick Thomas. Motion carried 4-0.

Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Kenrick Thomas to approve North Florida Professional Services, Inc. to do Cost Estimates for SCRAP & SCOP submittals; NFPS will provide estimates at NO charge to the County. Motion carried 4-0.

Old Business: None

New Business: None

Public Participation: None

Adjourn

With there being no further business... *Motion made by Commissioner D. Ray Harrison, Jr., seconded by Commissioner Marion Poitevint, to adjourn. Motion carried unanimously.* Chairman Gray adjourned the meeting at **3:21 p.m.**

*Board of County Commissioners
Gilchrist County, Florida*

Attest:

Approved:

Todd Newton, Clerk of Court

Todd Gray, Chairman