



BOARD OF COUNTY COMMISSIONERS

THE KEYSTONE COUNTY-ESTABLISHED 1827
435 W. Walnut St., Monticello, Florida 32344

Stephen G. Fulford
District 1

John Nelson, Sr.
District 2

Hines F. Boyd
District 3

Betsy Barfield
District 4

Danny Monroe
District 5

Regular Session Agenda December 15, 2011 at the Courthouse Annex 435 W. Walnut St. Monticello, FL 32344

1. 6:00 P.M. – Call to Order, Invocation, Pledge of Allegiance
2. Public Announcements, Presentations, & Awards
3. Consent Agenda
 - a) Approval of Agenda
 - b) Minutes of November 14, 2011 Regular Session
 - c) Minutes of December 1, 2011 Regular Session
4. Citizens Request & Input on Non-Agenda Items (3 Minute Limit, No Commissioner Discussion)
5. General Business
 - a) Christmas Gift Certificates – Roy Schleicher/Kirk Reams
 - b) CDBG Housing Disaster Recovery/Meridian – Roy Schleicher
 - c) Parks Advisory Board Appointments – Roy Schleicher
 - d) Planning Commission Appointments – Roy Schleicher
 - e) Grievance Committee Appointments – Roy Schleicher
 - f) Aucilla River No-Wake Zone Boating Ordinance & Notice – Roy Schleicher
 - g) Courthouse Annex Employee Parking Lot – Kirk Reams
 - h) Lamont Kaleidoscope Property – Julie Conley
 - i) Fire & Solid Waste Assessment Study Update Proposal – Jeff Rackley-GSG
 - j) Parks Department
 - i. Renaming Mamie Scott Drive Park to Franklin Hightower Recreational Park
 - ii. Ball Field Lighting
 - iii. Park Concession Stand
 - k) Road Department Organization & Service Delivery – Phil Calandra
 - l) Redistricting Plan Decision (If Board is ready to Vote)
 - m) Possible Solid Waste Workshop Action Items
6. County Coordinator's Report
 - a) Department Head Reports
7. Citizen's Forum (3 Minute Limit, Commissioner Discussion Allowed)
8. Commissioner Discussion Items
9. 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.

Kirk Reams
Clerk of Courts

Roy M. Schleicher
County Coordinator

Bird & Sparkman, P.A.
County Attorney



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Kirk Reams
Clerk of Courts

Roy M. Schleicher
County Coordinator

Bird & Sparkman, P.A.
County Attorney

ITEM 3: CONSENT AGENDA MATERIALS

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR SESSION
November 14, 2011

The Board met this date in regular session. Present were Chairman Stephen Fulford, Commissioners Betsy Barfield, Hines Boyd, Danny Monroe and John Nelson. Also present were County Coordinator Roy Schleicher, County Attorney Buck Bird and Clerk of Court Kirk Reams.

ITEM 3: Election of Chair

1. Commissioner Monroe nominated Commissioner Boyd for Chair. Commissioner Barfield nominated Commissioner Nelson for Chair. **The Board approved Commissioner Boyd as Chairman by a vote of 3-2 (Barfield, Nelson opposed).**

ITEM 4: Election of Vice-Chair

2. **On motion by Commissioner Monroe, seconded by Commissioner Nelson and unanimously carried, the Board elected Commissioner Nelson as Vice Chair.**

ITEM 5: Consent Agenda

3. Commissioner Barfield requested that items 5(c) and 5(d) be pulled from the Consent Agenda. Chairman Boyd requested pulling item 5(a), approval of the agenda, as well. **On motion by Commissioner Fulford, seconded by Commissioner Monroe and unanimously carried, items 5(b), minutes of the November 3rd, 2011 Regular Session and 5(e), budget amendments, were approved.**

ITEM 5(c): Resolution Supporting Current Water Management District Structure

4. **On motion by Commissioner Fulford, seconded by Commissioner Monroe and unanimously carried, the Board approved the resolution to support the current structure of the Water Management Districts.**

ITEM 5(d): Resolution Supporting Matching Grant for Historic Preservation

5. Clerk of Court Kirk Reams requested the Board approve the resolution supporting the match of \$50,000 towards possible grant funding from the State for the historic perseveration of the Lamont School House. Mr. Reams explained that Library Director Kitty Brooks had expressed interest in converting the facility into a branch library for the surrounding area. Commissioner Barfield voiced concerns with supporting services at this location and stated her fear of going down the same road as the horse arena and "A" Building. She stated her desire to see a better plan. Commissioner Fulford stated the decision came down to whether the county valued saving the structure. **On motion by Commissioner Barfield, seconded by Commissioner Monroe and unanimously carried, the Board approved moving forward with the grant application with the caveat that the Clerk bring a plan to fund the project to the Board within two months.**

ITEM 7(a): North Florida Broadband Appointment

6. Chairman Fulford thanked the Board for his previous appointment to the North Florida Broadband Authority and recommended that Clerk of Court Kirk Reams fill his vacancy. **On motion by Commissioner Monroe, seconded by Commissioner Nelson and unanimously carried, the Board approved Clerk of Court Kirk Reams as the Board's appointee to the North Florida Broadband Authority.**

ITEM 7(b): Site Reviews / Housing Assistance Program

7. County Coordinator Roy Schleicher presented site reviews and contracts for housing assistance projects. **On motion by Commissioner Monroe, seconded by Commissioner Nelson and unanimously carried, these contracts were approved.**

ITEM 7(c): Contracts for Disaster Recovery, SHIP and Section-8

8. County Coordinator Roy Schleicher presented an extension of contracts for the above mentioned programs with Meridian Community Services. **On motion by Commissioner Nelson, seconded by Commissioner Monroe and unanimously carried, the Board approved the contract extensions.**

ITEM 7(d): Taylor County Request for No Wake Zone on Aucilla River

9. Taylor County Administrator Jack Brown requested a 300 foot No Wake Zone from the landing at Lower Nutall Rise on the Aucilla River. **On motion by Commissioner Fulford, seconded by Commissioner Monroe and unanimously carried, the Board requested the County Attorney to draft an ordinance and advertise for public hearing.**

ITEM 7(e): Wacissa River Park Dog Issues

10. Commissioner Monroe informed the Board about dogs roaming free at the head of the Wacissa River. Attorney Bird presented Board approved rules governing the county's parks. He informed the Board that different sets of rules could be generated for individual parks. Chairman Boyd recommended signage that designated areas for dogs and informed the public that dogs were not allowed in the swimming areas. Clerk of Court Kirk Reams recommended allowing Commissioner Monroe and County Coordinator Roy Schleicher to work together on a plan for signage.

ITEM 7(f): Task Order for Solid Waste Facility

11. Solid Waste Director Beth Letchworth presented the Board with a floor plan of the proposed facility. Engineer Alan Wise presented the task order and explained the fees associated with planning the facility. Chairman Boyd stated his desire to defer this item until after a workshop was held on improving Solid Waste services. He expressed concern over the \$41,000 task order and reiterated his belief that a new building would not improve services. Commissioner Fulford stated that there was nothing surprising or unreasonable in this proposal. Chairman Boyd stated it was a wasteful use of public resources and that the fees were excessive. **On motion by Commissioner Nelson, seconded by Commissioner Fulford and carried 4 to 1 (Boyd opposed), the task order was approved.**

ITEM 7(g): Road Department Purchasing and Personnel Issues

12. Chairman Boyd requested that Road Superintendent David Harvey state his case. Mr. Harvey apologized for violating county policies, as this was not intentional. He stated he acted in good faith for the county's best interest. He further stated that he received no objections from the County Coordinator in regards to the purchase of the truck. Also, the two new employees were doing excellent work at the mine. Mr. Harvey asked the Board to respect his experience and judgment in hiring employees and that he needed to be able to establish salaries to get the right people at the Road Department. He recommended spending time to work on things that mattered to the county, rather than things brought forward by people with axes to grind. County Coordinator Roy Schleicher stated that he does not micromanage the Road Department and that his email was not intended to encourage circumventing the purchasing policy. Mr. Schleicher stated that the Board put policies in place to be followed and that they were not onerous or complicated. He asked that the Board approve the three bills for the 2 MUVs and truck after the fact and asked the Clerk of Court to write the appropriate checks. **Commissioner Monroe made a motion to pay the bills, to which Commissioner Fulford seconded for discussion.** Commissioner Barfield stated that she did not want the Ford Ranger to be driven back and forth from work to the mechanic's home. **The motion passed 4 to 1 (Barfield opposed).** Commissioner Nelson stated he voted in the affirmative with reservations.

13. County Coordinator Roy Schleicher stated that no other departments received raises other than the 3% COLA. He said that the 2 mine employees were hired around \$16 per hour and that there were people that had been working diligently for the county for years that do not make this amount. Mr. Schleicher stated that the county should be looked at as a whole and that morale was impacted by these actions. He said that the tables of organization, job descriptions and salary ranges needed to be examined and possibly updated to be as fair as possible. Chairman Boyd responded that there would never be anything fair about salaries and that managers' hands should not be tied. He further stated that the markets determined the pay range. Mr. Schleicher responded that Department Heads should be discussing any changes with his office and the Board. Commissioner Nelson stated there needed to be a management review done and Department Heads should not have the sole authority to hire at certain levels without looking at current staff. Citizen Phil Calandra stated that at the Road Department workshop, the Board agreed with the recommendation that a progression ladder needed to be developed.

14. County Coordinator Roy Schleicher stated that the two employees were needed at the mine, but that hiring practices and job descriptions needed to be updated. He further stated that the Department did not do well on advertising internally. Citizen Bud Wheeler said that Road Department consistently was "beat up on." He stated his opinion that the Coordinator's Office interfered with the operations of the Road Department. Commissioner Barfield stated that she continually received complaints about the poor management and judgment shown by the Road Superintendent. She felt as if one Department Head was being allowed to operate autonomously and that the same issues were being addressed over and over. Commissioner Monroe stated that he had not heard the same level of complaints as Commissioner Barfield. County Coordinator Roy Schleicher stated that when Mr. Harvey was hired, he was problem not asked if he had any experience running a large government organization. He also stated that the Board did not receive complaints from other Department Heads about micromanaging by the County Coordinator because he felt there was a lack of basic management at the Road Department. **Commissioner Barfield made a motion to demote Mr. Harvey and hire a better manager to run the Road Department, to which Commissioner Nelson seconded for discussion.** Chairman Boyd stated that Mr. Harvey was not good at

jumping through hoops and that the Board had failed Mr. Harvey. He stated his opinion that Mr. Harvey had a great knowledge of the county road system and that the Board needed to let him do his job. Commissioner Barfield stated that she had a problem with Mr. Harvey's management and supervisory skills and her belief that he needed to be put where he was best utilized. Commissioner Monroe responded that condemning Mr. Harvey for doing his job was not correct. Commissioner Fulford stated that Mr. Harvey did not make good decisions, but that he also was sometimes the victim of outside influences and that it was not always Mr. Harvey's fault. He stated that his hiring and purchasing practices were poor and that he did not have the management skill set. Citizen Bill Howard stated that there was no public notice to Mr. Harvey that this meeting would be affecting his job status and there was no reason to expect a recommendation on his employment based on the agenda. Attorney Bird responded that due process was necessary. Citizen Phil Calandra stated that the upcoming Road Department committee workshops would allow more time to see the results of the recommended actions and that time might be a better chance to review Mr. Harvey's employment. Attorney Bird stated that if action was to be taken on an employee's position, then there was not enough due process notice on the agenda. Commissioner Boyd said the situation could be addressed at a later meeting with specific notice if the Board so desired. Commissioner Barfield stated that there was a need to take care of this issue and that she was trying to be fair and reasonable by recommending a demotion rather than a termination. She further stated that until the Board says otherwise, she will continue to pursue this matter.

ITEM 8(a): County Coordinator's Report – Department Head Reports

15. County Coordinator Roy Schleicher presented Department Head reports to the Board.

ITEM 8(b): County Coordinator's Report – Grievance Board Appointees

16. County Coordinator Roy Schleicher informed the Board that county employees were needed to be appointed to serve on the Grievance Board: one appointee from the Chair, one appointee from the Vice-Chair and one appointee from the County Coordinator. He stated he would place this on the agenda for a future meeting.

ITEM 8(c): County Coordinator's Report – Discussion of 1999 Solid Waste Truck

17. Solid Waste Director Beth Letchworth stated she would like to table this issue to a future meeting.

ITEM 9: Citizen's Forum

18. Dick Bailer, representing the Legislative Committee, presented the Legislative Committee Yearbook to the Board and asked for a future workshop to discuss the FSU Planning Studio.

ITEM 10: Commissioner Discussion Items

19. Attorney Bird informed the Board of the progress being made by Johnnie Abron and Dr. George Call on re-districting and that re-districting goals would be placed on the agenda for discussion at the next meeting.
20. Commissioner Fulford stated that the workshop requested by the EDC would be held December 12th at 9 am at the Courthouse Annex. Commissioner Barfield volunteered to work with Economic Development Director Julie Conley on the agenda.

21. Commissioner Nelson asked if re-districting proposals could be brought to the table. Chairman Boyd responded that there would be opportunities to present alternatives.
22. Chairman Boyd gave an update on the possibility of increased planning money for bike and pedestrian trails in Jefferson County. He also requested that the CTST look into sidewalk extensions towards the TMH-Monticello facility, south of Monticello.
23. The warrant register was reviewed and bills ordered paid.

ITEM 11: Adjournment

24. **On motion by Commissioner Fulford, seconded by Commissioner Monroe and unanimously carried, the meeting was adjourned.**

Attest: _____
Clerk

Chairman

BOARD OF COUNTY COMMISSIONERS
MINUTE BOOK 23, PAGE _____

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR SESSION
December 1, 2011

The Board met this date in regular session. Present were Chairman Hines Boyd, Commissioners Betsy Barfield, Hines Boyd, Stephen Fulford and Danny Monroe. Also present were County Coordinator Roy Schleicher, County Attorney Buck Bird and Clerk of Court Kirk Reams.

ITEM 2(b): Cheryl Turner – 19 years of service to Wilderness Coast

1. Library Director Kitty Brooks recognized Cheryl Turner for her 19 years of service to Wilderness Coast Libraries.

ITEM 3: Consent Agenda

2. **On motion by Commissioner Nelson, seconded by Commissioner Monroe and unanimously carried, the consent agenda was approved.**

ITEM 4: Citizen's Request & Input on Non-Agenda Items

3. Citizen Gene Hall asked the Board to consider placing casinos and slot-machines on the referendum.
4. Nancy Wideman, representing the TDC, stated that the bicycle plan was a positive thing for the county.

ITEM 5(a): Lines of Communication

5. Chairman Boyd stated that he desired to follow the balance of making sound decisions without enduring lengthy meetings. He stated he would do his best to expedite meetings given his the fact he has contributory.
6. Commissioner Barfield stated her desire to the Clerk be the point person for the scheduling at the Annex, to which Clerk of Court Kirk Reams agreed. Commissioner Barfield stated that the County Coordinator needed to be the individual responsible for advising the Commissioners if meetings have been cancelled. Commissioner Fulford stated that currently the Clerk performed this function and he felt it should stay that way, to which Commissioner Barfield acquiesced, stating she just wanted to see the process followed. Commissioner Barfield stated a desire to have a memo concerning the bicycle master plan that provided more information.

ITEM 5(b): Board and Planning Attorney Contracts

7. Commissioner Fulford presented both contracts to the Board and stated that the contract provided for an allotment of 15 hours of service per month. Commissioner Barfield stated her desire to hold off voting on Attorney Bird's contract until the next meeting due to it being received late. **On motion by Commissioner Nelson, seconded by Commissioner Barfield and unanimously carried, Attorney Shirley's contract was accepted and Attorney Bird's contract was delayed until the next meeting.**

ITEM 5(c): Small County Coalition Appointments

8. **On motion by Commissioner Fulford, seconded by Commissioner Monroe and unanimously carried, Commissioner Nelson was approved as the second county delegate to the Small County Coalition, replacing Commissioner Fulford.** Chairman Boyd remained the first delegate, with County Coordinator Roy Schleicher listed as the county contact.

ITEM 5(d): Jefferson County Bicycle and Pedestrian Master Plan

9. Harry Reid, with the Capital Regional Transportation Authority, introduced the item on the agenda and explained that there was \$85,000 in planning grants now available. Jennifer Hoover, with Renaissance Planning Group, gave a presentation addressing the bicycle and pedestrian master plan. Commissioner Barfield requested analyzing pedestrian issues at the high school and the Courthouse.

ITEM 2(c): Interstate-10 Interchange Master Plan

10. Project Manager Dave Mulholland gave a slideshow presentation explaining the I-10 Interchange Master Plan. Representatives from FDOT explained that they would be set up outside as part of a public hearing to answer any questions.

ITEM 5(e): Wacissa Post Office Property Assessment Issues

11. County Coordinator Roy Schleicher presented the issue of a landowner being charged landfill and fire assessments on buildings and property leased to the federal government for the Wacissa Post Office. Commissioner Fulford inquired as to whether other post offices were being charged in the county, to which Property Appraiser Angela Gray responded in the negative. Commissioner Barfield asked why the county did not assess other governments, to which Commissioner Nelson responded there could possibly be no authority to tax a higher level of government. **On motion by Commissioner Fulford, seconded by Commissioner Monroe and unanimously carried, the Board approved the removal of the Fire and Landfill Assessment against government structures while continuing to assess Ad Valorem taxes against the private landowner.**

ITEM 5(f): Lamont Kaleidoscope Property

12. Economic Development Director Julie Conley informed the Board that this parcel in the Lamont area was for sale and that the property owner was interested in possibly selling it to the county at a discounted rate. Chairman Boyd responded that he met with the landowners and that the land was being offered to the county at half its listed price. Stewart Proctor, representing the property owners, informed the Board that the property was located two parcels below the Lamont School House property. Chairman Boyd stated that this was a good economic development opportunity, to which Clerk of Court Kirk Reams and Commissioner Monroe concurred. Commissioner Barfield asked why the county had to purchase the property in order to use it as a tool in the county's economic development toolbox. Commissioner Fulford responded that the purpose of the county owning it was to have control over the potential marketability of the property for economic development purposes, to which Clerk of Court Kirk Reams concurred. Commissioner Fulford asked for a tour of the facilities. Citizen Gordon Dean recommended due diligence be performed before purchasing the property. Clerk of Court Kirk Reams stated he would arrange for tours of the building and have this item placed on the next agenda.

ITEM 6(a): County Coordinator's Report – Grievance Board Appointees

13. County Coordinator Roy Schleicher requested that the Chair and Vice-Chair be considering two appointments and two alternates each, along with his required appointment and alternate. He requested that this be on the next agenda.
14. County Coordinator Roy Schleicher presented applicants for the Code Enforcement Board, Planning Commission and Parks & Recreation Board. He requested these be placed on the next agenda.
15. Chairman Boyd stated that the Commissioners should make a trip to the mine to see its operations. Assistant County Coordinator Henry Gohlke requested that potential visitors call him and schedule a time for him to take them to the mine for safety precautions.

ITEM 7: Citizen's Forum

16. Citizen Phil Calandra asked if the material at the mine would be tested and if quantities could be measured, to which County Coordinator Schleicher responded that Randy Hatch would be taking care of both aspects.
17. Citizen Dianne Westbrook stated that the Road Department had always responded to any of her requests in a timely manner. She also complained of the Solid Waste sites being inconveniently closed. Solid Waste Director Beth Letchworth stated that walk-through gates were being installed.
18. Citizen Santa Hokanson voiced concern with the FSU Studio Group not meeting with Planning Commission. Chairman Boyd responded that the Planning Commission had the same opportunity that individual County Commissioners had in attending and participating in the two public workshops. Commissioner Barfield stated that the LPA and the Planning Commission needed to be reached out to. Commissioner Fulford stated that the FSU group was intended to be a fresh set of eyes and the Planning Commission could take their viewpoint and see how it fits in the county.

ITEM 8: Commissioner Discussion Items

19. Commissioner Barfield requested an update on the Teague Landing situation in Wacissa and also requested placing the CRTPA appointment on the December 15th agenda.
20. Commissioner Monroe stated he was waiting on the Army Corps of Engineers to permit the dredging at the Wacissa River.
21. Commissioner Fulford gave an update on the NFBA, with assistance from Clerk of Court Kirk Reams.
22. Chairman Boyd requested a workshop on Solid Waste services for 4 pm on December 15th.

23. The warrant register was reviewed and bills ordered paid.

ITEM 11: Adjournment

24. On motion by Commissioner Fulford, seconded by Commissioner Monroe and unanimously carried, the meeting was adjourned.

Attest: _____
Clerk

Chairman

**ITEM 5(b): CDBG HOUSING DISASTER
RECOVERY**



MERIDIAN

community services group, inc.


MEMORANDUM

TALLAHASSEE
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305.294.1000 Tel
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TO: Jefferson County Board of County Commissioners
FROM: Jay Moseley, Senior Vice President 
SUBJECT: Bid Award
DATE: November 18, 2011

BID AWARD

On November 15, 2011 sealed bids were received and opened for two houses in the Jefferson County Community Development Block Grant Program for Housing Rehabilitation/Replacement and Disaster Recovery. The bids received were acceptable according to the Housing Assistance Plans and recommended below. The applicants, recommended bidders and the amounts for these houses are listed below:

DISASTER RECOVERY GRANT K19 and HR Grant H30

APPLICANT	RECOMMENDED BIDDER	AMOUNT
Tanya Johnson	Florida Homes, Inc.	\$64,489*
Grace Johnson	Florida Homes, Inc.	\$64,489*

*While this is not the lowest bid received, the low bidders currently have three current contracts. The housing assistance plan limits the number of contracts allowed. There currently are plenty of funds to pay for the additional cost of using this contractor.

Recommended Action # 1: Award the houses as identified above.

Attachments:
Bid Tabulation with Recommendations
Current Budgets – CDBG Housing and CDBG Disaster Recovery

JEFFERSON COUNTY CDBG HR and DR BID TABULATION

Tuesday November 15, 2011

↓Contractor/Homeowners→	Tanya Johnson	Grace Johnson						
Florida Homes, Inc.	\$ 64,489.00	\$ 64,489.00						
CSS Construction	\$ 77,001.00	\$ 77,001.00						
Certified Roofing and Construction	\$ 76,310.00	\$ 78,100.00						
C. B. Construction, Inc.	\$ 70,810.00	\$ 69,760.00						
R and R Construction and Design	\$ 79,415.00	\$ 74,293.00						
The Dale Edwards Company	\$ 67,224.00	\$ 66,265.00						
Redmarq Homes	No Bid	No Bid						
J.G. Parker Enterprises, Inc.	\$ 63,376.00	\$ 63,976.00						
Jerry Walters Construction, Inc.	\$ 61,868.00	\$ 66,375.00						
Meridian Community Services Estimate	\$63,500	\$65,500						
15% above	\$73,025	\$75,325						
15% below	\$53,975	\$55,675						
Recommended Contractor	FL Homes	FL Homes						

Budget Jefferson County 11DB-L4-43-01-H30 and 10DB-K4-02-43-01-K 19

Rank	Pre Score	L Name	F Name	Disaster Recovery	SHIP	CDBG	Change orders	Private Funds	Temp Relo	Asbestos/LBP	Title Search	Recording Cost	Total CDBG	Total house	Contractor	Bid Award
1	13	Braren	Walter and Dianne	\$ 69,999.00					\$ 300.00		\$ 75.00			\$ 70,374.00	Parker	\$ 69,999.00
2	12	Gallon	Washington & Bessie	\$ 2,000.00		\$ 27,949.00	\$ 100.00	\$ 110.00	\$ 300.00	\$ 249.00	\$ 75.00		\$ 28,673.00	\$ 30,783.00	Fla. Homes	\$ 29,949.00
1	12	Garmon	Marie								\$ 75.00		\$ 75.00	\$ 75.00		
2	12	Messer	Elizabeth		\$ 40,000.00	\$ 33,677.80			\$ 300.00		\$ 75.00		\$ 34,052.80	\$ 74,052.80	CB Construction	\$ 73,677.80
3	12	Shiver	Wade Harvey		\$ 40,000.00	\$ 33,780.00			\$ 300.00		\$ 75.00		\$ 34,155.00	\$ 74,155.00	JG Parker	\$ 73,780.00
7	11	Harris	Bernice C			\$ 72,259.00			\$ 300.00		\$ 75.00		\$ 72,634.00	\$ 72,634.00	JG Parker	\$ 72,259.00
4	10	Geathers	Mary Jane		\$ 40,000.00	\$ 39,631.70			\$ 300.00		\$ 75.00		\$ 40,006.70	\$ 80,006.70	CB Construction	\$ 79,631.70
9	9	Plummer	Erma			\$ 76,500.00	\$ 383.92		\$ 300.00		\$ 75.00		\$ 77,258.92	\$ 77,258.92	Jerry Walters	\$ 76,500.00
5	8	Jordan, Jr.	Harvey		\$ 5,000.00	\$ 66,817.80	\$ 681.00		\$ 300.00		\$ 75.00		\$ 67,873.80	\$ 72,873.80	CB Construction	\$ 71,817.80
6	5	Harley	Eddie Lee			\$ 74,800.00			\$ 300.00		\$ 75.00		\$ 75,175.00	\$ 75,175.00	Jerry Walters	\$ 74,800.00
10	5	Johnson	Tanya Arlene	48,308.11		\$ 16,180.89			\$ 300.00		\$ 75.00		\$ 16,555.89	\$ 16,555.89	Fla. Homes	\$ 64,489.00
8	5	Oliver	Angie			\$ 85,000.00	\$ 1,794.00		\$ 300.00		\$ 75.00		\$ 87,169.00	\$ 87,169.00	Jerry Walters	\$ 85,000.00
11	3	Crumity	Ted Kennedy								\$ 75.00		\$ 75.00	\$ 75.00		
13	1	Johnson	Grace	548,308.11		\$ 16,180.89			\$ 300.00		\$ 75.00		\$ 16,555.89	\$ 16,555.89	Fla. Homes	\$ 64,489.00
14	1	Burnard	Sherry Delois								\$ 75.00		\$ 75.00	\$ 75.00		
12	5	Jones	Eilizabeth Mae							\$ 249.00	\$ 75.00		\$ 324.00	\$ 324.00		

N/A Project Delivery Costs \$22,668.00

			Budget Given	\$ 191,283.22	\$ 125,000.00	\$ 592,000.00			\$ 3,900.00							
			Total spent	\$ 191,283.22	\$ 125,000.00	\$ 542,777.08	\$ 2,958.92		\$ 3,600.00	\$ 498.00	\$ 1,200.00	\$ -	\$ 550,659.00	\$ 748,143.00		\$ 836,392.30
			Difference remaining per source	\$ -	\$ -	\$ 40,966.00										
			Total Budget with SHIP and DR	\$ 908,283.22												
			Total spent all sources	\$ 867,317.22	Total CDBG only	\$ 551,034.00		\$ 110.00								
			Total remain all sources	\$ 40,966.00												
			Administrative	\$ 4,927.78	\$ -	\$ 105,000.00	\$ 109,927.78									

**ITEM 5(c): PARKS ADVISORY BOARD
APPOINTMENTS**

For County Commission Meeting - December 15, 2011

TO: County Commissioners
CC: Mr. Kirk Reams, Clerk of Court
FROM: Roy Schleicher, County Coordinator
RE: Recommendations for Parks & Recreation Advisory Board

Commissioners –

The Parks & Recreation Advisory Board is a county advisory board consisting of up to eleven (11) members. Potential new members of the Board submit applications; the Advisory Board can make recommendations to the County Coordinator and the County Commission acts on the Coordinator's recommendations. Three (3) positions can currently be filled, up to the maximum eleven (11) members.

The current Advisory Board members – eight (8) are –

- | | |
|---------------------------------|---------------------------------|
| 1. Mr. Bobo Chancy | 5. Mr. Dixon Hughes, Vice Chair |
| 2. Commissioner Stephen Fulford | 6. Ms. Wendy Hughes |
| 3. Mr. Franklin Hightower | 7. Ms. Chastity McCarthy |
| 4. Mr. Mike Holm | 8. Mr. Stephen Register, Chair |

Applications (attached) have been received from four (4) individuals –

- | | |
|-----------------------------|--------------------------|
| 1. Mr. Christopher D. Eades | 3. Mr. Nick Flynt |
| 2. Ms. Betty D. Hightower | 4. Mr. Jeffery Singleton |

The Parks & Recreation Advisory Board recommended the following three (3) new members, I concur and recommend –

1. Mr. Christopher D. Eades
2. Mr. Nick Flynt
3. Mr. Jeffery Singleton

END

**ITEM 5(d): PLANNING COMMISSION
APPOINTMENTS**

MEMO:

To: Jefferson County Board of County Commission

From: Jefferson County Coordinator's Office – **Henry G. Gohlke**

Subject: **Jefferson County Planning Commission**

Date: December 7, 2011

Please find the applications attached to this memo for the Jefferson County Planning Commission.

Applications were received from the following residents:

Mr. Paul "Jay" Adams

Mr. Michael J. Bonfanti

Mr. John Iarussi

Mr. Gene Hall

Mr. Charles Parish

RECEIVED

NOV 28 2011

BS: *[Handwritten Signature]*

JEFFERSON COUNTY FLORIDA
BOARD OF COUNTY COMMISSIONERS
COUNTY VOLUNTEER BOARD/AGENCY APPLICATION

The Jefferson County Board of County Commissioners recognizes that citizen participation is a vital component of a vibrant democratic local government. The County also recognizes the unique contributions made by volunteers and encourages involvement in local government through service on a County volunteer board or agency.

(PLEASE TYPE OR PRINT CLEARLY)

Name of volunteer Board/Agency for which you are applying:

- 1. Jefferson County Planning Commission
- 2. _____
- 3. _____

Name: Paul "Jay" Adams

Address: 1335 East Pearl Street City/State Monticello, FL Zip 32344

Alternate Address: _____ City/State _____ Zip _____

Telephone: (Home) N/A (Cell) (850) 545 - 7869 (Fax) (850) 521-1441 (Work) (850) 681-6810
Preferred Contact # Home () Cell (X) Work ()

E-Mail Address: monticellojay@gmail.com

Are you: Jefferson County Registered Voter? Yes No _____

Please circle the months you would NOT be available for meetings:

Jan. Feb. Mar. Apr. May June July Aug. Sept. Oct. Nov. Dec.

Occupation: Attorney

(If retired, please indicate former occupation or profession.)

Are you currently serving on any County Boards or Committees? Yes _____ No

If yes, please provide the name of the Board or Committee:

- 1. _____
- 2. _____

Applicable County codes require appointments to the following Boards to be persons who are residents of the Jefferson County: Code Enforcement Board, Planning Commission. No person may serve on more than one of these boards concurrently.

Complete the following: Please describe those facets of your background/experience that you feel may be useful for membership on this Board/Agency.

What do you feel you can contribute to the Board/Agency to which you are applying?

I have worked in land development for approximately 15 years. Through this process, I have become familiar with Florida's comprehensive planning laws as well as most comprehensive plans and land development codes in the panhandle. I am generally familiar with the principles of land use planning.

Academic – Degrees, Diplomas

BSE University of Central Florida* (1974 – mechanical engineering).

JD Florida State University 1982

* (Known as Florida Technological University in 1974)

Professional – Certifications

Knowledge – Training, interests, or experience

Community Involvement – List organizations/positions

Organizations – Membership

Jefferson Arts, Jefferson County Humane Society, Jefferson County Historical Society, Monticello Opera House, Jefferson County Bar Association

Please attach any other information or resume you feel will assist the Commissioner in your district and the Board of County Commissioners in making their decision on this appointment.

IMPORTANT INFORMATION ON APPOINTMENTS TO BOARDS OR AGENCIES

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision and all members of bodies exercising planning, zoning, or natural resources responsibilities are required to file a financial disclosure form within 30 days after appointment and annually thereafter for the duration of the appointment as required by Chapter 112, F.S. If appointed, please contact the County Supervisor of Elections to obtain the applicable disclosure forms.

Terms on various boards and agencies vary and may be for a period up to three years. Appointments expire on the last day of August of each year on a staggered basis. In addition, vacancies occur throughout the year for various reasons and vacancies are filled for the remainder of the unexpired term. If any vacancy is for a period of less than six months, the Board of County Commissioners, at their discretion, may appoint an individual for the remainder of the current term, plus one full term at the time of appointment. County boards and agencies play a vital part in our community. You are encouraged to submit an application for appointment to a County board or agency prior to board appointment deadlines. The deadline to accept any application for annual appointments is 5:00 p.m. Wednesday of the week preceding the Regular Commission Meeting on the first Thursday of the month of August. There is no deadline for accepting applications to fill vacancies. For information concerning any board or agency or the appointment process, please call the Office of the County Coordinator at the Courthouse Annex, (850)342-0287, or visit our website at www.jeffersoncountyflorida.gov.

COMPLETE, SIGN, AND RETURN THIS FORM TO:

Office of the County Coordinator
Jefferson County
445 W. Palmer Mill Road
Monticello, FL 32344

Saul "Jay" Adams 11.28.11
Applicant Signature Date

Staff Use Only: Appointed: Yes No Term Expiration Date: _____
Date Notified: _____



JEFFERSON COUNTY FLORIDA
BOARD OF COUNTY COMMISSIONERS
COUNTY VOLUNTEER BOARD/AGENCY APPLICATION

The Jefferson County Board of County Commissioners recognizes that citizen participation is a vital component of a vibrant democratic local government. The County also recognizes the unique contributions made by volunteers and encourages involvement in local government through service on a County volunteer board or agency.

(PLEASE TYPE OR PRINT CLEARLY)

Name of volunteer Board/Agency for which you are applying:

- 1. JEFFERSON COUNTY PLANNING COMMISSION
- 2. _____
- 3. _____

Name: MICHAEL J. BONFANTI

Address: 1085 S. MULBERRY ST. City/State MONTICELLO, FL Zip 32344

Alternate Address: _____ City/State _____ Zip _____

Telephone: (Home) _____ (Cell) 850-986-1840 (Fax) _____ (Work) 850-205-0482

Preferred Contact # Home () Cell () Work ()

E-Mail Address: mjbonfanti@yahoo.com

Are you: Jefferson County Registered Voter? Yes No _____

Please circle the months you would NOT be available for meetings:

Jan. Feb. Mar. Apr. May June July Aug. Sept. Oct. Nov. Dec.

Occupation: ATTORNEY

(If retired, please indicate former occupation or profession.)

Are you currently serving on any County Boards or Committees? Yes _____ No

If yes, please provide the name of the Board or Committee:

- 1. _____
- 2. _____

Applicable County codes require appointments to the following Boards to be persons who are residents of the Jefferson County: Code Enforcement Board, Planning Commission. No person may serve on more than one of these boards concurrently.

Complete the following: Please describe those facets of your background/experience that you feel may be useful for membership on this Board/Agency.

What do you feel you can contribute to the Board/Agency to which you are applying?

- I AM INTERESTED IN PLANNING AND LAND USE ISSUES FACING THE COUNTY AND WOULD BRING A NEW PERSPECTIVE TO THE COMMISSION.

Academic – Degrees, Diplomas

- B.A., UNIVERSITY OF NEW HAMPSHIRE, HISTORY & POLITICAL SCI.
- M.Sc., LONDON SCHOOL OF ECONOMICS, COMPARATIVE POLITICS
- JD, FLORIDA STATE UNIVERSITY, LAW

Professional – Certifications

- MEMBER OF THE FLORIDA AND GEORGIA BARS

Knowledge – Training, interests, or experience

- PRIOR EXPERIENCE WITH PLANNING/LAND USE ISSUES AS A MEMBER OF THE MONTICELLO LOCAL PLANNING AGENCY.

Community Involvement – List organizations/positions

- MONTICELLO LOCAL PLANNING AGENCY

Organizations – Membership

Please attach any other information or resume you feel will assist the Commissioner in your district and the Board of County Commissioners in making their decision on this appointment.

IMPORTANT INFORMATION ON APPOINTMENTS TO BOARDS OR AGENCIES

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COMPLETE, SIGN, AND RETURN THIS FORM TO:

Office of the County Coordinator
Jefferson County
445 W. Palmer Mill Road
Monticello, FL 32344



Applicant Signature

10/27/11

Date

Staff Use Only: Appointed: Yes No Term Expiration Date: _____

Date Notified: _____

1,23/11- rec'd by B.D.

RECEIVED

DEC 01 2011

JEFFERSON COUNTY FLORIDA
BOARD OF COUNTY COMMISSIONERS
COUNTY VOLUNTEER BOARD/AGENCY APPLICATION

The Jefferson County Board of County Commissioners recognizes that citizen participation is a vital component of a vibrant democratic local government. The County also recognizes the unique contributions made by volunteers and encourages involvement in local government through service on a County volunteer board or agency.

(PLEASE TYPE OR PRINT CLEARLY)

Name of volunteer Board/Agency for which you are applying:

- 1. Planning Commission
- 2. _____
- 3. _____

Name: John Iarussi

Address: 999 Hayfield Spur Rd. City/State Monticello/FL Zip 32344

Alternate Address: 320 Johnston St City/State Tallahassee FL Zip 32303

Telephone: (Home) _____ (Cell) 850 321 2044 (Fax) _____ (Work) 850 915 0100

Preferred Contact # Home () Cell () Work ()

E-Mail Address: jiarussi@gmail.com

Are you: Jefferson County Registered Voter? Yes No _____

Please circle the months you would NOT be available for meetings:

Jan. Feb. Mar. Apr. May June July Aug. Sept. Oct. Nov. Dec.

Occupation: CEO, Lobbytools, Inc., Managing Partner, JSE Properties, LLC

(If retired, please indicate former occupation or profession.)

Are you currently serving on any County Boards or Committees? Yes _____ No

If yes, please provide the name of the Board or Committee:

- 1. _____
- 2. _____

Applicable County codes require appointments to the following Boards to be persons who are residents of the Jefferson County: Code Enforcement Board, Planning Commission. No person may serve on more than one of these boards concurrently.

Complete the following: Please describe those facets of your background/experience that you feel may be useful for membership on this Board/Agency.

What do you feel you can contribute to the Board/Agency to which you are applying?

Extensive practical experience with resource management, long term planning and communication. Also, a genuine interest and commitment to Jefferson County's unique amenities and quality of life.

Academic - Degrees, Diplomas

minor; Center for Music Research, FSU School of Music

1995 BS; Media Production, FSU College of Communication

1996 MS; Interactive and New Communication Technologies, FSU

College of Communication

Professional - Certifications

1995 - Founded Geographic Communications, Inc

1999 - Founded Cobbletools Inc.

Knowledge - Training, interests, or experience

Personal; Landscape Design, Forestry, Aviation, Music, Photography, Travel

Professional; Information technology, data management, internet publishing, Entrepreneurship, data analytics and visualization, Strategic planning, corporate governance

Community Involvement - List organizations/positions

2007 - Present. Assistant Baseball Coach, John Paul II Tallahassee

Rotary, Past member

Organizations - Membership

AOPA - Aircraft owners and Pilots Association

ONA - Online News Association

SIPA - Specialty Information Publishers Association

NOLA - National online Legislative Associates

Please attach any other information or resume you feel will assist the Commissioner in your district and the Board of County Commissioners in making their decision on this appointment.

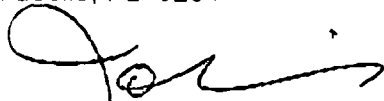
IMPORTANT INFORMATION ON APPOINTMENTS TO BOARDS OR AGENCIES

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COMPLETE, SIGN, AND RETURN THIS FORM TO:

Office of the County Coordinator
Jefferson County
445 W. Palmer Mill Road
Monticello, FL 32344



Applicant Signature

11/22/11

Date

Staff Use Only: Appointed: Yes _____ No _____ Term Expiration Date: _____

Date Notified: _____

RECEIVED

DEC 01 2011

BY: _____

JEFFERSON COUNTY FLORIDA
BOARD OF COUNTY COMMISSIONERS
COUNTY VOLUNTEER BOARD/AGENCY APPLICATION

The Jefferson County Board of County Commissioners recognizes that citizen participation is a vital component of a vibrant democratic local government. The County also recognizes the unique contributions made by volunteers and encourages involvement in local government through service on a County volunteer board or agency.

(PLEASE TYPE OR PRINT CLEARLY)

Name of volunteer Board/Agency for which you are applying:

1. PLANNING COMMISSION
2. _____
3. _____

Name: EUGENE C. HALL

Address: 935 BRANCH STREET City/State MONTICELLO/FLORIDA Zip _____

Alternate Address: _____ City/State _____ Zip 32344

Telephone: (Home) _____ (Cell) 321-6673 (Fax) _____ (Work) _____

Preferred Contact # Home Cell Work

E-Mail Address: ghallboard@yahoo.com

Are you: Jefferson County Registered Voter? Yes No

Please circle the months you would NOT be available for meetings:

Jan. Feb. Mar. Apr. May June July Aug. Sept. Oct. Nov. Dec.

Occupation: Adjunct Professor / Teacher

(If retired, please indicate former occupation or profession.)

Are you currently serving on any County Boards or Committees? Yes No

If yes, please provide the name of the Board or Committee:

1. MONTICELLO OPERA HOUSE
2. CAPITAL AREA COMMUNITY ACTION AGENCY

Applicable County codes require appointments to the following Boards to be persons who are residents of the Jefferson County: Code Enforcement Board, Planning Commission. No person may serve on more than one of these boards concurrently.

Complete the following: Please describe those facets of your background/experience that you feel may be useful for membership on this Board/Agency.

What do you feel you can contribute to the Board/Agency to which you are applying?

EXPERIENCE GAINED FROM
6 YEARS SERVING AS A COUNTY
COMMISSIONER, AND 11 YEARS
AS A CITY COUNCILMAN

Academic - Degrees, Diplomas

Bachelors degree - Geography
Masters degrees - Geography
" " - Public Administration

Professional - Certifications

PROFESSIONAL EDUCATOR (Teaching
certificate) from FDOE

Knowledge - Training, interests, or experience

LAND USE PLANNING, budgeting,
Process MAPPING, strategic
PLANNING, GRANTS MANAGEMENT

Community Involvement - List organizations/positions

- ° Monticello Opera House board member
- ° Secretary for Executive Board
for Capital Area Community
Action Agency
- ° Water Street Park Committee

Organizations - Membership

Youth Minister - Pleasant Grove
Missionary Baptist Church

Please attach any other information or resume you feel will assist the Commissioner in your district and the Board of County Commissioners in making their decision on this appointment.

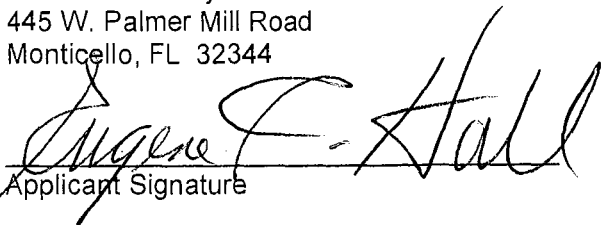
IMPORTANT INFORMATION ON APPOINTMENTS TO BOARDS OR AGENCIES

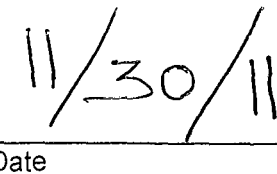
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COMPLETE, SIGN, AND RETURN THIS FORM TO:

Office of the County Coordinator
Jefferson County
445 W. Palmer Mill Road
Monticello, FL 32344


Applicant Signature


Date

Staff Use Only: Appointed: Yes No Term Expiration Date: _____

Date Notified: _____



JEFFERSON COUNTY FLORIDA
BOARD OF COUNTY COMMISSIONERS
COUNTY VOLUNTEER BOARD/AGENCY APPLICATION

The Jefferson County Board of County Commissioners recognizes that citizen participation is a vital component of a vibrant democratic local government. The County also recognizes the unique contributions made by volunteers and encourages involvement in local government through service on a County volunteer board or agency.

(PLEASE TYPE OR PRINT CLEARLY)

Name of volunteer Board/Agency for which you are applying:

- 1. PLANNING COMMISSION
- 2. _____
- 3. _____

Name: CHARLES J. PARRISH

Address: PO BOX 171 Lloyd City/State FL Zip 32337

Alternate Address: 9545 Old Lloyd Rd City/State FL Zip 32337
Lloyd

Telephone: (Home) 997-3760 (Cell) _____ (Fax) _____ (Work) _____

Preferred Contact # Home () Cell () Work ()

E-Mail Address: _____

Are you: Jefferson County Registered Voter? Yes No _____

Please circle the months you would NOT be available for meetings:

(Jan. Feb. Mar. Apr. May June July Aug. Sept. Oct. Nov. Dec.)

Occupation: Retired TEACHER

(If retired, please indicate former occupation or profession.)

Are you currently serving on any County Boards or Committees? Yes _____ No

If yes, please provide the name of the Board or Committee:

- 1. _____
- 2. _____

Applicable County codes require appointments to the following Boards to be persons who are residents of the Jefferson County: Code Enforcement Board, Planning Commission. No person may serve on more than one of these boards concurrently.

Complete the following: Please describe those facets of your background/experience that you feel may be useful for membership on this Board/Agency.

What do you feel you can contribute to the Board/Agency to which you are applying?

COMMON SENSE APPROACH
FAIR + EQUALLY DECISIONS
OPEN MIND TO CHANGE
IMPROVEMENT OF PRESENT EXISTENCE
SHORT AND LONG TIME PLANNING

Academic - Degrees, Diplomas

BS POLITICAL SCIENCE + AM HISTORY
MA ADM + SUPV

Professional - Certifications

CERTIFICATION IN SOCIAL STUDIES +
ADMINISTRATION

Knowledge - Training, interests, or experience

PLANNING IN THE CHURCH OPERATIONS
DEVELOPING PLANS FOR COMMUNITY ORGANIZATIONS
TAUGHT STATE + LOCAL GOVT CLASS
BOARD CHAIRMAN / CAPITAL COMMUNITY ACTION
AGENCY

Community Involvement - List organizations/positions

PRESIDENT MLK COMMUNITY CENTER
PRESIDENT NAACP

Organizations - Membership

RETIRED TEACHERS ASSOCIATION
DR MARTIN LUTHER KING JR
COMMUNITY CENTER
JEFFERSON COUNTY BRANCH NAACP

Please attach any other information or resume you feel will assist the Commissioner in your district and the Board of County Commissioners in making their decision on this appointment.

IMPORTANT INFORMATION ON APPOINTMENTS TO BOARDS OR AGENCIES

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COMPLETE, SIGN, AND RETURN THIS FORM TO:

Office of the County Coordinator
Jefferson County
445 W. Palmer Mill Road
Monticello, FL 32344

Charles J. Parish
Applicant Signature

12/6/11
Date

Staff Use Only: Appointed: Yes No Term Expiration Date: _____

Date Notified: _____

MEMO:

To: Jefferson County Board of County Commission

From: Jefferson County Coordinator's Office – **Henry G. Gohlke**

Subject: **Jefferson County Parks Advisory Board**

Date: December 7, 2011

Please find the applications attached to this memo for the Jefferson County Parks Advisory Board.

Applications were received from the following residents:

Ms. Betty Hightower

Mr. Christopher Eades

Mr. Jeffery Singleton

Mr. Nick Flynt

Mr. John Mc Hugh (withdrew application)



JEFFERSON COUNTY FLORIDA
BOARD OF COUNTY COMMISSIONERS
COUNTY VOLUNTEER BOARD/AGENCY APPLICATION

The Jefferson County Board of County Commissioners recognizes that citizen participation is a vital component of a vibrant democratic local government. The County also recognizes the unique contributions made by volunteers and encourages involvement in local government through service on a County volunteer board or agency.

(PLEASE TYPE OR PRINT CLEARLY)

Name of volunteer Board/Agency for which you are applying:

1. Jefferson County Parks Advisory Board
2. _____
3. _____

Name: Betty D. Hightower
 Address: P.O. Box 334 City/State Wacissa Fl Zip 32361
 Alternate Address: _____ City/State _____ Zip _____
 Telephone: (Home) 997-4235 (Cell) _____ (Fax) _____ (Work) Retired

Preferred Contact # Home Cell () Work ()

E-Mail Address: betty.d.hightower@hotmail.com

Are you: Jefferson County Registered Voter? Yes No _____

Please circle the months you would NOT be available for meetings:

Flexible Adjustment
Jan. Feb. Mar. Apr. May June July Aug. Sept. Oct. Nov. Dec.

Occupation: Minister; Retired Printer (Lively Voc. Tech/Dean City School Bd.)

(If retired, please indicate former occupation or profession.)

Are you currently serving on any County Boards or Committees? Yes _____ No

If yes, please provide the name of the Board or Committee:

1. _____
2. _____

Applicable County codes require appointments to the following Boards to be persons who are residents of the Jefferson County: Code Enforcement Board, Planning Commission. No person may serve on more than one of these boards concurrently.

Complete the following: Please describe those facets of your background/experience that you feel may be useful for membership on this Board/Agency.

What do you feel you can contribute to the Board/Agency to which you are applying?

Being a mother and a grandmother I can offer much advice and knowledge experience in child care and safety I do, and will always seek the best interest for all children safety, love, health and welfare. I'm a mother who deeply loves all children as if they were my own; regardless their race, color, or nationality. I am a Child Advocate and Evangelist. They are my heart.

Academic - Degrees, Diplomas

Graduate of Jefferson City High. 880 hrs. in Graphic Art and Industrial Coop. Edu. (Living Voc. Tec. Tall. Fl.)

Registered Part-time Student at TCC (Tallahassee Fl.) in Computer Graphic Tech. (on going)

Professional - Certifications

Knowledge - Training, interests, or experience

GOD is my foremost interest; then children, others and things. I love outdoor activities and sports. I love Art and related fields. I have a wide range of experience from former Bus Driver, teacher's Aide to Painter and some Supervision. I'm a seamstress. I'm a former Accountant; Ledger Clerk; some Sec retarial duties.

Community Involvement - List organizations/positions

I will/do become involved in social moral activities when I can. My name is on roll at Church of God of Prophecy as Ass. Pastor. I am a Sunday School Teacher "where-ever" and Evangelist as stated before.

Organizations - Membership

Please attach any other information or resume you feel will assist the Commissioner in your district and the Board of County Commissioners in making their decision on this appointment.

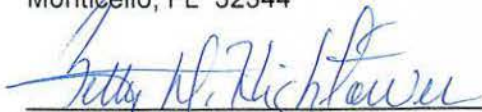
IMPORTANT INFORMATION ON APPOINTMENTS TO BOARDS OR AGENCIES

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COMPLETE, SIGN, AND RETURN THIS FORM TO:

Office of the County Coordinator
Jefferson County
445 W. Palmer Mill Road
Monticello, FL 32344


Applicant Signature


Date

Staff Use Only: Appointed: Yes No Term Expiration Date: _____

Date Notified: _____



JEFFERSON COUNTY FLORIDA
BOARD OF COUNTY COMMISSIONERS
COUNTY VOLUNTEER BOARD/AGENCY APPLICATION

The Jefferson County Board of County Commissioners recognizes that citizen participation is a vital component of a vibrant democratic local government. The County also recognizes the unique contributions made by volunteers and encourages involvement in local government through service on a County volunteer board or agency.

(PLEASE TYPE OR PRINT CLEARLY)

Name of volunteer Board/Agency for which you are applying:

1. Jefferson County Recreation Park Board
2. _____
3. _____

Name: Christopher D. Eades

Address: 985 Kinsey Rd. City/State Monticello, FL Zip 32344

Alternate Address: 983 Kinsey Rd. City/State Monticello, FL Zip 32344

Telephone: (Home) (850) 947-8232 (Cell) (850) 210-3057 (Fax) N/A (Work) (850) 947-2523

Preferred Contact # Home () Cell () Work ()

E-Mail Address: EADESC3@gmail.com

Are you: Jefferson County Registered Voter? Yes No _____

Please circle the months you would NOT be available for meetings:

Jan. Feb. Mar. Apr. May June July Aug. Sept. Oct. Nov. Dec.

Occupation: Investigator (Jefferson County Sheriff's Office)

(If retired, please indicate former occupation or profession.)

Are you currently serving on any County Boards or Committees? Yes _____ No

If yes, please provide the name of the Board or Committee:

1. _____
2. _____

Applicable County codes require appointments to the following Boards to be persons who are residents of the Jefferson County: Code Enforcement Board, Planning Commission. No person may serve on more than one of these boards concurrently.

Complete the following: Please describe those facets of your background/experience that you feel may be useful for membership on this Board/Agency.

What do you feel you can contribute to the Board/Agency to which you are applying?

Knowledge of some sports.

Organizational skills.

Enjoy interaction with children.

Academic – Degrees, Diplomas

High School Diploma

~~BA~~

Professional – Certifications

Correctional Officer Certification

Law Enforcement Certification

Knowledge – Training, interests, or experience

No formal ~~training~~ training.

Played Football, Baseball, and Softball.

Have coached T-ball, Machine pitch, Flag Football,

Tackle football, and Softball

Community Involvement – List organizations/positions

Coach youth sports

Volunteer with local Boy Scouts troop.

Organizations – Membership

N/A

Please attach any other information or resume you feel will assist the Commissioner in your district and the Board of County Commissioners in making their decision on this appointment.

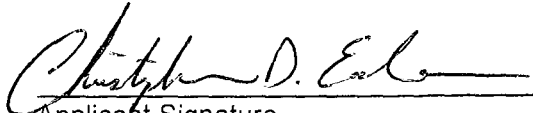
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Office of the County Coordinator
Jefferson County
445 W. Palmer Mill Road
Monticello, FL 32344


Applicant Signature

11/20/11
Date

Staff Use Only: Appointed: Yes No Term Expiration Date: _____

Date Notified: _____



JEFFERSON COUNTY FLORIDA
BOARD OF COUNTY COMMISSIONERS
COUNTY VOLUNTEER BOARD/AGENCY APPLICATION

The Jefferson County Board of County Commissioners recognizes that citizen participation is a vital component of a vibrant democratic local government. The County also recognizes the unique contributions made by volunteers and encourages involvement in local government through service on a County volunteer board or agency.

(PLEASE TYPE OR PRINT CLEARLY)

Name of volunteer Board/Agency for which you are applying:

1. JEFFERSON County REC. PARK
2. _____
3. _____

Name: JEFFREY SINGLETON

Address: 540 FREEMAN RD City/State LAMONT/FL Zip 32336

Alternate Address: _____ City/State _____ Zip _____

Telephone: (Home) 907-5293 (Cell) 210-2949 (Fax) _____ (Work) _____

Preferred Contact # Home () Cell () Work ()

E-Mail Address: jeffinswartz@centurylink.net

Are you: Jefferson County Registered Voter? Yes No _____

Please circle the months you would NOT be available for meetings:

Jan. Feb. Mar. Apr. May June July Aug. Sept. Oct. Nov. Dec.

Occupation: Mechanic, Equip Operator

(If retired, please indicate former occupation or profession.)

Are you currently serving on any County Boards or Committees? Yes _____ No

If yes, please provide the name of the Board or Committee:

1. _____
2. _____

Applicable County codes require appointments to the following Boards to be persons who are residents of the Jefferson County: Code Enforcement Board, Planning Commission. No person may serve on more than one of these boards concurrently.

Complete the following: Please describe those facets of your background/experience that you feel may be useful for membership on this Board/Agency.

What do you feel you can contribute to the Board/Agency to which you are applying?

More Sponsorship, Signs, Field Improvements,
Get volunteers to help with improvements, Bring more
people to park to play, more events

Academic – Degrees, Diplomas

N/A

Professional – Certifications

N/A

Knowledge – Training, interests, or experience

N/A

Community Involvement – List organizations/positions

N/A

Organizations – Membership

N/A

Please attach any other information or resume you feel will assist the Commissioner in your district and the Board of County Commissioners in making their decision on this appointment.

IMPORTANT INFORMATION ON APPOINTMENTS TO BOARDS OR AGENCIES

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JEFFERSON COUNTY FLORIDA
BOARD OF COUNTY COMMISSIONERS
COUNTY VOLUNTEER BOARD/AGENCY APPLICATION

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(PLEASE TYPE OR PRINT CLEARLY)

Name of volunteer Board/Agency for which you are applying:

1. RECREATION ADVISORY BOARD
2. _____
3. _____

Name: NICK FLYNT

Address: 2576 WEST CARDS HWY City/State MOISTICELLO Zip 32344

Alternate Address: _____ City/State _____ Zip _____

Telephone: (Home) _____ (Cell) (850) 583-1947 (Fax) _____ (Work) (850) 342-2218 x241

Preferred Contact # Home () Cell () Work ()

E-Mail Address: NICK.FLYNT@GMAIL.COM

Are you: Jefferson County Registered Voter? Yes No _____

Please circle the months you would NOT be available for meetings:

Jan. Feb. Mar. Apr. May June July Aug. Sept. Oct. Nov. Dec.

Occupation: FINANCE

(If retired, please indicate former occupation or profession.)

Are you currently serving on any County Boards or Committees? Yes _____ No

If yes, please provide the name of the Board or Committee:

1. _____
2. _____

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Complete the following: Please describe those facets of your background/experience that you feel may be useful for membership on this Board/Agency.

What do you feel you can contribute to the Board/Agency to which you are applying?

I AM CURRENTLY ACTIVE IN THE ADULT SOFTBALL PROGRAMS AND WOULD LIKE TO CONTRIBUTE MY EXPERIENCE IN IMPROVING THOSE AND OTHER PROGRAMS.

Academic – Degrees, Diplomas

B.S. - INTERDISCIPLINARY SOCIAL SCIENCES (ECONOMICS) AT FLORIDA STATE

Professional – Certifications

NONE

Knowledge – Training, interests, or experience

COACH - JEFF CO. T-BALL, CHAIRS MACHINE PITCH, MINOR LEAGUE

Community Involvement – List organizations/positions

WAUKEENAH UNC: BOARD OF TRUSTEES, YOUTH LEADER

Organizations – Membership

NONE

Please attach any other information or resume you feel will assist the Commissioner in your district and the Board of County Commissioners in making their decision on this appointment.


IMPORTANT INFORMATION ON APPOINTMENTS TO BOARDS OR AGENCIES

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Jefferson County
445 W. Palmer Mill Road
Monticello, FL 32344


Applicant Signature

11/15/11
Date

Staff Use Only: Appointed: Yes No Term Expiration Date: _____

Date Notified: _____

MEMO:

To: Jefferson County Board of County Commission

From: Jefferson County Coordinator's Office – **Henry G. Gohlke**

Subject: **Jefferson County Code Enforcement Board**

Date: Nov 30, 2011

Please find the applications attached to this memo for the Jefferson County Code Enforcement Board.

Applications were received from the following residents:

Mr. Don Foulke

RECEIVED
NOV 21 2011
JEFFERSON COUNTY FLORIDA
BY: BOARD OF COUNTY COMMISSIONERS
COUNTY VOLUNTEER BOARD/AGENCY APPLICATION

The Jefferson County Board of County Commissioners recognizes that citizen participation is a vital component of a vibrant democratic local government. The County also recognizes the unique contributions made by volunteers and encourages involvement in local government through service on a County volunteer board or agency.

(PLEASE TYPE OR PRINT CLEARLY)

Name of volunteer Board/Agency for which you are applying:

1. Code enforcement Board - 2 YRS
2. _____
3. _____

Name: DON FOULKE

Address: 295 Canopy Rd City/State Monticello Zip 32344

Alternate Address: _____ City/State _____ Zip _____

Telephone: (Home) 997-2540 (Cell) 556-7571 (Fax) 997-2835 (Work) _____

Preferred Contact # Home () Cell Work ()

E-Mail Address: donaldfoulke@yahoo.com

Are you: Jefferson County Registered Voter? Yes No _____

Please circle the months you would NOT be available for meetings:

Jan. Feb. Mar. Apr. May June July Aug. Sept. Oct. Nov. Dec.

Occupation: Sales - SELF employed - Auto PARTS

(If retired, please indicate former occupation or profession.)

Are you currently serving on any County Boards or Committees? Yes _____ No

If yes, please provide the name of the Board or Committee:

1. _____
2. _____

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Complete the following: Please describe those facets of your background/experience that you feel may be useful for membership on this Board/Agency.

What do you feel you can contribute to the Board/Agency to which you are applying?

INTERESTED IN CLEANING UP CITY AND COUNTY OF NOBLE PROPERTY. FAIR & BALANCED JUDGEMENT AND ABILITY TO MAKE DECISIONS.

Academic – Degrees, Diplomas

A A Degree T.C.C.

Professional – Certifications

HONORABLE DISCHARGE USAF 6 yrs

Knowledge – Training, interests, or experience

34 yrs experience in running my own business
1 1/2 yrs continuing education towards B.A. from FSU

Community Involvement – List organizations/positions

Organizations – Membership

MEMBER ELIZABETH BAPTIST CHURCH 10 yrs

Please attach any other information or resume you feel will assist the Commissioner in your district and the Board of County Commissioners in making their decision on this appointment.

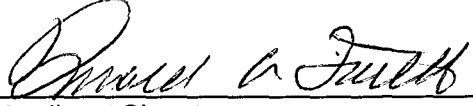
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Jefferson County
445 W. Palmer Mill Road
Monticello, FL 32344


Applicant Signature

11-08-11
Date

Staff Use Only: Appointed: Yes No Term Expiration Date: _____

Date Notified: _____

**ITEM 5(e): GRIEVANCE COMMITTEE
APPOINTMENTS**

For the December 15, 2011 BOCC Agenda

TO: County Commissioners

FROM: Roy Schleicher

RE: Appointments to the Employee Grievance Committee

The County Coordinator is to appointment a member and an alternate member to the Employee Grievance Committee.

My appointments are –

Ms. Kitty Brooks, Member, Library

Mr. John Peck, Alternate, Solid Waste

**ITEM 5(g): COURTHOUSE ANNEX
EMPLOYEE PARKING LOT**



"FOR ALL YOUR INFRASTRUCTURE NEEDS"

Estimate

Date	Estimate #
12/8/2011	134

Benners Contracting Inc.

4001 Bellac Rd.
 Tallahassee, FL 32303
 Phone # (850)544-0623 b.benners@comcast.net

Address
Jefferson County Clerk of Court & CFO Kirk Reams 1 Courthouse Circle Monticello, Fl. 32344 West Parking Lot

Description	Qty	Rate	Total
Mobilization	1	0.00	0.00
Strip top soil and spread onsite	138.4	0.00	0.00
Excavate & haul off spoils	419	0.00	0.00
Saw cut remove & haul off existing curb & gutter	1	0.00	0.00
Install new 18" curb & gutter around entire parking lot	573	0.00	0.00
Install 5' sidewalk	126	0.00	0.00
Install 6" thick concrete handicap parking	72	0.00	0.00
Install 6" Limerock base	1,130.88	0.00	0.00
Install 3" of #57 gravel	186.59	0.00	0.00
Grading	1,258.22	0.00	0.00
Install stop signs & stripe handicap space and curb for all parking	1	0.00	0.00
Design Plans	1	0.00	0.00
Total	1	42,469.53	42,469.53
Relocate exiting power pole and meter	1	2,700.00	2,700.00
Alternate #1 County to provided Limerock base for job	1	-4,664.87	-4,664.87
Contingency for relocation of existing water lines	1	1,000.00	1,000.00

Thank you for your business.	Total	\$41,504.66
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**ITEM 5(g): COURTHOUSE ANNEX
EMPLOYEE PARKING LOT**

Jefferson County, Florida

Scope of Services for Special Assessment Study Update (Fire & Solid Waste Services)

Presented by:

Government Services Group, Inc.
1500 Mahan Drive, Suite 250
Tallahassee, Florida 32308
(850) 681-3717
(850) 224-7206 Fax

Jeff Rackley, Senior Project Manager
JRackley@govserv.com

Project Approach and Scopes of Service

The project approach outlined in this section has been designed and structured based on GSG's experience and the necessary work effort that we believe needs to be performed to guarantee the County the goal of updating and implementing fire protection and solid waste services special assessment programs in a way that will ensure the greatest likelihood of political and community acceptance. To achieve this goal, GSG's technical approach includes the ability to develop several different methodologies and calculate a numerous rate scenarios. This approach assumes that the County and/or Property Appraiser staff will develop the TRIM rolls and also develop and certify the final assessment rolls to the County Tax Collector prior to September 15, 2012 for both the fire services and solid waste assessment programs.

Our general approach to developing a special assessment program is very straightforward. First, we would conduct an initial "kick off" meeting with County staff to review, in person, the project objectives, work plan, schedule and deliverables and ensure mutual understanding on as many aspects of the project as possible prior to proceeding. After conducting the "kick off" meeting, GSG will provide the County with a detailed Critical Events Schedule that identifies all pertinent deliverables along with a project timeline for completion.

We will then collect data from County staff, including all project descriptions, call incident data, service delivery information, County's current assessment rolls, plans for service and facility demands, current and future budget impacts, financial forecasts and capital improvements plan and all related source data. GSG will review and analyze all data, making inquiries of County staff when necessary.

Once the review has been completed, GSG will review results and discuss the tentative findings with County staff. Following this, GSG will prepare revisions to the tentative analysis as needed.

GSG will then formulate a draft Assessment Memorandum that will be provided to County staff for review and discussion. The Assessment Memorandum will provide fully researched and documented answers to the following County questions:

1. Which expenditures of the department/project can be assessed as a special non-ad valorem assessment against real property in Jefferson County?
2. How should the County apportion the assessment to each type of property?

GSG will conduct one or more workshop meetings with the County Commission and staff to review the draft Assessment Memorandum and seek input. The Assessment Memorandum will then be revised, as necessary, and a final memorandum will be prepared.

Below are detailed descriptions of the general tasks necessary to update the fire protection and solid waste services special assessment programs for the County.

SCOPE OF SERVICES – FIRE SERVICES SPECIAL ASSESSMENT PROGRAM

- Task 1: Project Initiation** GSG will meet with County staff to ensure complete understanding as to the engagement’s objectives and required time frame. All parties will agree as to the proper course of events and tasks to be accomplished. GSG will then provide the County with a detailed Critical Events schedule that identifies pertinent deliverables along with a project timeline for completion.
- Task 2: Data Collection** GSG will collect data and information including the County’s current fire assessment roll information, fire call data, agreements, reports, project descriptions, service delivery information, County’s current fire assessment roll, plans for service and facility demands, current and future budget information, financial forecasts, capital improvements plan and any other information that is pertinent to the provision of services or facilities in the County. A thorough analysis of the information obtained will be conducted by GSG so that a complete understanding of the underlying facts and assumptions pertinent to methodology alternatives can be developed.
- Task 3: Detailed Data Analysis** Conduct a thorough review and evaluation of the County’s data to identify and determine anomalies and trends and support methodology.
- Task 4: Identify Full Costs of Service** GSG will evaluate the full cost of the provision of services or facilities using the County’s most current financial information and identify service delivery issues which may affect the apportionment methodology. Identify alternative sources of revenue to fund the service delivery costs and determine the net service delivery revenue requirements.
- Task 5: Determine Preliminary Revenue Requirements** Determine the total assessment revenue requirements to ensure the County recovers the costs of: (a) net revenue requirements, (b) implementing the program and (c) collecting the assessments.
- Task 6: Review and Evaluate Outstanding Issues** GSG will work with the County to identify and address any outstanding and/or potential policy decisions necessary to developing the County’s assessment program.
- Task 7: Develop Preliminary Assessment Methodology** Using the current fire assessment roll and fire incident data reported to the State Fire Marshal or other source, GSG will develop a preliminary methodology based on the preliminary analysis and benefited properties. GSG will review the assessment methodology for legal sufficiency and compatibility with the County’s preferred method of collection.
- Task 8: Develop Preliminary Assessment Roll Database** Using the current ad valorem tax roll, create a preliminary assessment roll database. Test the sufficiency of the database by developing reports to access property information.
- Task 9: Apply Apportionment Methodology to Database** Apply the apportionment methodology to the preliminary assessment roll database to test the data validity and legal sufficiency. Revise the apportionment methodology as necessary.
- Task 10: Calculate a Preliminary Proforma Schedule of Rates** Using the current fire assessment roll provided by the County, calculate a pro forma schedule of rates based on the apportionment methodology and revenue requirements for the assessment program.

- Task 11: Prepare and Present Assessment Report** GSG will prepare and present a draft Assessment Report to County staff that identifies the methodology for apportioning the assessment among the properties, and the calculation of the proforma assessment rates. The Assessment Report will provide recommendations regarding the appropriate authority and collection method to be used for the special assessment program. The Assessment Report will also provide the next steps the County would have to follow to successfully implement the recommendations outlined in the document. GSG will incorporate any comments from County staff and prepare the Final Assessment Report. GSG will then present the Final Assessment Report to the County Commission.
- Task 12: Initial and Final Assessment Resolutions** GSG will advise and assist the County’s legal counsel in drafting the implementing assessment resolutions that conform to the existing assessment ordinance to impose the fire protection assessment to implement the County’s policy decisions and proposed methodology.
- Task 13: Implementation** GSG will assist the County with implementation and collection of the assessment program. Should the County elect to use the uniform method of collection (the tax bill), GSG will advise and assist with the requirements for the adoption of the final assessment rate resolution and certification of the assessment roll in accordance with Section 197.3632, Florida Statutes, including (a) development of first class notice and its distribution, and (b) attendance at the public hearing.
- Please note that if the County chooses to utilize GSG to produce the first class notices for this program, the additional mailing costs are identified in the Fees and Costs section.**

SCOPE OF SERVICES – SOLID WASTE SERVICES SPECIAL ASSESSMENT PROGRAM

- Task 1: Evaluate Reports and Research Issues** Evaluate the County’s existing legal documents, ad valorem tax roll information, waste stream analyses, budget and any other data, agreements and reports pertaining to the provision of solid waste services.
- Task 2: Determine Sufficiency of Data for Assessment Program** Based on the evaluation in Task 1, determine if all of the data available is sufficient for developing the assessment program. This includes the waste stream analysis, tonnage information, operations (disposal versus collection) and budget (disposal versus collection) information related to the provision of solid waste services.
- Task 3: Identify Full Costs of Service** Evaluate the full cost of the solid waste service delivery using the County’s most current financial information and identify service delivery issues, which may affect the apportionment methodology. Determine the net service delivery revenue requirements. Based upon the nature of the County’s delivery of solid waste services.
- Task 4: Develop a Method of Apportionment Methodology** Using the current solid waste assessment roll and solid waste tonnage data for both commercial and residential properties, develop a method of apportionment, classification of properties and the use of the data on the ad valorem tax roll. Review the assessment methodology for legal sufficiency and compatibility with the tax bill method of collection.
- Task 5: Determine Preliminary Revenue Requirements** Advise the County in determining the total solid waste assessment revenue requirements to ensure the County recovers the costs of: (a) net solid waste service delivery revenue requirements, (b) implementing the program, and (c) collecting the assessments.

- Task 6: Develop Preliminary Assessment Roll Database** Using the current ad valorem tax roll, create a preliminary assessment roll database. Test the sufficiency of the database by developing reports to access property information.
- Task 7: Apply Apportionment Methodology to Database** Apply the apportionment methodology to the preliminary assessment roll database to test the data validity and legal sufficiency. Revise the apportionment methodology as necessary.
- Task 8: Calculate a Preliminary Proforma Schedule of Rates** Using the current assessment roll provided by the County, calculate a pro forma schedule of rates based on the apportionment methodology and revenue requirements for the assessment program.
- Task 9: Prepare and Present Assessment Report** GSG will prepare and present a draft Assessment Report to County staff that identifies the methodology for apportioning the assessment among the properties, and the calculation of the proforma assessment rates. The Assessment Report will provide recommendations regarding the appropriate authority and collection method to be used for the special assessment program. The Assessment Report will also provide the next steps the County would have to follow to successfully implement the recommendations outlined in the document. GSG will incorporate any comments from County staff and prepare the Final Assessment Report. GSG will then present the Final Assessment Report to the County Commission.
- Task 10: Initial and Final Assessment Resolutions** GSG will advise and assist the County's legal counsel in drafting the implementing assessment resolutions that conform to the existing assessment ordinance to impose the solid waste assessment to implement the County's policy decisions and proposed methodology.
- Task 11: Implementation** GSG will assist the County with implementation and collection of the assessment program. Should the County elect to use the uniform method of collection (the tax bill), GSG will advise and assist with the requirements for the adoption of the final assessment rate resolution and certification of the assessment roll in accordance with Section 197.3632, Florida Statutes, including (a) development of first class notice and its distribution, and (b) attendance at the public hearing. **Please note that if the County chooses to utilize GSG to produce the first class notices for this program, the additional mailing costs are identified in the Fees and Costs section.**

EXPECTATION FOR INVOLVEMENT OF COUNTY STAFF

This Scope of Services is based on the assumption that the County will be an active participant in collecting and providing the necessary information required to develop the assessment methodologies.

The County will provide GSG with the current fire and solid waste assessment rolls.

The County will be responsible for conducting fieldwork for missing and/or incomplete call data and/or ad valorem tax roll information.

GSG also expects County staff to provide timely direction regarding the resolution of issues or assistance in obtaining additional data.

Fees and Costs

For the professional services and specialized assistance described in the proposed Scope of Services, GSG will work under a “lump sum” fee arrangement of \$27,500 for the fire services special assessment and \$22,500 for the solid waste special assessment. Should the County hire GSG for the professional services and specialized assistance described in the proposed Scope of Services for both the Fire and Solid Waste Assessment programs, GSG will work under a “lump sum” fee arrangement of \$45,000 (\$25,000 for the fire services special assessment and \$20,000 for the solid waste special assessment). This lump sum fee includes reimbursement for all out-of-pocket expenses.

The lump sum fee for professional services includes four (4) on-site visits by GSG to the County. While the purpose of these trips is negotiable, the recommended meetings will be included in the project critical events schedule upon notice to proceed on the project. The lump sum fee includes reimbursement for all travel-related out-of-pocket expenses. Meetings in excess of the included on-site visits may be arranged at our standard hourly rates provided below. All expenses related to additional meetings will be billed in accordance with section 112.061, Florida Statutes. If necessary, in lieu of on-site visits, periodic telephone conference calls may be scheduled to discuss project status.

The standard hourly rates for GSG are as follows:

GOVERNMENT SERVICES GROUP, INC.

Chief Executive Officer	\$225
Senior Vice President	\$175
Vice President.....	\$160
Senior Project Manager/Consultant/Project Coordinator	\$160
Consultant/Database Analyst/Technical Services.....	\$130
Administrative Support.....	\$ 50

The lump sum fee does not include the costs of producing and mailing statutorily required first class notices. Mailing and production costs depend on the number of assessable parcels of property within the assessment program area, but average approximately \$1.30 per parcel. Payment of mailing and production costs is due at the time of adoption of the initial assessment resolution or like document. For non-domestic notices, mailing charges will include the actual amount of postage beyond the domestic rate and if U.S. postage rates increase prior to mailing, the additional postage per notice will be charged.

The County is responsible for any and all newspaper publications, including, but not limited to, making arrangements for publications and any costs associated therewith.

The County is also responsible for any costs incurred to obtain information from the property appraiser or other public officials that is necessary for the assessment program.

Please note that GSG works with the premise of developing and implementing assessment programs with an eye on potential legal challenges in an attempt to maximize both the efficiency and the effectiveness of any defense. Nonetheless, the fees outlined above for professional services do not include any provision for litigation defense. Accordingly, in the event there is a legal challenge, GSG would be available, on an hourly basis, to assist the County in its defense.

PRELIMINARY DELIVERABLES SCHEDULE

Event	Schedule
Notice to Proceed	By December 15, 2011
Kick-off Meeting/Data Collection	December 2012
Data Analysis	January - February 2012
Determines Net Revenue Requirements	January - February 2012
Develop/Update Apportionment Methodology	February - March 2012
Calculate Proforma Assessment Rates	March - April 2012
Prepare Assessment Memorandum	March - April 2012
Assist with Preliminary Rate Resolution	April 2012
Assist with TRIM Notices	July - August 2012
Assist with Published Notice	July - August 2012
Assist with Annual Rate Resolution	August 2012
Assist with Certification of Fiscal Year 2012-13 Assessment Roll	by September 15, 2012

PAYMENT SCHEDULE

The lump sum fee for professional services and specialized assistance will be due and payable based on the following schedule and assuming that notice to proceed is received in December 2011. If notice to proceed occurs after this date, the payment schedule will be condensed over the anticipated number of months remaining to complete the project.

Payment Due	Percent of Total	Amount Due
January 2012	25% of professional services fee	\$11,250
February 2012	25% of professional services fee	\$11,250
March 2012	25% of professional services fee	\$11,250
April 2012	25% of professional services fee	\$11,250
Total		\$45,000

ACCEPTED AND AGREED TO:

BY: _____
Jefferson County

Date

**ITEM 5(k): ROAD DEPARTMENT
ORGANIZATION & SERVICE DELIVERY**

Question #1: Recommendations

a) Management & Performance

Recommendations & Next Steps	Consensus YES NO	Due Date (Timeframe)
<p>1. Road Inventory: Accept and approve the prioritized road inventory as the authoritative road list. Direct Dept Head to develop Annual Road Improvement Work Plan based on inventory. Direct Coordinator and HR to develop associated performance appraisal for the Department Head based on progress against annual road improvement work plan</p>	Yes	Feb 27 @ 4 PM
<p>2. Performance Standards: Direct Coordinator with input from Dept Head to develop and recommend minimum performance standards for response and completing customer requests and complaints</p>	Yes	Dec 1 Regular Session
<p>3. Interference: Resolve not to directly interact with the Dept Head whether in an operational or managerial way without first informing and gaining approval from Coordinator or obtaining board of commissioner approval to interact / direct by majority vote</p>	Tabled	
<p>4. Budget spend: Direct monthly meetings between Dept Head, Coordinator and Clerk of Court Accounting function to examine spend against each budgetary line item and to report to BOCC monthly any line item that is more than 5% over or under spent for the next year</p>	Being Done	
<p>5. Capital Asset Replenishment: Direct Dept Head to develop a five (5) year asset replenishment plan for equipment and potential unseen major project demands</p>	Yes	Update & Return by Feb. 27

Question #1: Recommendations

b) Personnel Policy & Staff Management

Recommendations & Next Steps	Consensus YES NO	Due Date (Timeframe)
<p>1. Progression Ladder: Direct Dept Head, Coordinator and Clerk of Court (HR function) to develop a progression ladder based on number of years of experience, skill levels, performance and certifications. Ladder should have a branch near the top for team leadership versus strictly technical / operational skills.</p> <p>2. Personnel Policy Adherence: Direct Clerk of Court (HR function) to perform a review of all personnel files and records to assure each employee file is complete with position description based on #1 and all notes or letters are substantiated. Restate that no personnel action will take effect without concurrence of County Coordinator and HR function.</p> <p>3. Pay Grades: Direct (as above) a salary review take place of the overall department in aggregate and by individual to assure that there is consistent and justifiable pay.</p>	<p>YES</p> <p>To</p> <p>1 – 3</p>	<p>1 Thru 3</p> <p>By DEC 1</p>
<p>4. Diversity and Sensitivity Training: Direct all road department and coordinator staff to participate in said training.</p> <p>5. Safety and Operational Training: Direct Road Department management and staff to participate in training that results in professional certification such as pole saw and chain saw operations, manufacturer and governmental training for various equipment and communications and interpersonal skills. File completion in personnel files.</p>	<p>Yes</p> <p>To</p> <p>4 & 5</p>	<p>Training</p> <p>To</p> <p>Come to</p> <p>us Jan</p> <p>2012</p>

Question #2: Recommendations

Delivery Focus

Recommendations & Next Steps	Consensus YES NO		Due Date (Timeframe)
<p>1. Priority Focus: Resolve the priority purpose of Road Department Service is as stated previously by Executive Management</p> <ul style="list-style-type: none"> • Priority Focus of Department should be: <ol style="list-style-type: none"> a) Fix and maintain stabilized roads where maintenance means: grading, clearing ditches and culverts, mowing, brush cutting, signage, pot hole repair, addressing wash-outs, etc b) Road stabilization where this means serious repair or re-building of a stretch of road typically less than ¼ mile and includes progress against chronic problem spots c) Road re-construction means tearing-up a road to re-build or preparing a road to be built to a standard of permanent construction. County would contract, monitor and sign-off completion. 	<p>YES In ABC Order</p>		
<p>2. Approach: Direct Dept Head to develop in writing a program to address primarily dirt roads in a standard way to remove them from the high maintenance category that is based on road Inventory and annual work plan</p>	<p>YES 2 & 3</p>		<p>Feb 27</p>
<p>3. Contract Services: Direct Coordinator to oversee contracting for road construction services and other required services with inputs from Dept Head and Clerk of Court that either do not exist in the department or can be provided at significantly lower cost than provided by road department.</p>			3

Question #3: Recommendations Current Service Delivery

Recommendations & Next Steps	Consensus		Due Date (Timeframe)
	YES	NO	
<p>1. Service Levels: Direct Dept Head and Coordinator to establish two (2) customer call-ins service levels: 1) Two (2) hour Response Time to go to site and check-out details of call and 2) Commit to a specific yet estimated Fix Time. Record both of these for tracking and reporting to BOCC and feedback via phone to citizen</p> <p>2. Separate Focus: Direct Dept Head to dedicate work teams on delivery of Annual Road Improvement Work Plan and do not pull them off to address customer call-ins</p> <p>3. Light Duty teams: Direct Dept Head to evaluate and implement if warranted teams lighter duty equipment such as pick-up trucks with hand tools and 2-cycle tools, pick-up trucks with tractors equipped with excavator bucket and drag grader, ATVs for roadside pickup, follow pick-up truck with hand tools assigned to large graders. Etc.....</p> <p>4. Improve Work-Order tracking system: Direct departmental use of time clock for employees and work orders, make sure reporting numbers can be verified, associate a name with the 2 hour Response Time (track person at each hand over of work order), etc...</p>	<p>YES</p> <p>1 - 4</p>		<p>DEC 1st</p>
<p>5. Improve Field Supervision: Make sure when staff are in field they are working, delegate supervisory authority to team leads or ranked staff and support their decisions</p>	<p>YES</p>		<p>Laddering System</p>

Recommendations & Next Steps

# 4 The 4-10 Work Week	Consensus YES NO	Due Date (Timeframe)
<ol style="list-style-type: none"> 1. Re-establish Five day work week: and rescind 4-10 work week 2. Rain Day: Direct Dept Head and Coordinator to propose a rain day policy with input from commissioners and key individuals 		January Workshop
# 5 Work Load Demand	Consensus YES NO	Due Date (Timeframe)
<ol style="list-style-type: none"> 1. Severe Weather Emergency Plan: Direct Dept Head to produce a written emergency plan in coordination with the Sheriff and EMS / Fire Departments to respond to weather emergencies 2. Communications Plan: Direct Coordinator to prepare a customer education and information plan in conjunction with the Dept Head 		EOC Responsibility
# 6 Measures and Numbers	Consensus YES NO	Due Date (Timeframe)
<ol style="list-style-type: none"> 1. Reporting: Direct Coordinator to create prototype status reports that meet the BOCC needs and does not create an excessive collection burden with the condition that the reported numbers can be verified. Repeat the process until satisfaction has been reached. 	YES	After FEB 27th
# 7 Organization Chart and Practice	Consensus YES NO	Due Date (Timeframe)
ALREADY ADDRESSED IN # 1 b)		

Recommendations & Next Steps

# 8 Resource Allocation	Consensus YES NO	Due Date (Timeframe)
<p>1. Chain of command: Resolve to follow chain of command and relationship diagram in communicating needs and requirements into the Road Department work order tracking system. That is Commissioners to County Coordinator to Dept Head to Field Superintendant and Team Leaders and Workers.</p>		Personnel Policy
# 9 Work Outside Department Scope	Consensus YES NO	Due Date (Timeframe)
<p>1. Guidelines: Direct Coordinator to independently develop a set of proposed guidelines based on interview inputs of executive management and recommend these for BOCC consideration</p> <p>2. Commitment: Once accepted by majority vote, BOCC will adopt and abide by the guidelines.</p>	Conditional YES	
# 10 Best Outcome	Consensus YES NO	Due Date (Timeframe)
<p>1. All should have been covered in previous recommendations. However, these Best Outcome sentiments are a broad set of desires for a better future.</p>		

ITEM 6(a): DEPARTMENT HEAD REPORTS

**Jefferson County Cooperative Extension Office
Monthly Report – Board of County Commissioners
November, 2011(submitted to County Coordinator, December 2)**

4-H Youth Activities

- JGL – Preparing 2011 Report of Accomplishment & 2012 Plan of Work
- JGL - 4-H Newsletter prepared and sent
- JGL – 4-H Exhibits Judges at North Florida Fair – Nov 1
- JGL - 4-H County Council Meeting – Nov 7
- JGL – Safe and Nurturing Environment Committee Meeting – Nov 8
- JGL - Boyz-2- Men Lock-in Meeting – Nov 8
- JGL – The 4-H Tropicana Public Speaking School Contest – Nov 8
- JGL – Aucilla Christian Academy, Tropicana Awards Ceremony – Nov 9
- JGL – Meeting with Rev Yon – Nov 9
- JGL – Natural Resources Conservation District Meeting – Nov 10
- JGL – 4-H Day at the North Florida Fair – Nov 12
- JGL – 3rd Grade 4-H Club Meeting – Nov 15
- JGL – 5th Grade 4-H Club Meeting – Nov 16
- JGL - 4th Grade School Club Meeting – Nov 18
- JGL – Farm City Week Luncheon – Nov 16
- JGL – 4th Grade 4-H Club Meeting – Nov 18
- KDJ --Boys-2-Men Planning-Taylor County-Nov 8
- KDJ- 4H Day at the Fair- Nov 12
- KDJ- 2nd Grade 4H – JCES- Nov 15
- KDJ- Health Rocks- Conference Call- Nov 22

Family & Consumer Sciences

- KDJ – Preparing 2011 Report of Accomplishment & 2012 Plan of Work
- KDJ- ESDT Meeting- Capital City Bank – Nov 1
- KDJ-BEST Meeting- UWBB Tallahassee – Nov 1
- KDJ- High School Financial Planning-JMHS-Nov 4
- KDJ- Community Awareness Oral Cancer- Monticello Business Visits- Nov 8
- KDJ- SNTD- JCEO- Nov 8
- KDJ-America Saves- Conference Call- Nov 8
- KDJ-HCE Meeting (Quick Healthy Meals for 1 or 2)- JECO-Nov 15
- KDJ-AFCPE Conference- Jacksonville, FL – Nov 16-18
- KDJ- Tobacco Awareness Day Planning -Nov 18th
- KDJ- Tobacco Free Partnership (SWAT Planning) Meeting- JCEO- Nov 21
- KDJ- FMMM for Financial Planners Planning- Leon Extension- Nov 21
- KDJ- News Papers Article (ID Theft)- Nov 22
- KDJ- Tobacco Free UTUBE-Nov 28
- KDJ- FMMM Training-UWBB-Nov 29
- KDJ-VITA-UWBB-Nov 30

Agriculture and Natural Resources Activities

Livestock and Forages

- JED – Preparing 2011 Report of Accomplishment & 2012 Plan of Work
- JED – Presentation to Jefferson County Kiwanis Club “The Equine Industry in Jefferson County” NOV 8
- JED- Taught “Winter Feed Assessment for Your Cow Herd”, Suwannee County Cattlemen’s Association, Live Oak NOV17

Natural Resources and Small Farms

- JED- NW District Natural Resources Program Team Meeting Polycom NOV 3
- JED-Jefferson County Soil and Water Committee Meeting NOV 10
- JED- Chaired and coordinated North Florida Junior Beef Show Tallahassee NOV11-13
- JED- NRCS Native Plant ID and Pollinator Training Marianna NOV 14
- JED- Beekeeping in the Panhandle NW District Polycom Series NOV21 and 28
- JED- Chaired and coordinated North Florida Junior Beef Show Tallahassee NOV11-13

- **FAMU, Horticulture, 4-H, & Ag Agent**
- CW – Preparing 2011 Report of Accomplishment & 2012 Plan of Work
- CW – Taught Master Gardener Class(extension office/Madison) – Nov 2
- CW – Attended FAMU Fall Farmfest(Quincy) – Nov 4
- CW – Checked in cattle for North Florida Fair Dairy Show(Tallahassee) – Nov 4
- CW – Taught at UF Sugar Cane Field Day (Quincy) – Nov 7
- CW – Taught Master Gardener Class(extension office) – Nov9
- CW – Jefferson County Extension Staff Meeting – November 10
- CW – Extension Overall Advisory Committee meeting – November 15
- CW – Taught Master Gardener Class – November 16
- CW – Taught 5th grade 4-H(JCES) – November 16
- CW – First meeting with gardening class at JCMHS – November 17
- CW – Attended Horticulture Planning & Implementation Team meeting(Marianna) – November 18
- CW – Prepared School and Community garden sites – November 21
- CW – Taught Master Gardener Class – November 23
- CW – Taught Master Gardener Class – November 30

Administrative and Other Activities, Faculty and Staff

- JGL – Legislative Committee Meeting – Nov 1
- JGL – County Extension Directors In-service – Nov 2-3
- JGL – Meeting with Commissioner Barfield – Nov 7
- JGL – Overall Extension Advisory Committee Meeting – Nov 15
- JGL – Dept. Heads Meeting – Nov 22
- JGL – NW District County Extension Director's Retreat – Nov 29-30
- KDJ- Staff Meeting- JECO-Nov 10
- KDJ- Overall Advisory Committee Meeting- Nov 15
- KDJ- Park Grant -Conference Call- Nov 29

Jefferson County Fire Rescue
Monthly Department Report

TO: Mr. Roy Schleicher
County Coordinator

DATE: December 07, 2011

SUBJECT: Department Directors Report

FROM: Mark Matthews, Chief
Jefferson County Fire Rescue

REFERENCE: November 2011 Report
ATTACHMENTS: 0

JCFR CALLS FOR SERVICE – ALL CALLS-----

2011	NOVEMBER	YEAR to DATE
FIRE	51	493
EMS	204	2,135

TOTAL: 255 TOTAL: 2,628

JCFR FIRE CALLS WITH MONTICELLO --

2011	NOVEMBER	JULY '11 to DATE
JCFR Response in City	5	31
MVFD Response in County	1	4

11/12 FISCAL YEAR EMS COLLECTIONS-----

2011	NOVEMBER	11/12 F/Y to DATE
	\$57,927.71	\$113,244.04

BAD DEBT COLLECTIONS DUE TO THE EFFORTS OF NCS Plus

2011	NOVEMBER	JULY '11 to DATE
	\$100.00	\$3,565.09

NEW STATION UPDATES It looks like we are not going to qualify for the CDBG for the new station. We will be coming back to the Board with our options.

BUDGET UPDATE There have been no unexpected expenditures from either the Fire or EMS budgets.

VOLUNTEER TRAINING Drafting and pumping operations.

Jefferson County Bialar Public Library Monthly Report for November, 2011

Statistics of interest

- 5617 Door count
- 2141 Materials checked out
- 58 Materials purchased
- 2070 Computer usage
- 117 Materials catalogued

Community Room Usage

- Health Department
- JC Marching Band
- Quilters
- Weight Watchers
- After school tutoring
- United Way
- Monticello Writer's Group
- Jeff Co Democrats

Projects

- Year end statistical and financial report to state library done
- Continued weeding of collection due to online migration
- Continued troubleshooting of internet access problems with Century Link
- Started reviewing department job descriptions due to County Coordinator

Other

WILD board meeting at Wakulla with new WILD Administrator Pat Gilleland
Covenant Hospice had display in library for National Hospice Month
Collection development focus on DVDs and children's award winners
Home school club met to discuss latest titles
Did outreach to Jefferson Elementary for 150 PK/K students
Held four preschool family storytimes with crafts
On site visit by First United Methodist pre-school
Once monthly Saturday beginning computer class held
Director was guest speaker at Rotary luncheon
New large outdoor sign for library info ordered and received
Century Link came; says no problems posed by all the debris on phone lines in back
In talks with FAMU concerning grant opportunity for library held classes
Director interviewed for PSA for radio station
Discussion continuing about viability of electronic books, pricing still an issue
Professional development lab count was 44; majority doing online school work
Director and Friends of the Library toured Honey Lake Plantation for possible spring fundraiser
Three staff members leaving; Nancy Stover retired, Liz Loveless relocating and Lenese Colson resigned to devote more time to her Ph.D studies at FSU

Budget within limits

JEFFERSON COUNTY/CITY OF MONTICELLO
BUILDING INSPECTION AND CONTRACTOR LICENSING
 445 WEST PALMER MILL ROAD (*) MONTICELLO, FLORIDA 32344

Phone: (850) 342-0223
 Fax: (850) 342-0225

MONTHLY REPORT			
November 2011		November 2010	
Building	23	Building	15
Electrical	9	Electrical	18
Plumbing	6	Plumbing	3
Mechanical	8	Mechanical	7
Mobile Homes	1	Mobile Homes	2
Relocate	0	Relocate	1
Demolish	0	Demolish	0
Miscellaneous	2	Miscellaneous	1
City Permit	13	City Permits	12
City Fees	\$857.00	City Fees	\$1,225.60
County Permits	36	County Permits	38
County Fees	\$6,449.73	County Fees	\$4,230.56
Total		Total	
City/County Permits	49	City/County Permits	50
City/County Fees	\$7,306.73	City/County Fees	\$5,456.16

November 2011		November 2010	
Radon Fee	\$280.64	Radon Fee	\$255.37
Building Permit Fee	\$6,796.09	Building Permit Fee	\$4,640.79
Mobile Home Permit Fee	\$230.00	Mobile Home Permit Fee	\$560.00
Home Inspections Fee	\$0.00	Home Inspections Fee	\$0.00
Contractor Licenses Fee	\$0.00	Contractor Licenses Fee	\$115.00
Business & Home Occup Fee	\$772.50	Business & Home Occup Fee	\$764.00
Total	\$8,079.23	Total	\$6,335.16

November 2011		November 2010	
New Construction Permits (Residential)	3	New Construction Permits (Residential)	1
Commercial Permits (Non-Residential)	1	Commercial Permits (Non-Residential)	2
Mobile Home Permits	1	Mobile Home Permits	2
Repair & Addition Permits	42	Repair & Addition Permits	44
Miscellaneous Permits (Sheds, Workshop, Signs, Barns, Pools)	2	Miscellaneous Permits (Sheds, Workshop, Signs, Barns, Pools)	1
Total	49	Total	50
Valuation		Valuation	
Valuation Home Permits	\$506,016	Valuation Home Permits	\$138,702
Valuation Commercial Permits	\$227,000	Valuation Commercial Permits	\$87,529
Valuation Other Permits (Including Additions, Re-roof, & Non-Residential Structures)	\$267,111	Valuation Other Permits (Including Additions, Re-roof, & Non-Residential Structures)	\$162,382

JEFFERSON COUNTY PLANNING

AND ZONING DEPARTMENT

445 WEST PALMER MILL ROAD (*) MONTICELLO, FLORIDA 32344

Phone: (850) 342-0223
Fax: (850) 342-0225

November 2011		November 2010	
Zoning Verification Fee	\$0.00	Zoning Verification Fee	\$0.00
Simple Lot Split Fee	\$100.00	Simple Lot Split Fee	\$100.00
Family Subdivision Fee	\$0.00	Family Subdivision Fee	\$0.00
Minor Development Fee	\$0.00	Minor Development Fee	\$0.00
Major Development Fee	\$0.00	Major Development Fee	\$0.00
Variance Fee	\$0.00	Variance Fee	\$0.00
Minor Re-plat Fee	\$0.00	Minor Re-plat Fee	\$0.00
Comp Plan Amendment Fee	\$0.00	Comp Plan Amendment Fee	\$0.00
Development Permits Fee (Mobile Homes)	\$285.00	Development Permits Fee (Mobile Homes)	\$720.00
Development Permits Fee (Residential)	\$1,180.41	Development Permits Fee (Residential)	\$744.58
Development Permits Fee (Commercial)	\$241.85	Development Permits Fee (Commercial)	\$595.63
Development Permits Fee (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	\$774.19	Development Permits Fee (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	\$200.00
Total	\$2,581.45	Total	\$2,360.21

November 2011		November 2010	
Simple Lot Splits (No. Lots Created _____)	1	Simple Lot Splits (No. Lots Created _____)	1
Family Subdivisions (No. Lots Created _____)	0	Family Subdivisions (No. Lots Created _____)	0
Minor Development (No. Lots Created _____)	0	Minor Development (No. Lots Created _____)	0
Major Development (No. Lots Created _____)	0	Major Development (No. Lots Created _____)	0
Variance	0	Variance	0
Minor Replats	0	Minor Replats	0
Comp. Plan Amendments	0	Comp. Plan Amendments	0
Development Permits (Mobile Homes)	1	Development Permits (Mobile Homes)	3
Development Permits (Residential)	2	Development Permits (Residential)	1
Development Permits (Commercial)	2	Development Permits (Commercial)	1
Development Permits (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	2	Development Permits (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	2
Total	8	Total	8

November 2011		November 2010	
Emergency Medical Impact Fee	\$1,170.07	Emergency Medical Impact Fee	\$61.86
Fire/Rescue Impact Fee	\$1,498.12	Fire/Rescue Impact Fee	\$48.16
Transportation Impact Fee	\$0.00	Transportation Impact Fee	\$0.00
Law Enforcement Impact Fee	\$0.00	Law Enforcement Impact Fee	\$0.00
911 Address Fee	\$0.00	911 Address Fee	\$0.00
Driveway Permit Fee	\$106.00	Driveway Permit Fee	\$212.00
Total	\$2,774.19	Total	\$422.02

Jefferson County Parks Department Mike Holm- Parks Director

SPORTS-

Flag Football has completed its season

Cheerleading has completed its season.

Soccer Registration will begin on December 3, 2011

Co-ed softball has completed its season.

EVENTS- There will be a Flea Market on December 3, 2011.

UPCOMING DATES:

Recreation Park Improvements Needed:

The concession stand is in need of replacement as the current building is a safety concern. **UPDATE:** **Waiting for information from Mr. Alan Wise on building specifications.**

UPDATE: Ball field lighting wiring and poles are aged. This can develop into a major safety hazard. **NOTE:** **A meeting with Progress Energy was held at the park at their request on Thursday Dec 1. Mr. Bob Matthews from Progress Energy stated that the power entering the park along with the power to all fields was not up to code and an accident waiting to happen. He is removing all power to the field lighting (wiring and equipment). We will be left with only power to the front of the park (park office area) there will be no power to the concession stand, nor to any of the lower ball fields. We are in the process of getting figures of the cost to make our necessary repairs.**

**JEFFERSON
COUNTY ROAD
DEPARTMENT**

Memo

To: **Jefferson County Board of County Commissioners**

From: **David R. Harvey, Road Superintendent**

Date: **December 6, 2011**

Re: Informational Item – Road Department Summary of Monthly Activities for November 2011

General Roadway and Drainage Maintenance

- A) Limited road surface grading, stabilization and ditch maintenance activities were conducted on 114 County Roads. Work on many roads was conducted up to 2 times during the month.
- B) Right-of-way brushing and trimming on 20 Road. Mowing on 39 roads.
- C) Patching also occurred on 0 roadways.

Driveway Connections

A total of 2 driveways were inspected.

Roadway and Drainage Reconstruction

Dry weather we will start pulling ditches

Both brush cutters have expired, Ford engine knocking, JD engine threw a rod, we will be working up quotes to repair and replace to bring to the board in January.