



Jefferson County Board of County Commissioners

Thursday, January 5, 2023 at 6:00 pm

REGULAR SESSION AGENDA

Courthouse Annex, 435 W. Walnut Street, Monticello, FL 32344

1. 6 PM CALL TO ORDER, INVOCATION, PLEDGE OF ALLEGIANCE

2. PUBLIC ANNOUNCEMENTS, PRESENTATIONS & AWARDS

a. Nova Soil

3. CITIZENS REQUEST & INPUT ON NON-AGENDA ITEMS

(3 Minute Limit Please)

4. CONSENT AGENDA

a. Meeting Minutes

Attachments:

- **Draft 11/03/2022** (REVISED_11-3-2022_draft_BCC_Minutes.docx)
- **Draft 11/21/2022** (REVISED_11-21-2022_draft_BCC_Minutes.docx)
- **Draft 12/01/2022** (REVISED_12-1-2022_draft_BCC_Minutes.docx)
- **Draft 12/15/2022** (REVISED_12-15-2022_draft_BCC_Minutes.docx)

b. Ambulance Donation

Attachments:

- **Cover Letter** (Agenda_Item_Ambulance_Donation_N_FL_College.doc)
- **Transfer** (Draft_Transfer_of_County_Property_to_N_FL_College.docx)
- **Bill of Sale** (Bill_of_Sale.pdf)

c. Repeal Resolution No. 2021-081921-01-Fla. Job Growth Grant City of Monticello

To Be Heard Jan. 19th, 2023

Attachments:

- **Resolution** (Repeal_Job_Growth_Grant.docx)

5. GENERAL BUSINESS

a. Budget Officer Discussion

Attachments:

- **Budget Officer** (Budget_Officer_Job_Description.docx)

b. Repealing Ordinance No. 22-11032022-03 Relating to Mandatory Connections

Attachments:

- **Cover Letter** (Cover_Letter-Repeal_Mandatory_Connections.docx)
- **Repeal Resolution** (Mand_Connection_Repeal.docx)

6. CLERK OF COURTS

7. COUNTY ENGINEER

8. COUNTY ATTORNEY

a. Impact Fee Workshop

Attachments:

- **Cover Letter** (Attorney_Item-Impact_Fee_Workshop.doc)

9. COUNTY MANAGER

10. COUNTY COMMISSIONERS

11. ADJOURN

From the manual "Government in the Sunshine", page 40: Paragraph C. Each board, commission or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that if a person decides to appeal any decision made by the board, agency or commission with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and for such purpose he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

PARTICIPATING IN A COUNTY COMMISSION MEETING: A CITIZEN'S GUIDE

The Jefferson County Commission is pleased to have you at our Commission meeting. We appreciate your presence, welcome your participation, and want your visit to be interesting and informative. The following is a brief summary of the Commission's Meeting Rules of Procedure that apply to citizen participation.

See the meeting agenda so that you can follow each item of business the Commission will be discussing.

SPEAKING BEFORE THE COMMISSION: WHEN CAN I TALK?

If you want to address the Commission about an issue that's not on the agenda, notice there is a place to do this. To reserve a time to speak for up to 3 minutes, please sign a speaker request form usually found near the speaker's rostrum.

The first place to speak is soon after the meeting begins. This time is reserved for citizens who want to make a request or provide input that doesn't require discussion. The spot is frequently used by citizens who don't want to stay for the entire meeting and don't need an immediate response from the Commission.

Citizens may also have a chance to address the Commission about items of interest during the General Business part of the agenda. After the Commissioners have had a chance to discuss a general business item, the Chair usually asks if there are any comments from the audience. Again, if you wish to speak, please limit remarks to no more than 3 minutes.

For the record, always give your name and address before you begin speaking. If you're representing a particular group or organization, state that, too. Always address remarks to the Chair or the Commission as a whole, never to an individual commissioner or the audience. Speakers may speak only once on an issue and may not yield their time to another person.

THE COMMON COURTESY RULE: PLEASE BE BRIEF, RELEVANT, AND ALWAYS CIVIL

Commission meetings can be long. Our Commission works hard to keep meetings moving along in a productive and civil manner. Please plan your remarks so that you can make your point clearly and quickly. Always be courteous and civil.

The Chair may call down speakers (or members of the audience) who violate the Commission's rules of decorum. Here are some "no-no's": personal attacks or threats, booing, heckling, cheering, inappropriate clapping, verbal outbursts, and distracting private conversations during proceedings. Also, signs are okay outside of the meeting room but are not allowed in it.

Commission Meeting Rules of Procedure (available at jeffersoncountyfl.gov) give the Chair control of the meeting, much like a judge controls his courtroom. These same rules also give the Chair a lot of flexibility to use his or her judgment in running an efficient and orderly meeting. So if you think you need help or more time, let the Chair know. If time allows, the Chair will usually grant reasonable requests.

Again, thanks for your interest. We're glad you're here!

NOTE: Except for Common Courtesy rules, slightly different guidelines may apply to public hearings and workshops.

Contact: Shannon Metty, County Coordinator (smetty@jeffersoncountyfl.gov 850-342-0223) | Agenda
published on 12/30/2022 at 10:38 AM

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS

Regular Session
November 3, 2022
6:00 P.M.

The Board met this date in regular session. Present were Chairman Gene Hall, Commissioners Stephen Walker, Chris Tuten, Betsy Barfield and JT Surles. Also present were County Attorney Heather Encinosa and Interim County Manager and Planning Official Shannon Metty.

1. Chairman Hall called the meeting to order, and Commissioner Tuten led the invocation and pledge of allegiance.
2. Sheriff Mac McNeill lauded Fire/EMS Chief Burriss for his teams handling of the recent fires on Interstate 10.
3. Property Appraiser Angela Gray informed the Board that the Rotary Club would be placing banners on the Courthouse Square of local men and women in honor of Veterans Day.
4. **On motion by Commissioner Surles, seconded by Commissioner Walker, and unanimously carried, the Consent Agenda consisting of the Commissioners Report, Voucher List Report, List of Accounts Report, General Fund Vouchers, and the retro vouchers were approved.**
5. County Attorney, Heather Encinosa introduced item 5a, the request to advertise the future meeting topic of the Emergency Management Ordinance on 12/1. **On a motion by Commissioner Surles, seconded by Commissioner Walker, and unanimously carried, the Board agreed to move forward on advertising the attached draft Emergency Management Ordinance at the 12/1 meeting.**
6. Chris Holley introduced item 6a, Evergreen Presentation by Kelli Bracci. She discussed how their company would look at the County's job classifications by their pay plans, duties, and responsibilities. **On a motion by Commissioner Barfield, seconded by Commissioner Surles, and unanimously carried, the Board approved moving forward with the position and pay study.**
7. Chris Holley introduced item 6b, the FAC selection Process Update by Vince Long. Vince gave an update on the County Manager search and answered any questions anyone had concerning hiring a new County Manager for Jefferson County.
8. Commissioner Barfield introduced item 6c, the Forensic Audit Report. Julian Dozier from Thomas Howell Ferguson went over the report for the Commission in detail. **On a motion by Commissioner Tuten, seconded by Commissioner Barfield, and unanimously carried, the Board approved the County Attorney to send the information to FDLE for further investigation.**
9. County Attorney, Evan Rosenthal introduced item 6d, Public Records Policy Resolution. **On a motion by Commissioner Surles, seconded by Commissioner Walker, and unanimously carried, the Board approved the attached Resolution.**
10. Interim County Manager, Shannon Metty introduced item 6e, the phase 1 AE Engineering Road Bond Work Agreement. **On a motion by Commissioner Surles, seconded by Commissioner Barfield, and unanimously carried, the Board approved moving forward with the attached phase 1 agreement.**

11. County Attorney, Heather Encinosa introduced item 6f, the CivicPlus (Municode) Agreement to Recodify Code. **On a motion by Commissioner Surles, seconded by Commissioner Walker, and unanimously carried, the Board approved moving forward with this item.**
12. County Attorney, Evan Rosenthal introduced item 6g, the Public Hearing – Code Enforcement Ordinance. After public discussion and proposed changes made by the Board, **on a motion by Commissioner Walker, seconded by Commissioner Barfield, and unanimously carried, the Board approved moving forward with the attached Ordinance with the Boards changes that were previously discussed.**
13. County Attorney, Encinosa introduced item 6h, the Public Hearing – Mandatory Connection Ordinance. After public discussion and proposed changes made by the Board, **on a motion by Commissioner Surles, seconded by Commissioner Barfield, and unanimously carried, the Board approved moving forward with the attached Ordinance with the Boards changes that were previously discussed.**
14. County Attorney, Rosenthal introduced item 6i, the Public Hearing – Purchasing Policy Ordinance. After public discussion and proposed changes made by the Board, **on a motion by Commissioner Barfield, seconded by Commissioner Surles, and unanimously carried, the Board approved moving forward with the attached Ordinance with the Boards changes that were discussed.**
15. County Attorney, Encinosa introduced item 6j, the Public Hearing – Real Property Ordinance. After public discussion, **on a motion by Commissioner Walker, seconded by Commissioner Surles, and unanimously carried, the Board approved moving forward with the attached Ordinance.**
16. County Attorney, Encinosa introduced item 6k, the Government Farms Road Resurfacing Project. **On a motion by Commissioner Barfield, seconded by Commissioner Surles, and unanimously carried, the Board approved moving forward with the attached Resolution.**
17. The County Engineer, Jack Cousins, gave an update on the Lake Road project.
18. Interim County Manager, Shannon Metty gave an update on the status of the draft County-wide Capital Improvement Plan.
19. **On a motion by Commissioner Surles, seconded by Commissioner Walker, and unanimously carried, the meeting was adjourned.**

**Board of County Commissioners
Jefferson County, Florida**

Gene Hall, Chairman

ATTEST:

Kirk Reams, Clerk of Court

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
Regular Session
November 21, 2022
6:00 P.M.

The Board met this date in regular session. Present were Vice Chair Betsy Barfield, Commissioners Stephen Walker, Chris Tuten and JT Surles. Also present were Clerk of Court Kirk Reams and Interim County Manager and Planning Official Shannon Metty.

1. Vice Chair Betsy Barfield called the meeting to order, and Paul Henry led the invocation and pledge of allegiance.
2. **On motion by Commissioner Walker, seconded by Commissioner Surles, and unanimously carried, the Consent Agenda consisting of the Commissioners Report, Voucher List Report and List of Accounts Report were approved.**
3. Interim County Coordinator, Shannon Metty asked the Commission about the days off for County employees for the Thanksgiving holiday. It was the consensus of the Board to give employees off the Wednesday before and the Friday after Thanksgiving. It was the consensus of the Board to mirror The State of Florida for days off for the Christmas holiday. As with prior years, it was also the consensus of the Board to give full time County employees a \$100 gift card and part time employees a \$50 gift card as a present from the Board of County Commissioners.
4. **On motion by Commissioner Barfield, seconded by Commissioner Walker, and unanimously carried, the meeting was adjourned.**

Board of County Commissioners
Jefferson County, Florida

Gene Hall, Chairman

ATTEST:

Kirk Reams, Clerk of Court

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS

Regular Session
December 1, 2022
6:00 P.M.

The Board met this date in regular session. Present were Chairman Gene Hall, Commissioners Stephen Walker, Chris Tuten, Austin Hosford, and JT Surles. Also present were Clerk of Court Kirk Reams, County Attorney Heather Encinosa and Interim County Manager and Planning Official Shannon Metty.

1. Chairman Hall called the meeting to order and led the invocation and pledge of allegiance.
2. County Judge Robert Plains swore in newly elected Commissioners Gene Hall and Austin Hosford.
3. **On motion by Commissioner Walker, seconded by Commissioner Surles, and unanimously carried, the Board elected Commissioner Tuten as Board Chair for the next year.**
4. **On motion by Commissioner Walker, seconded by Chairman Tuten, and unanimously carried, the Board elected Commissioner Surles as the Vice-Chair for the next year.**
5. County Assistant Renee Long read the proclamation which was a permanent record of gratitude for former Jefferson County Sheriff, Ken Fortune.
6. **On a motion by Commissioner Surles, seconded by Commissioner Walker, and unanimously carried, the Board approved the Consent Agenda consisting of the attached vouchers to be paid, the attached TCEC Letter of Support and the small business grant for the Southern Music Rising festival.**
7. Interim County Manager Shannon Metty introduced item 6a, the Comp. Plan Map Change – Road Department. **On a motion made by Commissioner Surles, seconded by Commissioner Walker, and unanimously approved, the Board agreed to move forward with the changes detailed in the attached documents.**
8. Interim County Manager, Shannon Metty introduced item 6b, the Comp. Plan Map Change – Industrial Park. **On a motion by Commissioner Surles, seconded by Commissioner Walker, and unanimously approved, the Board agreed to move forward with the changes detailed in the attached documents.**
9. Interim County Manager, Shannon Metty introduced item 6c, the Comp. Plan Proposal for EAR Review - The Planning Collaborative. **On a motion by Commissioner Surles, seconded by Commissioner Hall, and unanimously approved, the Board agreed to move forward with the proposal.**
10. Interim County Manager, Shannon Metty introduced item 6d, the Road Abandonment – Eighth Street. **On a motion by Commissioner Surles, seconded by Commissioner Hall, and unanimously approved, the Board approved the attached document.**

11. County Attorney Encinosa introduced item 6e, Ashville VFD. **On a motion by Commissioner Walker, seconded by Commissioner Surles, and unanimously carried, the Board approved accepting the Ashville Volunteer Fire Department Property back to the County.**
12. County Attorney Encinosa introduced item 6f, Tropical Storm Nicole Ratification. **On a motion by Commissioner Hall, seconded by Commissioner Walker, and unanimously carried, the Board approved the attached ratification.**
13. Emergency Management Director, Paula Carroll introduced item 6g, Emergency Management POD/MOU. **On a motion by Commissioner Surles, seconded by Commissioner Hall, and unanimously carried, the Board approved the attached MOU.**
14. County Attorney Encinosa introduced item 6h, Public Hearing Emergency Management Ordinance. Chairman Tuten opened the public meeting for citizen input and then closed it. **On a motion by Commissioner Hall, seconded by Commissioner Walker, and unanimously carried, the Board approved moving forward with the attached Ordinance.**
15. Interim County Manager, Shannon Metty introduced item 6i, SaferWatch MOU. She indicated that she would like to do further research and bring this item back to a later Commission meeting.
16. Interim County Manager, Shannon Metty introduced item 6j, CIGP Agreement (CR 158A Old Lloyd Road). **On a motion by Commissioner Surles, seconded by Commissioner Walker, and unanimously approved, the Board approved the attached agreement and resolution.**
17. Interim County Manager, Shannon Metty introduced item 6k, BSCOP Agreement (CR 146 Ashville Highway). **On a motion by Commissioner Surles, seconded by Commissioner Walker, and unanimously approved, the Board approved the attached resolution.**
18. Interim County Manager, Shannon Metty introduced item 6l, BSCOP Agreement (CR 259 Wakeenah). **On a motion by Commissioner Walker, seconded by Commissioner Surles, and unanimously approved, the Board approved the attached agreement and resolution.**
19. Chairman Tuten introduced item 6m, DEO US-19 Sewer Project. After much discussion, **on a motion by Commissioner Hosford, seconded by Commissioner Walker, and approved 4-1, the Board approved asking the City of Monticello to return the Grant back to the Florida Department of Economic Opportunity because the project does not appear to be feasible at this time.**
20. Interim County Manager, Shannon Metty introduced item 6n, Committee Assignment Updates. After much discussion, there were multiple to be made. **On a motion by Commissioner Surles, seconded by Commissioner Walker, and unanimously approved, the Board approved the discussed changes and will bring it back to be memorialized by the Board at a future meeting.**

21. Clerk of Court, Kirk Reams reminded everyone that the Florida Department of Transportation, Road Grant Awards were coming up shortly. He stated that he would let everyone know which County Road Grant Projects were approved moving forward.
22. The County Engineer gave an update on the current road projects that they are working on.
23. County Attorney, Heather Encinosa introduced item 9a, The Opioid Settlement – Walmart. **On a motion made by Commissioner Hall, seconded by Commissioner Walker, and unanimously carried, the Board approved moving forward with participating in this settlement.** Also, as an FYI, County Attorney Encinosa let the Board know that in the future they would need to put out solicitations for services needed during declared emergencies.
24. Interim County Manager, Shannon Metty gave an update on the Road Bond and let the Board know that Duke Energy gave the County \$20,000 towards our Recreation Park Improvement Project.
25. Commissioners Gene Hall and Austin Hosford both thanked everyone for their respective victories in their County Commission races and both expressed how honored and excited they were to be working with the Board and the citizens of Jefferson County to move the business of the County forward.
26. **On motion by Commissioner Tuten, seconded by Commissioner Surles, and unanimously carried, the meeting was adjourned.**

**Board of County Commissioners
Jefferson County, Florida**

Gene Hall, Chairman

ATTEST:

Kirk Reams, Clerk of Court

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS

Regular Session
December 15, 2022
6:00 P.M.

The Board met this date in regular session. Present were Chairman Chris Tuten, Commissioners Gene Hall, Austin Hosford, and JT Surles. Present telephonically was Commissioner Stephen Walker. Also present were Clerk of Court, Kirk Reams, County Attorney Heather Encinosa and Interim County Manager and Planning Official Shannon Metty.

1. Chairman Tuten called the meeting to order and led the invocation and pledge of allegiance.
2. Mr. Julius Hackett was not present; therefore, his presentation will be rescheduled.
3. On a motion by Commissioner Surles, seconded by Commissioner Hosford, and unanimously carried, the Board approved to allow Commissioner Walker to participate and vote via Zoom as he was not physically present due to illness.
4. Chairman Tuten read a letter submitted by citizen Ron Cichon praising the efforts and hard work of Veteran's Affairs Director Alvin Swilley.
5. The brave men and women in public service in Jefferson County were lauded for their bravery and expertise. Citizen Cindy Shannon added her praises for their heroism.
6. Citizen Paul Henry praised the men and women in service and spoke about his concerns for the speeding throughout Jefferson County.
7. Citizen Chuck Sarkisian spoke about his concerns for the A-Building. Clerk Reams stated that there will be an update on the next agenda.
8. **On a motion by Commissioner Surles, seconded by Commissioner Hall, and unanimously carried, the Board approved the Consent Agenda except for the 10/06/2022 minutes that needed a correction. The consent Agenda consisted of the attached vouchers to be paid, the Public Hearing Request to Advertise that will Consider Repealing Ordinance No. 22-11032022-03 Relating to Mandatory Connections, a County Ambulance Purchase and Pop's Sanitation & Saferider Lease Extension.**
9. Consultant Chris Holley introduced item 5a, the County Manager Presentation. After much discussion about the applicants and process **on a motion made by Commissioner Walker, seconded by Commissioner Surles, and approved 4 to 1, the Board agreed to offer the job to interim County Manager and Planning Official, Shannon Metty.**
10. County Manager, Shannon Metty introduced and discussed item 5b, the Hammings Pond Subdivision Re-Plat. **A motion for approval was made by Commissioner Surles, seconded by Commissioner Hall but prior to voting, it was brought to everyone's attention that this was a preliminary plat, not a final plat. Therefore, Commissioner Surles amended his motion to specifically state that this will approve the Preliminary Hammings Pond Subdivision Re-Plat, his motion was seconded by Commissioner Hall, and it was unanimously carried.**

11. County Manager, Shannon Metty introduced and discussed item 5c, the Proposal from GSG for our Fire and Solid Waste Assessment Update. **On a motion by Commissioner Surles, seconded by Commissioner Walker, and unanimously approved, the Board approved to move forward with GSG to study and update both the Residential Fire and Residential Solid Waste assessments.**
12. County Manager, Shannon Metty introduced item 5d, Nextera Funds for Broadband. **On a motion by Commissioner Hall, seconded by Commissioner Surles, and unanimously approved, the Board formally approved using the second half of the Nextera settlement funds of \$500,000 for the County's Broadband project.**
13. County Manager, Shannon Metty introduced item 5e, the Sun Trail Multi-Use Trail. After discussion concerning FDOT's request for us to provide on-going maintenance to the trail, it was the consensus of the Board that they did not want to allocate or spend any County funds on this issue. **A motion was made by Commissioner Hall, seconded by Commissioner Surles, and voted down for the Board to approve the project with the condition that there will be no resource or monetary commitment from the County.** Therefore, since FDOT needed a commitment and the County is not willing to allocate or spend any resources on this project, the project will not move forward.
14. County Manager, Shannon Metty introduced item 5f, the Budget Officer Discussion. She requested that if any of the Commissioners had any specific job requirements for potential candidates that they let her know by the next meeting so she can include them in the job's position description.
15. Clerk of Court, Kirk Reams reminded everyone that he sent out an email earlier in the week which detailed the approved FDOT road grants moving forward.
16. The County Engineer gave an update on the progress of their projects. He also reminded the Board that by March 2023, we would need to have our SCRAP, SCOP and CIGP requests ready to submit to FDOT.
17. County Manager, Shannon Metty reminded everyone that the County would be closed December 23rd, December 26th and January 2nd for Christmas and New Year's.
18. Commissioners Austin Hosford, Gene Hall, and JT Surles congratulated Shannon Metty on becoming the County Manager and wished everyone a Merry Christmas.
19. **On motion by Commissioner Surles, seconded by Commissioner Hall, and unanimously carried, the meeting was adjourned.**

**Board of County Commissioners
Jefferson County, Florida**

Chris Tuten, Chairman

ATTEST:

Kirk Reams, Clerk of Court

Board of County Commissioners

Agenda Request

Date of Meeting: January 5, 2022

Date Submitted: December 21, 2022

To: Honorable Chairman and Members of the Board

From: Shannon Metty, County Manager
Derrick Burrus, Chief, Jefferson County Fire & Rescue

Subject: Ambulance Donation to North Florida College

Statement of Issue:

This agenda item requests Board approval to declare as surplus and convey tangible property, a 2012 Ford Ambulance (the “Property”), to North Florida College.

Background: The County acquired the Property in 2013 and no longer uses the Property. North Florida College is willing to accept a donation of the Property for use in its Emergency Medical Services (EMS) program and fulfilling its public mission.

Analysis: Section 2-13 of the Jefferson County Code of Ordinances authorizes the County dispose of surplus property by donation to non-profit and civic groups as approved by the Board. Chapter 125.38, Florida Statutes, provides that a board of county commissioners, if satisfied that such property is required for such public use and is not needed for county purposes, may thereupon convey or lease the same at private sale to the applicant for such price, whether nominal or otherwise, as such board may fix, regardless of the actual value of such property. Accordingly, staff are requesting that the Board approve the attached resolution declaring the Property as surplus and authorizing the County Manager or her designee to convey the Property to North Florida College.

Options:

1. Approve Resolution declaring the Property as surplus and authorizing the County Manager or her designee to convey the Property to North Florida College.
2. Do Not Approve.
3. Board Direction.

Recommendation:

Option #1

Attachments:

1. Resolution declaring the Property as surplus and authorizing the County Manager or her designee to convey the Property to North Florida College.
2. Bill of Sale.

RESOLUTION # _____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY FLORIDA RELATING TO THE DISPOSITION OF SURPLUS TANGIBLE PERSONAL PROPERTY; AUTHORIZING THE CONVEYANCE TO NORTH FLORIDA COLLEGE; DIRECTING THE COUNTY MANAGER OR DESIGNEE TO SIGN ALL NECESSARY CONVEYANCE DOCUMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The Board of County Commissioners of Jefferson County, Florida has possession and authority for the property described herein; and

WHEREAS, Jefferson County no longer has a need for the property described below and does not foresee a need for said property in the foreseeable future; and

WHEREAS, North Florida College, a non-profit entity, wishes to obtain such said property for use in fulfilling its public mission; and

WHEREAS, Section 2-13 of the Jefferson County Code of Ordinances authorizes the County dispose of surplus property by donation to non-profit and civic groups as approved by the Board; and

WHEREAS, Chapter 125.38, Florida Statutes, provides that a board of county commissioners, if satisfied that such property is required for such public use and is not needed for county purposes, may thereupon convey or lease the same at private sale to the applicant for such price, whether nominal or otherwise, as such board may fix, regardless of the actual value of such property.

NOW, THEREFORE, the Board of County Commissioners of Jefferson County, Florida, does **RESOLVE** that:

SECTION 1. RECITALS. The above recitals are true and correct and are hereby incorporated herein by reference.

SECTION 2. DECLARATION OF SURPLUS AND CONVEYANCE.

(A) The property is described as follows:

2012 Ford Ambulance, identification number 1FDRF3GT9CED00548.

(B) The property described in section (A) above is hereby declared surplus and shall be conveyed to the North Florida College for payment of \$1.00 to the County.

(C) The County Manager or her designee is hereby authorized and directed to execute all necessary documents to accomplish the conveyance directed herein.

SECTION 3. EFFECTIVE DATE. upon its passage and adoption.

The resolution shall take effect immediately

PASSED AND ADOPTED, on this the _____ day of _____, 2023.

**BOARD OF COUNTY
COMMISSIONERS OF JEFFERSON
COUNTY, FLORIDA**

Chris Tuten, Chairman

ATTEST:

Kirk Reams, Ex Officio
Clerk to the Board

APPROVED AS TO FORM:

Heather J. Encinosa, Esq.
County Attorney

STATE OF FLORIDA
DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES - DIVISION OF MOTORIST SERVICES
SUBMIT THIS FORM TO YOUR LOCAL TAX COLLECTOR OFFICE
www.flhsmv.gov/offices/

**Notice of Sale and/or Bill of Sale for a Motor Vehicle,
Mobile Home, Off-Highway Vehicle or Vessel**

- Notice of Sale (Seller must complete sections 1 & 3). The purchaser's signature in section 3 is optional.
- Bill of Sale (Seller and purchaser must complete sections 1, 2 (when applicable) & 3).

1. Motor Vehicle, Mobile Home, Off-Highway or Vessel Description				
Year 2012	Make/Manufacturer Ford	Body Type AM	Model	Color WHI
Certificate of Title Number 111139382		Current Title Issue Date 02/14/2013	Vehicle/Vessel Identification Number 1FDRF3GT9CED00548	
I/we do hereby sell or have sold and delivered the above described motor vehicle, mobile home, off-highway vehicle or vessel to:				
Print Name(s) of Purchaser(s) North Florida College				
Address 325 NW Turner Davis Dr		City Madison	State FL	Zip Code 32340
Date of Sale January 6, 2023		Selling price \$ 1.00		
2. Odometer Disclosure Statement (Required For a Motor Vehicle)				
Federal and State law requires that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.				
WE STATE THAT THIS MOTOR VEHICLE'S <input type="checkbox"/> 5 DIGIT OR <input type="checkbox"/> 6 DIGIT ODOMETER NOW READS <input type="text"/> , <input type="text"/> , <input type="text"/> . xx (NO TENTHS) MILES, DATE READ ____/____/____, AND WE HEREBY CERTIFY THAT TO THE BEST OF OUR KNOWLEDGE THE ODOMETER READING:				
<input type="checkbox"/> 1. REFLECTS THE ACTUAL MILEAGE. <input type="checkbox"/> 2. IS IN EXCESS OF ITS MECHANICAL LIMITS. <input type="checkbox"/> 3. IS NOT THE ACTUAL MILEAGE.				
Affidavit (When applicable):				
3. Certification				
UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.				
Seller's Signature		Seller's Printed Name <small>Jefferson County Board of County Commissioners, C/O Shannon Metty, County Manger</small>		Date
Seller's Address 1 Courthouse Cir. Rm. 10		City Monticello	State FL	Zip Code 32344
Co-Seller's Signature (when applicable)		Co-Seller's Printed Name (when applicable)		Date
Co-Seller's Address (when applicable)		City	State	Zip Code
Purchaser's Signature		Purchaser's Printed Name		Date
Co-Purchaser's Signature (when applicable)		Co-Purchaser's Printed name (when applicable)		Date

*** OWNERSHIP STATUS FOR THE ABOVE DESCRIBED MOTOR VEHICLE, MOBILE HOME, OFF-HIGHWAY VEHICLE OR VESSEL WILL NOT CHANGE UNTIL THE PURCHASER APPLIES FOR AND IS ISSUED A CERTIFICATE OF TITLE.**

Check your local phone book government pages or visit the following website for current mailing addresses: <http://www.flhsmv.gov/offices/>

RESOLUTION # _____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY FLORIDA RELATING TO THE DISPOSITION OF SURPLUS TANGIBLE PERSONAL PROPERTY; AUTHORIZING THE CONVEYANCE TO NORTH FLORIDA COLLEGE; DIRECTING THE COUNTY MANAGER OR DESIGNEE TO SIGN ALL NECESSARY CONVEYANCE DOCUMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The Board of County Commissioners of Jefferson County, Florida has possession and authority for the property described herein; and

WHEREAS, Jefferson County no longer has a need for the property described below and does not foresee a need for said property in the foreseeable future; and

WHEREAS, North Florida College, a non-profit entity, wishes to obtain such said property for use in fulfilling its public mission; and

WHEREAS, Section 2-13 of the Jefferson County Code of Ordinances authorizes the County dispose of surplus property by donation to non-profit and civic groups as approved by the Board; and

WHEREAS, Chapter 125.38, Florida Statutes, provides that a board of county commissioners, if satisfied that such property is required for such public use and is not needed for county purposes, may thereupon convey or lease the same at private sale to the applicant for such price, whether nominal or otherwise, as such board may fix, regardless of the actual value of such property.

NOW, THEREFORE, the Board of County Commissioners of Jefferson County, Florida, does **RESOLVE** that:

SECTION 1. RECITALS. The above recitals are true and correct and are hereby incorporated herein by reference.

SECTION 2. DECLARATION OF SURPLUS AND CONVEYANCE.

(A) The property is described as follows:
2012 Ford Ambulance, identification number 1FDRF3GT9CED00548.

(B) The property described in section (A) above is hereby declared surplus and shall be conveyed to North Florida College for payment of \$1.00 to the County.

(C) The County Manager or her designee is hereby authorized and directed to execute all necessary documents to accomplish the conveyance directed herein.

SECTION 3. EFFECTIVE DATE. The resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED, on this the _____ day of _____, 2023.

**BOARD OF COUNTY COMMISSIONERS
OF JEFFERSON COUNTY, FLORIDA**

Chris Tuten, Chairman

ATTEST:

Kirk Reams, Ex Officio
Clerk to the Board

APPROVED AS TO FORM:

Heather J. Encinosa, Esq.
County Attorney

SUBMIT THIS FORM TO YOUR LOCAL TAX COLLECTOR OFFICE

www.flhsmv.gov/offices/

Notice of Sale and/or Bill of Sale for a Motor Vehicle, Mobile Home, Off-Highway Vehicle or Vessel

Notice of Sale (Seller must complete sections 1 & 3). The purchaser's signature in section 3 is optional.

Bill of Sale (Seller and purchaser must complete sections 1, 2 (when applicable) & 3).

1. Motor Vehicle, Mobile Home, Off-Highway or Vessel Description

Year	Make/Manufacturer	Body Type	Model	Color	
Certificate of Title Number		Current Title Issue Date	Vehicle/Vessel Identification Number		
I/we do hereby sell or have sold and delivered the above described motor vehicle, mobile home, off-highway vehicle or vessel to:					
Print Name(s) of Purchaser(s)					
Address		City	State	Zip Code	
Date of Sale		Selling price \$			

2. Odometer Disclosure Statement (Required For a Motor Vehicle)

Federal and State law requires that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

WE STATE THAT THIS MOTOR VEHICLE'S 5 DIGIT OR 6 DIGIT ODOMETER NOW READS , .xx
(NO TENTHS) MILES, DATE READ ____/____/____, AND WE HEREBY CERTIFY THAT TO THE BEST OF OUR KNOWLEDGE THE ODOMETER READING:

1. REFLECTS THE ACTUAL MILEAGE. 2. IS IN EXCESS OF ITS MECHANICAL LIMITS. 3. IS NOT THE ACTUAL MILEAGE.

Affidavit (When applicable):

3. Certification

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

Seller's Signature	Seller's Printed Name	Date
Seller's Address	City	State Zip Code
Co-Seller's Signature (when applicable)	Co-Seller's Printed Name (when applicable)	Date
Co-Seller's Address (when applicable)	City	State Zip Code
Purchaser's Signature	Purchaser's Printed Name	Date
Co-Purchaser's Signature (when applicable)	Co-Purchaser's Printed name (when applicable)	Date

*** OWNERSHIP STATUS FOR THE ABOVE DESCRIBED MOTOR VEHICLE, MOBILE HOME, OFF-HIGHWAY VEHICLE OR VESSEL WILL NOT CHANGE UNTIL THE PURCHASER APPLIES FOR AND IS ISSUED A CERTIFICATE OF TITLE.**

Check your local phone book government pages or visit the following website for current mailing addresses: [http:// www.flhsmv.gov/offices/](http://www.flhsmv.gov/offices/)

RESOLUTION NO. _____

A RESOLUTION OF THE JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS, REPEALING RESOLUTION NO. 2021-081921-01 IN SUPPORT OF THE FLORIDA JOB GROWTH GRANT FUND APPLICATION BY THE CITY OF MONTICELLO FOR THE I-10/SR-59 INFRASTRUCTURE IMPROVEMENTS; PROVIDING FOR NOTICE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on or about August 19, 2021, the Jefferson County Board of County Commissioners approved Resolution No. 2021-081921-01 in support of the City of Monticello's application to the Department of Economic Opportunity for the 2021-2022 Florida Job Growth Grant Fund - Public Infrastructure (the "Grant") to fund the construction of a lift station at the I-19/SR-59 interchange and a force main to connect to the City of Monticello's wastewater treatment plant; and

WHEREAS, subsequent to the approval of Resolution No. 2021-081921-01 the County's engineer determined that the economical provision of central wastewater services to this area under current conditions is impractical or infeasible; and

WHEREAS, the Jefferson County Board of County Commissioners determines this project is no longer in the best interest of the citizens of Jefferson County.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA, that:

SECTION 1. RECITALS. The above recitals are true and correct and are hereby incorporated herein by reference.

SECTION 2. REPEAL OF RESOLUTION NO. 2021-081921-01.

(A) Jefferson County Board of County Commissioners Resolution No. 2021-081921-01 and the County's support for the Grant are hereby repealed.

(B) The County Manager is hereby directed to provide an executed copy of this Resolution to the City of Monticello and the Florida Department of Economic Opportunity.

SECTION 3. EFFECTIVE DATE. This Resolution shall become effective upon its adoption.

PASSED AND DULY ADOPTED at the meeting of the Board of County Commissioners of Jefferson County, Florida on the ____ day of _____, 2023.

**BOARD OF COUNTY COMMISSIONERS
OF JEFFERSON COUNTY, FLORIDA**

Chris Tuten, Chair

ATTEST:

Clerk of the Circuit Court

APPROVED AS TO FORM:

Heather J. Encinosa, Esq.



Jefferson County, FL

The Keystone County

Board of County Commissioners

Budget Officer

DESCRIPTION OF DUTIES

The purpose of this position is to plan, organize and direct the fiscal operations for the BOCC to include financial accounting, operational and capital budgeting. Develops and implements sound financial practices, ensures compliance with all laws, policies, and procedures. Manages project and financial administration of county grants, large FEMA projects, capital outlay and certain special funds as assigned by the BOCC. Serves as the designated County Budget Officer in accordance with Florida Statute 129.025. Additional duties to be included are to serve as the overseer of the Board's Procurement Policy and manage the Board's leases/contracts.

ESSENTIAL JOB FUNCTIONS

- Serves as the lead to the BOCC in the annual budget process including: requesting and gathering information from various departments/organizations, performing associated calculations, preparing the budget, planning and providing information at the budget workshops and public hearings, preparing the required legal advertisements for TRIM compliance, monitoring and providing financial updates to the BOCC throughout the fiscal year, and preparing budget amendments for increases/decreases and resolutions for unanticipated revenues.
- Assists external auditors in the review of financial operations by furnishing necessary data. Responds to requests for information and prepares certain financial summaries, tables, and schedules. Specifically, assists in the preparation of the non-financial events section of the management discussion and analysis, the long-term debt schedules, the schedule of State and Federal Assistance, and various millage rate/ad valorem proceeds tables and charts.
- Annually prepare the County's Capital Improvement Program (CIP) document, Five-Year General Fund Projection, and budget carryovers.
- Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
- Prepare periodic financial reports and submit to the BOCC; review department reports related to the budget; review, advise and process approved budget amendment requests.
- Audits, reviews and approves all accounts payable for the BOCC.



Jefferson County, FL

The Keystone County

Board of County Commissioners

- Coordinate state and federal expenditures and reimbursement processes for grants; respond to related correspondence; coordinate with department managers and State and Federal agencies. This includes review of expenditures to insure appropriateness.
- Coordinate with the Clerk of Court's Office and County Audit firm to ensure budget and financial reports are in sync.
- Coordinate with County Manager to forecast funding needed for personnel, benefits, equipment, materials and supplies; Develop and maintain budget-related report programs; prepare periodic financial reports to include budget-to-actual revenue and expenditure information; analyze significant variances and present information to County Manager and BOCC.
- Provide responsible staff assistance to the County Manager including on-demand financial analyses, preparation of RFP's, supervisory support and preparation or review of staff reports for BOCC presentation.
- Attend and participate in professional group meetings; stay abreast of new trends and innovation in the fields of budgeting and public finance.
- Coordinate's with County Manager and Departments to ensure the County's adopted Procurement Policies.
- Keep current file of current leases and contracts, as well as assisting with keep these contracts and lease current.
- Perform related duties as required.

KNOWLEDGE, SKILLS, and ABILITIES

- Knowledge of governmental accounting principles and practices.
- Knowledge of budget presentation, implementation and tracking techniques.
- Knowledge of governmental programs, grants and procedures.
- Knowledge of the functions and operations of county government.
- Skill in written and verbal communications.
- Ability to input and maintain accounting data, files and records.
- Ability to multi-task and work through complex problems.
- Ability to independently organize and accomplish work responsibilities and tasks.
- Ability to establish and maintain effective working relationships with the BOCC and other employees.
- Ability to drive and operate a motor vehicle and perform project Inspections as needed
- Knowledge of internal control practices and procedures.



Jefferson County, FL

The Keystone County

Board of County Commissioners

- Knowledge of federal and state requirements related to the collection of revenues. Knowledge of State and Federal procurement laws.
- Knowledge of policy development and implementation.
- Knowledge of the principles and practices of government financial management

MINIMUM QUALIFICATIONS

Bachelor's Degree in Accounting, Finance, Economics or related field; and five (5) years of experience in governmental finance and administration; or any combination of training and experience which provides the required knowledge, skills, and abilities to perform the job. A masters' degree in one of the above areas, or possession of a CPA or CIA certificate may substitute for one year of the required experience. Those with government experience specifically in government accounting principles are strongly preferred.

WORK ENVIRONMENT

Work is primarily in an indoor environment typically at a desk operating a computer but can also involve site visits to future and/or current projects.

PHYSICAL DEMAND

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift and move objects. Additionally, the following physical abilities are required: communicate using speech; visual acuity, and hearing; and sufficient dexterity, stamina, and mobility.

Board of County Commissioners

Agenda Request

Date of Meeting: Jan. 5, 2022

Date Submitted: December 15, 2022

To: Honorable Chairman and Members of the Board

From: Heather Encinosa, County Attorney

Subject: Public Hearing to Consider Adoption of an Ordinance Repealing Ordinance No. 22-11032022-03 Concerning Mandatory Wastewater Connections

Statement of Issue:

This agenda item is a Public Hearing to consider repeal of Ordinance No. 22-11032022-03 concerning Mandatory Wastewater Connections.

Background:

On June 23, 2022, the County and the City of Monticello held a joint workshop on city planned sewer system improvements and mandatory connection policy.

The County proposed to require mandatory connections for commercial development and all major subdivisions, but the City was in favor of a more aggressive approach. Based on notes from Scott Shirley regarding this workshop, there seemed to be general agreement between the parties to also include failing systems, and to include provisions in the proposed mandatory wastewater connection program based on proximity to the system, in general, and, more specifically, proximity to either a lift station or a lower pressure line due to the inability to connect certain lower usage customers to pressurized force mains.

It should be noted that Section 5.11.4 of the Jefferson County Land Development Code already provides that existing septic tank and package treatment plants may remain in service until central wastewater service is available and it further limits the use of septic tanks and wastewater package treatment plants for new development to areas where central wastewater service is not available.

Additionally, Section 381.00655, Florida Statutes, requires property owners to connect to an available publicly owned sewerage system within 365 days after written notification that the sewerage system is available for connection.

On October 6, 2022, the Board approved the ordinance to be noticed for this public hearing and

directed that the proposed service area to be covered by the mandatory connection requirement should be limited to the US 19 north and south corridor.

On November 3, 2022, the Board held a public hearing and adopted Ordinance No. 22-1103-2022-03 creating a Mandatory Wastewater Connection program for the area along US 19 commencing at a point just south of Interstate 10 and terminating on the north at 3079 N. Jefferson Highway (US 19), Monticello, Florida.

Subsequently, the City of Monticello received notice from DEO that the grant anticipated to fund the wastewater system improvements and extensions along the identified US 19 corridor was no longer available to the City for that area.

Analysis:

The attached ordinance will repeal Ordinance No. 22-1103-2022-03 creating a Mandatory Wastewater Connection program in its entirety.

Options:

1. Approve Repealing Ordinance No. 22-11032022-03 Concerning Mandatory Wastewater Connections
2. Do Not Approve Repealing Ordinance No. 22-11032022-03 Concerning Mandatory Wastewater Connections
3. Board Direction.

Recommendation:

Option #1

Attachments:

1. Ordinance Repealing Ordinance No. 22-11032022-03 Concerning Mandatory Wastewater Connections

ORDINANCE NO. 2023-_____

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA, REPEALING ORDINANCE NO. 22-11032022-03 CONCERNING MANDATORY WASTEWATER CONNECTIONS; PROVIDING FOR CODIFICATION AND FOR AN EFFECTIVE DATE.

WHEREAS, on November 3, 2022, the Jefferson County Board of County Commissioners (“Board”) held a public hearing and adopted Ordinance No. 22-1103-2022-03 creating a Mandatory Wastewater Connection program for the area served and anticipated to be served in the future by the City of Monticello along US 19 commencing at a point just south of Interstate 10 and terminating on the north at 3079 N. Jefferson Highway (US 19), Monticello, Florida; and

WHEREAS, subsequently, the City of Monticello received notice from DEO that the grant anticipated to fund the wastewater system improvements and extensions along the identified US 19 corridor was no longer available to the City for that area; and

WHEREAS, absent the identified wastewater system improvements and extensions to be funded by the City’s anticipated DEO grant, mandatory wastewater connections are not feasible within this area; and

WHEREAS, the Board now desires to repeal Ordinance No. 22-1103-2022-03 creating a Mandatory Wastewater Connection program.

NOW THEREFORE, be it ordained by the Board of County Commissioners of Jefferson County, Florida, as follows:

SECTION 1. INCORPORATION OF RECITALS. The above recitals are true and correct and are hereby incorporated by reference.

SECTION 2. REPEALER. The Board hereby repeals Ordinance No. 22-1103-2022-03, which created a Mandatory Wastewater Connection program, in its entirety.

SECTION 3. EFFECTIVE DATE. A certified copy of this Ordinance shall be filed with the Department of State within 10 days after its enactment by the Board and shall take effect as provided by law.

PASSED AND DULY ENACTED by the Board of County Commissioners of Jefferson County, Florida in regular session, this _____ day of _____, 2022.

BOARD OF COUNTY COMMISSIONERS
OF JEFFERSON COUNTY, FLORIDA

Chris Tuten, Chair

ATTEST:

Kirk Reams, Clerk of the Circuit Court

APPROVED AS TO FORM:

Heather Encinosa, County Attorney

Board of County Commissioners

Agenda Request

Date of Meeting: January 5, 2022

Date Submitted: December 21, 2022

To: Honorable Chairman and Members of the Board

From: Heather Encinosa, County Attorney

Subject: Workshop on Impact Fees

Statement of Issue:

This agenda item requests Board approval to schedule a public workshop to discuss impact fees.

Background: The Board has previously indicated a desire to obtain additional information regarding impact fees for the funding of public infrastructure needed to serve new growth. The purpose of impact fees is to pass the costs of capacity adding infrastructure onto new growth so that existing county taxpayers do not have to absorb those costs.

Analysis: The topic of impact fees is technical and can consume a great deal of time, depending on the level of interest from the Board and the public. It is recommended that the Board schedule and notice a special workshop immediately preceding a regular board meeting to discuss impact fees.

A workshop at 5 p.m. on February 2, 2023 or an alternate date at the discretion of the board is recommended.

Options:

1. Approve to Schedule and Notice a Workshop on Impact Fees to be held at 5 p.m. on February 2, 2023
2. Approve to Schedule and Notice a Workshop on Impact Fees to be held at ____ on _____, 2023
3. Do Not Schedule a Workshop on Impact Fees
4. Board Direction.

Recommendation:

Option #1