

March 7, 2017  
Regular Board Meeting  
Judicial Annex Building  
Live Oak, Florida

6:00 p.m.

The Suwannee County Board of County Commissioners met on the above date and time for a regular session and the following were present: Chairman Ricky Gamble; Commissioner Don Hale; Commissioner Clyde Fleming; Commissioner Larry Sessions; and Commissioner Ronnie Richardson. Barry A. Baker, Clerk of Court; Ken Williams, Chief Deputy Clerk of Finance; Eric Musgrove, Deputy Clerk; Randy Harris, County Administrator; and James W. Prevatt, Jr., County Attorney, were also present.

Chairman Gamble called the meeting to order at 6:02 p.m. and asked Commissioner Richardson to lead the invocation and the Pledge of Allegiance to the Flag of the United States of America.

Chairman Gamble noted that in the past week, the City had lost one current and one former City Councilmen, Keith Mixon and George Blake. He offered the Board's condolences to the families.

**APPROVAL OF MINUTES:**

**The first item on the agenda** was to approve the minutes of the February 21, 2017 Regular Board Meeting.

Commissioner Richardson suggested that on page 8, "thought" be reworded to "accusation" relating to the moratorium on marijuana.

**Commissioner Sessions moved to approve the minutes of the February 21, 2017 Regular Board Meeting with a change of the word "thought" to "accusation" on page 8.**

**Commissioner Richardson seconded, and the motion carried unanimously. Deputy Clerk Musgrove made the suggested change.**

Chairman Gamble stated that consent agenda item ten had been withdrawn from the agenda for discussion at a later date.

**CONSENT:**

**The second item on the agenda** was to approve payment of processed invoices.

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**SUWANNEE COUNTY**  
**BOARD OF COUNTY COMMISSIONERS**  
**WARRANTS ISSUED REPORT**

3/7/2017

<b>FUND</b>		<b>AMOUNT</b>
001	GENERAL FUND	\$ 1,673,020.23
112	RESERVE-CAPTIAL PROJECTS	
116	FINE AND FORFEITURE	\$ 727,243.66
117	911 ADDRESSING FUND	\$ 1,938.34
118	STATE ATTORNEYS OFFICE	\$ 13,319.89
119	MUNICIPAL SERVICES FUND	\$ 5,932.05
120	LAW ENFORCEMENT	
121	NARCOTICS CONTROL	
122	FIRE PROTECTION FUND	\$ 30,799.26
126	EMS GRANT FUND	\$ 5,094.81
128	EMERGENCY MANAGEMENT	\$ 4,521.16
129	LAW EDUCATION	
131	TOURIST DEVELOPMENT	\$ 10,425.00
140	ROAD AND BRIDGE	\$ 757,902.14
145	ROAD AND BRIDGE CONST. & PAVING	
171	LIBRARY FUND	\$ 67,497.76
172	RECREATION FUND	\$ 39,598.19
181	LOCAL HOUSING ASSISTANCE PROGRAM	\$ 18,000.00
251	RENOVATIONS / DEBT SERVICE	
301	VOTING EQUIPMENT FUND	
351	RENOVATIONS / CONSTRUCTION	
402	SOLID WASTE COLLECTION	\$ 103,589.91
403	SOLID WASTE DISPOSAL	\$ 47,938.87
404	SUW CTY WATER PLANT	\$ 3,668.42
	<b>GRAND TOTAL</b>	<b>\$ 3,510,489.69</b>

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## Board of County Commissioners over \$10,000.00 Warrants Issued Analysis

*Please find below a list of payments \$10,000.00 and above that will be approved for disbursement on 03/07/17*

<u>Vendor</u>	<u>Date</u>	<u>Check No.</u>	<u>Amount</u>	<u>Description</u>
Jim Hinton Oil	3/2/2017	175037	\$34,727.15	Fuel
Waste Management	3/2/2017	175086	\$38,732.42	Waste disposal
Music Construction	3/2/2017	175093	\$413,319.28	Perimeter Road # 4
Frazer Ltd	3/2/2017	175103	\$10,524.66	Repair parts for fire rescue vehicles
OEC Business Interiors	3/2/2017	175115	\$10,400.57	State Atty Office furniture
McInnis Services	3/2/2017	175147	\$124,073.52	State Atty #8
Digitech Computer	3/2/2017	175153	\$12,713.23	EMS medical billing
Shands UF	3/2/2017	175156	\$33,226.48	Indigent hospital - Kerklin/Roberts/Cuatt
North Florida Professional	3/2/2017	175172	\$91,134.25	Professional engineering services - CR 136/Perimeter Road
VE Whitehurst	3/2/2017	175191	\$439,320.70	180th/ #5---final
Choice Group PA	3/2/2017	175202	\$18,000.00	SHIP down pay and close - Renedo
			<u>\$1,226,172.26</u>	

**The third item on the agenda** was to approve an agreement with Nabors, Giblin and Nickerson for consultant services associated with Fire and Solid Waste assessment. (**Agreement No. 2017-38**)

**The fourth item on the agenda** was to approve Supplemental Agreement No. 18 with AECOM Technical Services, Inc. for professional services associated with the design and construction of a Fuel Farm at Suwannee County Airport. Budget impact: funded by FDOT. (**Agreement No. 2016-66-18**)

**The fifth item on the agenda** was to approve waiving building permit fees for construction of a new building at Animal Control.

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**The sixth item on the agenda** was to approve holding the first meeting for the month of April, on Monday, April 3, 2017 at 6:00p.m. due to the 2017 FAC Legislative Day.

**The seventh item on the agenda** was to approve holding the first meeting for the month of July, on Thursday, July 6, 2017 at 6:00p.m. due to the holiday.

**The eighth item on the agenda** was to approve a Change Order with McInnis Services, LLC for a sprinkler system, additional sidewalk, and additional curbing at the State Attorney's new office. Budget impact: funded from CIP budget. (**Agreement No. 2016-60-05**)

**The ninth item on the agenda** was to approve a Change Order with McInnis Services, LLC associated with the parking-lot at the State Attorney's new office. Budget impact: funded from CIP budget. (**Agreement No. 2016-60-06**)

**The tenth item on the agenda** was to approve a Task Order with Frank Darabi & Associates to produce construction/remodeling cost estimates for a portion of the Douglass Center.

This item was pulled from the agenda for discussion at a later date.

**The eleventh item on the agenda** was to approve the purchase of a mower deck from Ag-Pro Live Oak utilizing Florida Ag & Lawn Equipment State Contract No. 21100000-15-1. Budget impact: budgeted item.

**The twelfth item on the agenda** was to approve a Change Order with Little & Associates for work associated with the Dowling Park Library. (**Agreement No. 2016-32-07**)

**Commissioner Fleming moved to approve Consent Agenda Items 2 through 9, 11, and 12. Commissioner Hale seconded, and the motion carried unanimously.**

**COMMISSIONERS' ITEMS:**

There were none.

**COUNTY ATTORNEY ITEMS:**

There were none.

**STAFF REPORTS:**

**The thirteenth item on the agenda** was Staff Reports.

Mr. Greg Scott, Parks & Recreation Director, updated the Board on various projects and grants that were being completed by the Recreation Department. These included work on Heritage Trail, the Airport, the Coliseum, and several boat ramps and springs. He was also looking into dog parks and an intern for the summer. Mr. Scott thanked Public Works and the Maintenance Department for their assistance. The Annual Suwannee County Airport Fly-In will be held at the Airport on April 28-30, with civilian and military aircraft expected.

James Sommers, Public Safety Director, asked for direction from the Board on placing an ambulance on the north side of Live Oak. He had located a pertinent building on the north side in which to staff an ambulance. After questioning, Chief Sommers stated that the building was the Passenger Depot.

Chairman Gamble stated that he had no problem with Fire Rescue temporarily locating at the Passenger Depot until a more permanent solution can be established.

Chief Sommers discussed other potential future locations for stationing an ambulance.

Commissioner Sessions suggested the Sheriff's Criminal Division Building as a potential site because of its security.

Chief Sommers stated that he would talk to the Sheriff.

Commissioner Fleming stated that stationing an ambulance on the north side of the railroad tracks in Live Oak was a great idea, and moving the ambulance between several different locations in the area would be a good way to determine the best location for a permanent station.

After questioning, Chief Sommers stated that the ambulance was currently staffed and its stationed location would simply be moved to the north side of the tracks between 10 a.m. and 10 p.m., which could be adjusted due to the number of calls. He would be instituting the change as soon as possible.

**GENERAL BUSINESS:**

**The fourteenth item on the agenda** was to discuss, with possible Board action, hiring an additional Clerk for recording minutes for various County Boards.

Chairman Gamble stated that he had brought the issue to the attention of County Administrator Harris and Clerk Baker after he realized that there was not a consistent method of keeping minutes and records for the various boards beneath the County Commission. He added that minutes were being kept, but they were found in various locations.

County Administrator Harris stated that it would be beneficial to have minutes in one location for public records requests. There was also a need for a position in County Administration. He stated that when he took over as County Administrator, there were eight

full-time positions in County Administration, and now he was down to two and a half. County Administrator Harris noted the need for another employee to help with grant administration. One of the thoughts had been to work with the Clerk to have one position shared between the Clerk and County. However, due to various issues discovered during research, the Clerk would rather increase a current part-time worker to full-time. The County would then hire a full-time employee to work in the County Office to compensate for two employees who would like to downgrade to part-time positions.

Chairman Gamble stated that there were two separate matters in the request, and the County needed a grant administrator to train under the current employee who was interested in lowering the number of their working hours. Regarding the Clerk's request, there were at least six boards beneath the County Commission that would be beneficial to house in one location. Chairman Gamble stated that the Clerk's employee would cost approximately \$10,000 per year in increased time and pay, and asked for approval.

Commissioner Sessions asked County Administrator Harris if his two employees that were discussing a reduction in hours had a retirement date. County Administrator Harris replied that he did not have dates, but both employees were interested in reducing their hours in anticipation of eventual retirement. He then discussed the need for an employee to be trained long-term to serve as a grant administrator in order to learn the various grant-related duties.

Commissioner Sessions and Commissioner Fleming agreed that training a long-term employee would be helpful.

Chairman Gamble stated that the budget impact for the Clerk's employee would be approximately \$10,000, and the proposed County employee would be compensated by the



reduction in hours of two County employees, leading to a net change of zero dollars, if not a decrease in costs.

After questioning, it was clarified that the Clerk would increase a current part-time employee to full-time. The County would then hire an employee to assist two County employees who were shifting to part-time.

**Commissioner Fleming moved to increase a part-time Clerk's position to full-time (for an increase of approximately \$10,000, including insurance and benefits) to record the minutes of the various boards beneath the County Commission. Commissioner Sessions seconded, and the motion carried unanimously.**

Chairman Gamble clarified that the proposed County employee would assist the two current employees who would be shifting to part-time. Once the two current employees retired, another employee would probably be hired.

County Administrator Harris pointed out that County Office staff had been downsized from eight employees to two and a half. He added that the County received millions of dollars in grants and it was necessary to have a competent employee to handle the increasing number of grants.

**Commissioner Richardson moved to approve a request to hire a full-time employee for County grant administration. Commissioner Fleming seconded, and the motion carried unanimously.**

**The fifteenth item on the agenda** was to discuss, with possible Board action, a Side Track Agreement with CSX.

County Administrator Harris stated that he wanted to the Board to become familiar with the proposed agreement, but he would not be asking for approval tonight. He stated that there were some issues to be worked out with CSX. The cost would be approximately \$750,000, which could be paid out of various funds that he then discussed in some detail. County Administrator Harris stated that he had talked with CDBG administrators regarding the agreement, and hoped for approval in the near future.

Commissioner Richardson asked if there would be a budget impact for additional insurance. County Administrator Harris replied that he did not know, but would have an answer by the time the agreement had been tweaked.

**The Board took no action at this time.**

**The sixteenth item on the agenda** was to discuss, with possible Board action, a Change Order with Music Construction for work associated with Perimeter Road.

County Administrator Harris stated that the proposed change order would incorporate 72<sup>nd</sup> Trace reconstruction, which would be funded by the Florida Department of Transportation and the City of Live Oak. A traffic light issue would be addressed later. He stated that the City of Live Oak had approved the agreement for the reconstruction of 72<sup>nd</sup> Trace and asked County Attorney Prevatt to read the City's two proposed changes to the agreement.

County Attorney Prevatt discussed the proposed changes from the City, which involved the City being an additional insurer when on City-owned property. The second suggestion from the City was to change "the amount of \$43,000" to "up to \$43,000". He was in agreement with both changes and asked the Board to authorize the Chairman to sign the amended agreement with the City of Live Oak.

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County Administrator Harris stated that there were separate decisions, one to approve the Change order with Music Construction and the other with the City of Live Oak.

**Commissioner Fleming moved to approve a Change Order with Music Construction for work associated with Perimeter Road. Commissioner Sessions seconded, and the motion carried unanimously. (See Agreement No. 2016-92-02)**

Chairman Gamble stated that he had attended the City's meeting earlier in the day and he had no problem with the suggested changes concerning the Perimeter Road agreement between the City and County.

**Commissioner Sessions moved to adopt Agreement No. 2017-37 as amended. Commissioner Hale seconded, and after clarification that the amendments did not change the gist of the agreement, the motion carried unanimously. (Agreement No. 2017-37)**

**The seventeenth item on the agenda** was to discuss, with possible Board action, the Courthouse parking lot.

County Administrator Harris stated that the Judges had been in favor of paving the Courthouse parking lot and as such, had provided funding for the project. He stated that the most prudent way to handle the issue was to piggyback off the current parking lot contract with McInnis Services, LLC. The estimated final cost would be approximately \$78,000, including striping and car stops. The County could approve an addendum of approximately \$74,000 to the State Attorney Office's contract.

Discussion ensued on the specifics of the paving and that the judges would bear the brunt of the cost through their budget, with the County providing striping and car stops.

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Chairman Gamble noted that the County Commissioners were responsible for the parking lot, but the judges had offered to pay for it. He saw no problem in approving the request.

**Commissioner Hale moved to piggyback paving the Courthouse parking lot off the current contract with McInnis Services, LLC for their work at the State Attorney's Office, and authorize the chairman to execute an agreement. Commissioner Sessions seconded, and the motion carried unanimously. (Agreement No. 2016-60-07)**

**The eighteenth item on the agenda** was to discuss, with possible Board action, awarding of bid and execution of contract for sod. (Bid Solicitation No. 2017-05)

County Administrator Harris stated that the County needed sod on a regular basis for various road projects. He stated that two bids had been received, one from Parker Sod Farms of Live Oak, and the other from Sodmore, LLC of McAlpin. The low bid was from Sodmore at \$1.89 per square yard, which was \$0.01 less than Parker Sod. He noted that due to sod availability, it might be necessary to purchase from the next-lowest bidder as well. As a result, County Administrator Harris recommended approval of the bid and awarding the contracts to Sodmore of McAlpin as the primary business and Parker Sod Farms of Live Oak as the secondary business in the event that Sodmore did not have sufficient quantities.

**Commissioner Richardson moved to award a bid for sod to Sodmore of McAlpin for \$1.89 per square yard as the primary supplier, with Parker Sod Farms of Live Oak for \$1.90 per square yard as the secondary supplier. Commissioner Fleming seconded, and the motion carried unanimously. (Agreement No. 2017-39 and 2017-40)**

**The nineteenth item on the agenda** was to discuss, with possible Board action, any issues associated with Perimeter Road.

County Administrator Harris stated that there was no further business to discuss.

**The twentieth item on the agenda** was to discuss, with possible Board action, any items related to the State Attorney's Office (if necessary).

County Administrator Harris noted that the State Attorney's Office had moved into their new office and they were very happy with the result; there were only a few minor adjustments to be made to close out the project. The Mizell's Building was the next project.

Commissioner Fleming thanked County Administrator Harris for a job well done, noting some lighting concerns with local residents that had been satisfactorily addressed.

Commissioner Hale discussed some leaks in the Mizell's Building. County Administrator Harris replied that the issue would be addressed, along with other items that would better the look of the old building.

Discussion ensued on work to be done with the Mizell's Building.

**The twenty-first item on the agenda** was Additional Agenda Items.

There were none.

**The twenty-second item on the agenda** was public concerns and comments. (Filling out of Comment Card requested, and forwarded to the Chairman or County Administrator. Individual speakers from the audience would be allowed three (3) minutes and a single representative or spokesperson would be allowed seven (7) minutes to speak following recognition by the Chairman and must speak from the podium – one (1) trip to podium).

There were none.

**The twenty-third item on the agenda** was Administrator's comments and information.

County Administrator Harris stated that much had been said about the County's fire chief and Fire Rescue at the last regular meeting that was not quite accurate, or at least was not the whole story. He wished to clarify some of the issues that had arisen, stating that the County's Fire Rescue was professional and did a wonderful job throughout the entire County. County Administrator Harris then discussed a memorandum sent by the City Fire Chief to various County and City officials that had made its way into the newspaper. The memorandum was an attack upon the County's Fire Rescue Chief that had not followed proper protocol. County Administrator Harris discussed the issue in more detail, noting that the City had never officially proposed a mutual aid agreement with the County. Some City Councilmen had even approached the County to look into taking over the City's Fire Department, as the number of City calls was low and did not appear to warrant a dedicated City Fire Department. County Administrator Harris also discussed a request made by a City Councilman in the summer of 2016 for the County to take over the City Fire Department. The proposal was discussed, and it appeared that money would be saved by a consolidated Fire Rescue Service. County Administrator Harris wished to inform the public of the history of City and County discussions regarding Fire Rescue Services.

Chairman Gamble stated that a majority of the City Council had come to him regarding a consolidation of services, but there was nothing officially discussed. He then moved to Informational Items.

**INFORMATIONAL ITEMS:**

**The twenty-fifth item on the agenda** was to inform the Board about repairs to the Genset for the Suwannee County Jail handled as an emergency item.

The unit had been repaired at a cost of \$17,978.45.

**The twenty-sixth item on the agenda** was to inform the Board about funding for water storage tanks at collection sites.

County Administrator Harris pointed out that a comment had been made at the last regular meeting about water storage tanks at collection sites. He stated that funds in the amount of \$228,604 were still set aside for the water storage tanks.

Chairman Gamble returned to agenda item twenty-four.

**GENERAL BUSINESS:**

**The twenty-fourth item on the agenda** was Board Members' inquiries, requests, and comments.

Commissioner Hale had nothing to discuss.

Commissioner Sessions stated that the 102<sup>nd</sup> Fair would open on March 17 and invited all the Commission, staff, and public to attend.

Commissioner Richardson stated that he had received numerous telephone calls regarding a merger with the City and County regarding Fire Services. He asked for clarification that the Board was not soliciting the merger of the City and County Fire Services.

The Board agreed that they were not soliciting the merger of the City and County Fire Services.

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Commissioner Richardson noted a community town hall meeting in McAlpin later in the week and asked for the public to attend.

Chairman Gamble stated that the County could not force the City to merge, but if the City did not provide Emergency Services, the County was bound to provide it.

Commissioner Fleming had nothing to discuss other than to thank the voters for their attendance. He added that he would be holding another town hall meeting in March to discuss issues with his constituents.

**Commissioner Richardson moved to adjourn the meeting. Commissioner Sessions seconded, and the motion carried unanimously.**

There being no further business to discuss, the meeting adjourned at 7:19 p.m.

ATTEST:

\_\_\_\_\_, DC  
BARRY A. BAKER  
CLERK OF THE CIRCUIT COURT

\_\_\_\_\_  
RICKY GAMBLE, CHAIRMAN  
SUWANNEE COUNTY BOARD OF  
OF COUNTY COMMISSIONERS