

June 20, 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. Eric Musgrove and Logan Woods, Deputy Clerks; Randy Harris, County Administrator; and James W. Prevatt, Jr., County Attorney, were also present.

Chairman Gamble called the meeting to order at 6:01 p.m. and asked Deputy Clerk Musgrove to lead the invocation and the Pledge of Allegiance to the Flag of the United States of America.

APPROVAL OF MINUTES:

The first item on the agenda was to approve the minutes of the June 6, 2017 Regular Board Meeting.

Commissioner Sessions moved to approve the minutes of the June 6, 2017 Regular Board Meeting as written. Commissioner Richardson seconded, and the motion carried unanimously.

Chairman Gamble noted that agenda items six and seven had been pulled from the consent agenda for discussion.

CONSENT:

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

SUWANNEE COUNTY BOARD OF COUNTY COMMISSIONERS

WARRANTS ISSUED REPORT

6/20/2017

FUND	
001	GENERAL REVENUE \$ 1,282,076.94
116	FINE & FORFEITURE \$ 48,071.46
117	911 ADDRESSING \$ 63,674.18
118	STATE ATTORNEY'S OFFICE \$ 58,489.08
119	BUILDING DEPARTMENT \$ 7,871.12
122	FIRE PROTECTION FUND \$ 42,754.37
128	EMERGENCY MANAGEMENT \$ 19,141.11
131	TOURIST PROMOTION \$ 10,434.07
140	ROAD & BRIDGE \$ 305,497.48
171	LIBRARY \$ 93,728.31
172	RECREATION \$ 29,393.43
181	LOCAL HOUSING (SHIP) \$ 8,750.00
402	SOLID WASTE COLLECTION \$ 120,673.86
403	SOLID WASTE DISPOSAL \$ 116,639.55
404	SUW COUNTY WATER PLANT \$ 1,580.00
	\$ 2,208,774.96

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June 20, 2017
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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 6/20/17

<u>Vendor</u>	<u>Date</u>	<u>Check No.</u>	<u>Amount</u>	<u>Description</u>
AK Associates	6/8/2017	176663	56,238.23	Contract Services-911 Database 2017 - 2018
Jim Hinton Oil	6/8/2017	176649	16,803.93	Fuel
Blue Cross/Blue Shield	6/8/2017	176666	174,368.24	June Health Insurance
City of Live Oak	6/8/2017	176643	22,293.74	Utilities
Mcinnis Services	6/8/2017	176672	40,101.60	Courthouse Parking Lot Paving
Brodart Co	6/16/2017	176698	11,498.34	Stackable chairs for Dowling Pk Library
CSX Railroad	6/16/2017	176704	20,101.00	Road signal maintenance
Florida Power & Light	6/16/2017	176711	25,843.83	Utilities
Jim Hinton Oil	6/16/2017	176720	15,465.14	Fuel
Darabi & Associates	6/16/2017	176760	55,167.78	Engineering (Wellborn), closed landfill monitoring
Fisher Scientific, Inc.	6/16/2017	176765	11,802.59	Misc Fire Apparel Supplies & Equipment, Air testing
Waste Management	6/16/2017	176769	42,392.60	Waste Hauling
Powell & Jones	6/16/2017	176770	51,976.00	2016 Auditing services
Music Construction	6/16/2017	176777	136,280.17	Perimeter Road
Florida Municipal Ins	6/16/2017	176787	256,195.32	4th quarter Workers Comp, Insurance costs
BW Helvenston	6/16/2017	176791	10,000.00	4th quarter Workers Comp, Insurance costs
Windstream Corp	6/16/2017	176808	17,128.31	Communication charges
Agency for Health Care admin	6/16/2017	176822	68,286.93	June Medicaid / hospital-nursing home billing to State
Prevatt Law Firm	6/16/2017	176848	15,393.75	Local Housing (Ship), Feb, March legal fees
North Florida Professional	6/16/2017	176853	20,428.00	Perimeter Road Engineering
Dewberry Engineers	6/16/2017	176874	51,530.67	152ND/225TH DOT Grant
			1,119,296.17	

The third item on the agenda was to approve a Traffic Signal Maintenance and Compensation Agreement with Florida Department of Transportation, and adoption of an enabling resolution. (Agreement No. 2017-60 and Resolution No. 2017-46)

The fourth item on the agenda was to approve a change from Digitech to EMS/MC for medical billing (Piggyback on Fort Myers Beach contract). This will be a reduction in cost for services over current provider. (Agreement No. 2017-61)

The fifth item on the agenda was to approve Task Order No. 3 with North Florida Professional Services, Inc. for engineering services associated with Perimeter Road. Budget impact: funded by FDOT. (Agreement No. 2017-15-03)

The sixth item on the agenda was to approve a response report regarding compliance monitoring for the Suwannee County SHIP program and authorize the Chairman's signature on the cover letter.

This item was pulled from the consent agenda for discussion.

The seventh item on the agenda was to approve the County Attorney's request for a satisfaction of lien under the State of Florida Housing Initiatives Partnership (SHIP) Program for Robert W. Thomas and Paula Kay Thomas, his wife.

This item was pulled from the consent agenda for discussion.

The eighth item on the agenda was to approve Task Order No. 17-50094828 with Dewberry/Preble-Rish, Inc. for engineering services associated with Catalyst Water Plant Stormwater Pond permitting. Budget impact: budgeted item in Water Plant Budget. (**Agreement No. 2017-62**)

The ninth item on the agenda was to authorize purchase of equipment that has been included in the budget without additional approvals.

The tenth item on the agenda was to authorize using HGAC BUY as a source for purchasing vehicles. This is a competitively bid government contract. (**Agreement No. 2017-63**)

The eleventh item on the agenda was to authorize leasing an additional dump truck for Public Works. To be included in 2017-18 budget. Must be ordered four (4) months in advance.

Commissioner Hale moved to approve Consent Agenda Items 2-5 and 8-11. Commissioner Sessions seconded, and the motion carried unanimously.

The sixth item on the agenda was to approve a response report regarding compliance monitoring for the Suwannee County SHIP program and authorize the Chairman's signature on the cover letter.

County Attorney Prevatt briefly discussed the history of the Suwannee River Economic Council (SREC) overseeing the SHIP program. He noted that the State auditor's findings were very surprising, stating that the audit of a small portion of the FY 2013-2014 records had shown a lack of income verification, eligibility, and numerous other issues. County Attorney Prevatt then discussed in detail the audit's findings and errors, and added that the County needed to respond to the issues. He also recommended that the County look into SREC's continued administration of the SHIP program.

Commissioner Fleming asked how long the issues had been going on. County Attorney Prevatt replied that he would more fully answer the question during a discussion of agenda item seven.

Commissioner Richardson moved to approve a response report regarding compliance monitoring for the Suwannee County SHIP program and authorize the Chairman's signature on the cover letter. Commissioner Hale seconded, and the motion carried unanimously.

The seventh item on the agenda was to approve the County Attorney's request for a satisfaction of lien under the State of Florida Housing Initiatives Partnership (SHIP) Program for Robert W. Thomas and Paula Kay Thomas, his wife.

County Attorney Prevatt stated that there had been several similar satisfactions of lien that he had brought to the Board's attention over the past few months that had never been recorded by

June 20, 2017
Regular Board Meeting
Judicial Annex Building
Live Oak, Florida

SREC. He stated that the present agenda item was yet another satisfaction that had expired in 2008 but never recorded in the County's Official Records. County Attorney Prevatt stated that there were several issues with the satisfactions of lien that he had recently addressed with Matt Pearson, SREC Director. He stated that annual confirmation of the SHIP conditions by SREC were haphazard at best, and did not adequately address the State's requirements. County Attorney Prevatt then recommended approval of the satisfaction of lien.

Commissioner Sessions moved to approve the County Attorney's request for a satisfaction of lien under the State of Florida Housing Initiatives Partnership (SHIP) Program for Robert W. Thomas and Paula Kay Thomas, his wife. Commissioner Fleming seconded. Commissioner Hale asked what the County could do to resolve the situation, and if other entities could handle the administration. County Attorney Prevatt replied that he wasn't sure what other entities could administer the SHIP program, and they would need to meet State and County requirements in order to administer the approximately \$350,000 annual contribution. Mr. Bo Hancock of 6135 Wiggins Road, Live Oak, was very concerned with the poor management by SREC; ultimately, however, it was the responsibility of the Board of County Commissioners. **The motion to approve carried unanimously.**

TIME SPECIFIC ITEMS:

The twelfth item on the agenda was at 6:05 p.m., or as soon thereafter as the matter could be heard, to hear a presentation of the annual financial report.

Mr. Richard Powell, CPA, discussed the annual audit for Suwannee County in great detail. He noted that the County had approximately four months' worth of reserves, which was better than

in previous years. Mr. Powell then discussed revenues, expenditures, and liabilities for various funds in exhausting detail. He noted that the County had properly budgeted for the year and had complied with the various laws, with no issues found during the audit.

Chairman Gamble thanked Mr. Powell for his audit.

County Administrator Harris thanked Mr. Powell and his staff for their assistance over the years.

The thirteenth item on the agenda was at 6:15 p.m., or as soon thereafter as the matter could be heard, to hold a public hearing to consider adoption of a resolution approving Special Permit Request No. SP-17-06-01 by Windsor Lozano to be granted a special permit under Section 14.6 of the Suwannee County Land Development Regulations for Intensive Agriculture, to construct three (3) poultry houses on property zoned Agriculture-1 (A-1).

Chairman Gamble opened the public hearing.

County Attorney Prevatt swore in all those wishing to speak.

Mr. Ronald Meeks, Planning and Zoning Director, discussed the application in detail, noting that the property was 40.5 acres in size off County Road 349 just west of Fletcher Road outside of O'Brien. A zoning variance had been granted by the Planning and Zoning Board since the property was an existing farm with other poultry houses that did not meet zoning requirements. He entered the application into the record as Composite Exhibit #1.

Commissioner Richardson asked about the correction in the proposed resolution. Mr. Meeks replied that there were three existing poultry houses, not four as the original resolution had stated.

Mr. Jim Ward asked the location of the property in question. Mr. Meeks replied that the property was located in Section 19, Township 5 South, Range 14 East.

Chairman Gamble opened the floor to public comments. There being none, Chairman Gamble closed the floor to public comments.

Commissioner Richardson moved to adopt a resolution approving Special Permit Request No. SP-17-06-01 by Windsor Lozano to be granted a special permit under Section 14.6 of the Suwannee County Land Development Regulations for Intensive Agriculture, to construct three (3) poultry houses on property zoned Agriculture-1 (A-1) with the noted correction. Commissioner Hale seconded, and the motion carried unanimously. (Resolution No. 2017-47)

Chairman Gamble closed the public hearing.

COMMISSIONERS' ITEMS:

There were none.

COUNTY ATTORNEY ITEMS:

There were none.

STAFF REPORTS:

The fourteenth item on the agenda was Staff Reports.

James Sommers, Public Safety Director, updated the Board on Fire Rescue operations. He noted that the unit stationed at the Train Depot still had a 3-4 minute response time, but eventually

he would be looking at a location closer to the Interstate. Chief Sommers added that there was an increase in responses over the previous year.

GENERAL BUSINESS:

The fifteenth item on the agenda was to discuss, with possible Board action, a lease agreement between Nakash Family Live Oak, LLC and Suwannee County for Economic Development and Tourist Development office space.

Dr. Alvin Jackson, Economic Development Director, stated that since he had moved into the Suwannee County Airport some three years ago, additional airport staff had been hired that had created a strain on office space. He had been looking for different office space to free up the airport for related functions. Dr. Jackson had found office space in the Ameris Bank Building with a reasonable lease price that was close to government and business sites.

Commissioner Hale asked about lease increases. Dr. Jackson replied that he was negotiating the rate, and other issues, with the property owners.

County Administrator Harris explained the history of Dr. Jackson's use of the Airport until better facilities could be found. He discussed various other options that had been reviewed, but had so far failed to materialize.

Dr. Jackson stated that he would not move forward with the lease until the County Attorney had approved the terms.

Commissioner Richardson asked about the five-year lease in the proposed lease agreement. County Administrator Harris stated that there were numerous issues with the proposed agreement, including the five-year lease requirement.

June 20, 2017
Regular Board Meeting
Judicial Annex Building
Live Oak, Florida

County Attorney Prevatt stated that the main point of the agenda item was to discuss the Board's interest in leasing part of a building at approximately \$500 per month; he would then finalize the agreement and bring it back to the Board for approval.

The Board agreed by consensus to allow County Attorney Prevatt and staff to proceed with negotiations to prepare a lease agreement for space in the Ameris Bank for Economic Development and Tourist Development offices.

The sixteenth item on the agenda was to set the date, time, and location of budget workshops.

County Administrator Harris, recommended budget workshops on Wednesday, August 2 and Thursday, August 3 at 9 a.m. They would be held at the Judicial Annex.

The Board agreed by consensus to hold the budget workshops on Wednesday, August 2 and Thursday, August 3 at 9 a.m. at the Judicial Annex.

Chairman Gamble moved to agenda item eighteen.

The eighteenth item on the agenda was to discuss, with possible Board action the Insurance Committee Recommendation for Employee Health Insurance for October 1, 2017-September 30, 2018.

County Administrator Harris stated that the rates were comparable to the previous year, and he recommended approval with the current provider (Florida Blue Cross/Blue Shield).

Commissioner Richardson asked about the wellness contribution. County Administrator Harris replied that it would return to the general fund and be used as necessary.

Commissioner Richardson moved to approve Florida Blue Cross/Blue Shield for Employee Health Insurance for October 1, 2017-September 30, 2018. Commissioner Fleming seconded, and the motion carried unanimously. (Agreement No. 2017-64)

Chairman Gamble returned to agenda item seventeen.

The seventeenth item on the agenda was to discuss, with possible Board action, determination of rates for Fire Protection and Solid Waste Assessment Programs for Fiscal Year 2017-2018.

County Administrator Harris discussed the Fire Assessment that had been established at \$100 last year, with a maximum of \$118. He noted recent legislative changes that would reduce the County's revenue by approximately \$55,000 starting with the coming fiscal year, as well as the intent to eventually provide a fire station close to Interstate-10. County Administrator Harris discussed options for the County.

Chief Sommers stated that Fire Rescue was due for another assessment in 2018 to evaluate the County's services. He noted that the number of responses had increased since the last assessment.

Commissioner Sessions noted that to recoup the loss of some \$55,000, the assessments would need to increase by about \$2.54 for each parcel.

Commissioner Fleming agreed with Commissioner Sessions' comments, although he was hesitant to increase assessments unless it was necessary.

Commissioner Richardson did not always agree with how the State conducted its business, but was unwilling to increase assessments unless absolutely necessary.

Commissioner Richardson moved to increase the fire assessments for Fiscal Year 2017-2018 by \$2.54 per parcel to \$102.54. Discussion ensued on the proposed increase and the number of parcels affected by the State's changes. Chairman Gamble suggested retaining the \$100 assessment and using ad valorem taxes to make up the difference. **The motion died for lack of a second.**

Commissioner Sessions moved to keep fire assessments at \$100 for Fiscal Year 2017-2018. Commissioner Fleming seconded, and the motion carried unanimously.

County Administrator Harris stated that the recommendation was to keep the solid waste assessment at \$130.

Commissioner Fleming moved to keep the solid waste assessments for Fiscal Year 2017-2018 at \$130 per household. Commissioner Hale seconded, and the motion carried unanimously.

The nineteenth item on the agenda was to discuss, with possible Board action, a maintenance worker position for Public Works.

County Administrator Harris stated that several items had been approved and discussed that required either the expenditure of many tens of thousands of dollars, or one maintenance worker. The savings in one year would pay for an employee for five or six years. A vehicle for the employee would be discussed at a future time but would probably be paid for by grant funding.

Discussion ensued on the proposed maintenance worker and that they would predominantly be used for Public Works projects.

Commissioner Richardson asked what the hourly rate would be. County Administrator Harris replied that he was anticipating an hourly rate of \$12 per hour, plus benefits.

Commissioner Fleming moved to approve a maintenance worker position with Public Works. Commissioner Sessions seconded, and the motion carried unanimously.

County Administrator Harris stated that repair work on the Courthouse would probably cost about \$25,000 instead of the nearly \$100,000 that had been the low bid for the project before all bids had been rejected due to the cost.

The twentieth item on the agenda was to discuss, with possible Board action, adoption of a plan/policy for implementation of an MSBU program for improvements.

County Administrator Harris discussed the interest of various parties to pay for improvements in their neighborhood through MSBUs. The County had historically determined the local interest for the improvements and then set up low-interest financing that were then billed to the affected property owners over five to seven years. He then discussed the procedures in some detail and asked that the Board formalize the process.

County Attorney Prevatt clarified that the percentage of interested parties needed to be addressed. He suggested 50%+1 as the minimum number of interested parties.

Commissioner Richardson would rather have more interest in a project before the Board agreed to it.

Chairman Gamble stated that in previous discussions, he had wanted a higher interest level, but he would agree with the rest of the Board.

Commissioner Sessions suggested at least 60% interest.

Discussion ensued on the number required to pass an MSBU.

Mr. Ward asked if the MSBU improvements would be stand-alone projects or piggybacked off current projects for a cheaper rate. Chairman Gamble replied that citizens could apply for MSBUs whether or not they were piggybacking off current projects.

Discussion continued on the specific procedures for MSBUs and holding another public hearing if the price varied too much from the original estimated price. Discussion also ensued on who would pay for the improvements, and at what percentage.

Commissioner Sessions moved to adopt a plan/policy for implementation of an MSBU program for improvements with an amendment of items 1 and 2 under step 4 for a minimum interest of 60% of the affected parties. Commissioner Richardson seconded. Commissioner Fleming stated that he was in favor of 50%+1 interest instead. **The motion carried 4-1, with Commissioner Fleming opposed.**

The twenty-first item on the agenda was to discuss, with possible Board action, an agreement with Klausner and Matco regarding construction and operation of a railroad spur at the Catalyst Site (if available).

County Administrator Harris stated that the agreements were not ready, but he would proceed with advertising the railroad spur under the assumption that the agreements would be completed and signed in the near future. There would be a clause to reject all bids if necessary in the unlikely event that Klausner and Matco did not sign the agreements; they would also be responsible for repaying the County for the process.

County Attorney Prevatt noted that there had been protracted negotiations with CSX Railroad for the specifics of the railroad spur that would hopefully be completed this week.

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

There were none.

The twenty-third item on the agenda was public concerns and comments. (Filling out of Comment Card required, 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-fourth item on the agenda was Administrator's comments and information.

County Administrator Harris had nothing to discuss.

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

Commissioner Richardson noted a Town Hall meeting at the Ranchettes that he would be holding in the near future.

Commissioner Fleming noted a safety issue that he was addressing with County Administrator Harris regarding a portion of County Road 136 that was a driving hazard during rainy weather.

Commissioner Hale had nothing to discuss.

Commissioner Sessions discussed 29th Road and noted a handout that discussed solid waste collection sites.

Chairman Gamble stated that the completion of Perimeter Road had made a huge improvement in traveling around Live Oak. He also discussed the ribbon-cutting for the Dowling Park Library that had been held a few weeks before.

June 20, 2017
Regular Board Meeting
Judicial Annex Building
Live Oak, Florida

County Administrator Harris discussed a change in addressing for part of the Perimeter Road to the city limits, noting that it was now considered part of County Road 49 until just south of the Mel Margo Apartments across from Lowe's.

The twenty-sixth item on the agenda was Informational Items.

There were none.

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

There being no further business to discuss, the meeting adjourned at 7:57 p.m.

ATTEST:

_____, DC
BARRY A. BAKER
CLERK OF THE CIRCUIT COURT

RICKY GAMBLE, CHAIRMAN
SUWANNEE COUNTY BOARD OF
OF COUNTY COMMISSIONERS