



**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
April 19, 2012 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 March 23, 2012 Emergency Session**
4. **Citizens Request & Input on Non-Agenda Items (3 Minute Limit, No Commissioner Discussion)**
5. **General Business**
 - a) **Discussion of Small Business Development RFP**
 - b) **Update on County Coordinator Hiring Process**
 - c) **SCOP Update on CR 259 – Alan Wise/Kirk Reams**
 - d) **SCOP/SCRAP 2016/2017 Submittal Recommendations– Alan Wise/Kirk Reams**
6. **County Coordinator's Report**
 - a) **Department Head Reports**
 - b) **Review of Draft-Interdepartmental Sharing of County Assets**
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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ITEM 3: CONSENT AGENDA MATERIALS

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
EMERGENCY MEETING
March 23, 2012

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

1. Attorney Buck Bird stated that no bidders for the Recreation Park lighting project carried out the requirements of applying for local preference. Attorney Bird presented four options for the Board to consider. Option 1: to refuse all bids and re-bid with a copy of the local preference provision and requirements; Option 2: to waive the requirement of bidders to require certification of local preference and allow county staff to make the determination; Option 3: to accept that no respondents were properly qualified as local businesses; and Option 4: to abandon the project.
2. Attorney Bird stated that bidder BC Power has filed a formal objection, stating that the Board has no real reason to object to the bids and that it is the low bidder entitled to the project. Commissioner Fulford stated that the lighting project was no longer a time-sensitive matter due to Parks Director Mike Holm stating lights would not be needed until adult softball season was underway. Attorney Bird stated that the Board had accepted the recommendation at the previous meeting that another bidder qualified under local preference and BC Power states it is local as well. Commissioner Fulford stated that if the condensed timeline was eliminated, costs could potentially be reduced. Chairman Boyd stated that since the project was more expensive than originally anticipated, the scope could potentially be modified. Commissioner Barfield commented that unless the scope was changed, rejecting the bids would not pass the "smell test." Engineer Alan Wise stated that the low bidder did come in higher than the construction budget and that time constraints could be pulled out in order to facilitate a lower cost.
3. Commissioner Nelson inquired as to the status of the firm that was originally awarded the bid. Attorney Bird responded that the Board made a decision under the pretense that the local preference requirements had been satisfied, when in fact no firm had met the qualifications. Chairman Boyd expressed concern about the cost of the project and stated that the Board should consider pulling back the scope and re-assessing ways to do the project more cost effectively.
4. **On motion by Commissioner Monroe, seconded by Commissioner Fulford and unanimously carried, the Board rescinded the action of March 15, 2012 on the basis that no bidders qualified for the local preference provision.**
5. **Commissioner Barfield made a motion to award the contract to the lowest bidder without local preference, to which Commissioner Nelson seconded for discussion.** Chairman Boyd stated that the Board had new information with bids higher than expected and a short timeline no longer necessary. Commissioner Barfield responded that this would be the third time the Board had modified this project. Commissioner Fulford stated that the intent of the local preference policy would be satisfied with BC Power meeting it and being the low bidder regardless. Attorney Bird reminded the Board that under the

BOARD OF COUNTY COMMISSIONERS
MINUTE BOOK 23, PAGE _____

Rules of Procedure for Board meetings, it was allowable for a member to participate telephonically under terms suitable to the Chairman. **The above mentioned motion passed 4 to 1 (Boyd opposed).**

6. Attorney Bird recommended that the Board follow Florida Statutes 120.57, considering the Board had no provisions for protesting bids in its purchasing policy.

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

Chairman

Attest: _____
Clerk

**ITEM 6(a): COUNTY COORDINATOR'S
REPORT: DEPARTMENT HEAD REPORTS**

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			
March 2012		March 2011	
Building	19	Building	16
Electrical	19	Electrical	13
Plumbing	3	Plumbing	10
Mechanical	9	Mechanical	9
Mobile Homes	1	Mobile Homes	3
Relocate	0	Relocate	0
Demolish	0	Demolish	1
Miscellaneous	3	Miscellaneous	0
City Permit	10	City Permits	14
City Fees	\$600.00	City Fees	\$913.25
County Permits	44	County Permits	38
County Fees	\$5,385.32	County Fees	\$7,805.03
Total		Total	
City/County Permits	54	City/County Permits	52
City/County Fees	\$5,985.32	City/County Fees	\$8,718.28

March 2012		March 2011	
Radon Fee	\$257.34	Radon Fee	\$309.44
Building Permit Fee	\$5,497.98	Building Permit Fee	\$7,618.84
Mobile Home Permit Fee	\$230.00	Mobile Home Permit Fee	\$790.00
Home Inspections Fee	\$0.00	Home Inspections Fee	\$0.00
Contractor Licenses Fee	\$0.00	Contractor Licenses Fee	\$95.00
Business & Home Occup Fee	\$609.00	Business & Home Occup Fee	\$160.00
Total	\$6,594.32	Total	\$8,973.28

March 2012		March 2011	
New Construction Permits (Residential)	3	New Construction Permits (Residential)	3
Commercial Permits (Non-Residential)	0	Commercial Permits (Non-Residential)	2
Mobile Home Permits	1	Mobile Home Permits	3
Repair & Addition Permits	47	Repair & Addition Permits	44
Miscellaneous Permits (Sheds, Workshop, Signs, Barns, Pools)	3	Miscellaneous Permits (Sheds, Workshop, Signs, Barns, Pools)	0
Total	54	Total	52
Valuation		Valuation	
Valuation Home Permits	\$328,809	Valuation Home Permits	\$1,550,289
Valuation Commercial Permits	\$0	Valuation Commercial Permits	\$67,060
Valuation Other Permits (Including Additions, Re-roof, & Non-Residential Structures)	\$207,438	Valuation Other Permits (Including Additions, Re-roof, & Non-Residential Structures)	\$122,099

JEFFERSON COUNTY PLANNING AND ZONING DEPARTMENT

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

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

March 2012		March 2011	
Zoning Verification Fee	\$0.00	Zoning Verification Fee	\$0.00
Simple Lot Split Fee	\$0.00	Simple Lot Split Fee	\$0.00
Variance Fee	\$0.00	Variance Fee	\$0.00
Family Subdivision Fee	\$100.00	Family Subdivision Fee	\$0.00
Minor Development Fee	\$0.00	Minor Development Fee	\$0.00
Major Development Fee	\$1,000.00	Major Development Fee	\$0.00
Minor Re-plat Fee	\$200.00	Minor Re-plat Fee	\$0.00
Comp Plan Amendment Fee	\$0.00	Comp Plan Amendment Fee	\$0.00
Development Permits Fee (Mobile Homes)	\$855.00	Development Permits Fee (Mobile Homes)	\$570.00
Development Permits Fee (Residential)	\$2,208.21	Development Permits Fee (Residential)	\$6,195.53
Development Permits Fee (Commercial)	\$0.00	Development Permits Fee (Commercial)	\$285.00
Development Permits Fee (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	\$295.00	Development Permits Fee (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	\$700.00
Total	\$4,658.21	Total	\$7,750.53

March 2012		March 2011	
Simple Lot Splits (No. Lots Created _____)	0	Simple Lot Splits (No. Lots Created _____)	0
Family Subdivisions (No. Lots Created _____)	1	Family Subdivisions (No. Lots Created _____)	0
Variances	0	Variances	0
Minor Development (No. Lots Created _____)	0	Minor Development (No. Lots Created _____)	0
Major Development (No. Lots Created _____)	1	Major Development (No. Lots Created _____)	0
Minor Replats	2	Minor Replats	0
Comp. Plan Amendments	0	Comp. Plan Amendments	0
Development Permits (Mobile Homes)	3	Development Permits (Mobile Homes)	2
Development Permits (Residential)	5	Development Permits (Residential)	2
Development Permits (Commercial)	0	Development Permits (Commercial)	2
Development Permits (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	3	Development Permits (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	8
Total	15	Total	14

March 2012		March 2011	
Emergency Medical Impact Fee	\$247.44	Emergency Medical Impact Fee	\$305.58
Fire/Rescue Impact Fee	\$192.64	Fire/Rescue Impact Fee	\$605.28
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	\$326.00	911 Address Fee	\$300.00
Driveway Permit Fee	\$212.00	Driveway Permit Fee	\$159.00
Total	\$978.08	Total	\$1,369.86

Jefferson County Fire Rescue
Monthly Department Report

TO: Mr. Roy Schleicher
County Coordinator

DATE: April 11, 2012

SUBJECT: Department Directors Report

FROM: Mark Matthews, Chief
Jefferson County Fire Rescue

REFERENCE: March 2012 Report
ATTACHMENTS: 0

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

2012	March	YEAR to DATE
FIRE	50	144
EMS	193	591

TOTAL: 243 TOTAL: 735

JCFR FIRE CALLS WITH MONTICELLO --

2012	March	JULY '11 to DATE
JCFR Response in City	11	59
MVFD Response in County	0	8

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

2012	March	11/12 F/Y to DATE
	\$71,064.01	\$342,531.27

BAD DEBT COLLECTIONS DUE TO THE EFFORTS OF NCS Plus

2012	March	JULY '11 to DATE
	\$1,013.75	\$4,863.84

NEW STATION UPDATES We are still in the process of finalizing station and site plans for architectural and civil engineering.

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

VOLUNTEER TRAINING County wide refresher Hazardous Materials Awareness level training.

CURTISY BLOOD PRESSUER and GLOCOSE CHECKS We had 12 people come to the station for either blood pressure or blood sugar checks in March.

Jefferson County Bailer Public Library Monthly Report for March, 2012

*Statistics of interest

3363	Door count	2364	Computer usage
64	Inter library loans	204	Program attendance

Community Room Usage

- Health Department
- AARP Safe Driver
- Democratic Party
- After school tutoring
- Crochet club
- Weight Watchers
- Vocational Rehab Assn.

Projects

- All final E Rate Form 471 paperwork submitted for reimbursement
- Worked on ticket sales and publicity for April 29 fundraiser
- All library job descriptions reformatted to align with new county standard
- Began weeding of adult nonfiction section
- Worked on preliminary youth summer program flyer for schools
- Inventoried all adult fiction titles
- Staff continued to train on new circulation system

Other

*Glitch in KOHA data conversion prevented ability of some regular stats from being reported; also, door count not accurate, investigating possible door sensor issues
Director attended Public Library Association meeting in Philadelphia (no county funds used)
United Way free Income Tax assistance held six sessions in back lab
Fundraiser meetings held with Friends of Library to finalize details
Library Advisory Board met; current appointees resigned due to term limits
Three author book signings held for Women's History Month
Met with DOE School library Director to discuss school/library partnership
Book Sale hosted by Friends of the Library held in Community Room
Part time grant funded lab 2 coordinator Duane Francis hired
Participated in Early Head Start parent information session
Held four preschool family storytimes with crafts
Took staff to new Leon County branch for tour and meeting with Director
Home school book club met
On site visit by First United Methodist pre-school; storytime and crafts
Outreach to do storytime at Early Head Start, Head Start, Little Angels in Training
Outreach visit to Jefferson 4-H to discuss summer participation
Outreach visit to Adult/alternative school to discuss using lab 2 with students

Jefferson County Parks Department Mike Holm- Parks Director

SPORTS-

Base Ball – games 4 afternoon per week Babe Ruth to start 14th of April on new Babe Ruth field.

UPCOMING DATES:

Note: (**NOTE: Bringing in fill was STOPPED because it was felt that just scraping the field to level it would be better. This is going to cause two problems, 1) the level of the field would then be so low it would be collecting water since it then would become the lowest part of the park. 2) it would expose the materials buried in that location causing more problems.**

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. Will be presented at the May Meeting.**

LIGHTING

Waiting for Progress Energy to complete their work in order for the electrical contractor to begin.

Memorandum

Date: April 11, 2012

**To: Roy Schleicher/County Coordinator
County Commissioners**

From: Beth Letchworth

Subject: Monthly Report for March

Manned Site Tonnage from:	Aucilla Site	27.41
	Bassett Site	28.28
	Fulford Site	20.60
	Lamont Site	27.00
	Lloyd Site	70.61
	Nash Site	57.95
	New Monticello Site	83.34
	Main Office Site	22.83
	Pinckney Hill Site	18.68
	Recreation Park Site	48.60
	Wacissa Site	41.99
	Waste Tires	7.39
	County Commercial	241.41
	City of Monticello	<u>252.82</u>
	Total	955.54

City of Monticello

Rear Load Garbage Truck	18 Loads to Landfill	129.82 tons
Grapple Truck	34 Loads to Landfill	126.54 tons

County

Front Load Garbage Truck	18 Loads to Landfill	194.56 tons
Grapple Trucks	62 Loads to Landfill	208.41 tons
Roll-off Trucks	20 Compactor pulls	207.34 tons
	12 Construction Container pulls	41.17 tons
	15 Collection Site Container pulls	47.70 tons

**ITEM 6(b): COUNTY COORDINATOR'S
REPORT: INTERDEPARTMENTAL SHARING
OF ASSETS**

To be Reviewed at the April 19, 2012 BOCC Meeting

TO: Jefferson County Board of County Commissioners
FROM: Roy Schleicher, Jefferson County Coordinator
RE: Interdepartmental Sharing of County Assets

The Commission requested that a draft policy regarding Interdepartmental Sharing of County Assets be presented for review at the April 19th meeting.

DRAFT – for review 4/19/12

Interdepartmental Sharing of County Assets Policy Adopted by the Board of County Commissioners Date ?

As a small county it is incumbent on all County Government Departments to hire personnel, purchase equipment and supplies, and to share these assets whenever possible. In order to provide equality in the sharing of assets the following policy is to be adopted, modified when necessary and followed by all departments:

1. All County Departments are to share assets/resources with all other departments whenever possible.
2. Assets include personnel, equipment and consumable supplies. Sharing, except in emergency situations, should be arranged and implemented in a time period that allows review and consideration by the Department Directors, the County Coordinator if necessary and when required by

this policy, presentation to the County Commission as an agenda item. All Interdepartmental sharing of assets must follow this policy.

SHORT TERM AND/OR MINIMUM SHARING OF ASSETS

3. Short term (two [2] days or less) sharing of personnel and/or equipment should be done by mutual agreement between Department Directors and E-mailed to the Coordinator for information only.
4. Sharing of consumable supplies under a value of \$1000 should be done by mutual agreement between Department Directors and E-mailed to the Coordinator for information only. Repayment for the consumable supplies should be arranged between the Department Directors.

INTERMEDIATE TERM AND/OR HIGHER VALUE(S) OF SHARED ASSETS

5. Intermediate term (three [3] to five [5] days) sharing of personnel and/or equipment should be sent in writing (E-mail is considered "in writing") by the Department Director seeking to share assets to the County Coordinator for acknowledgement. If questioned by the County

Coordinator both Department Directors will provide the information and rationale necessary to “okay” the sharing.

6. Sharing of consumable supplies over a value of \$1000 and up to \$2500 should be sent in writing (E-mail is considered “in writing”) by the Department Director seeking to share assets to the County Coordinator for acknowledgement. If questioned by the County Coordinator both Department Directors will provide the information and rationale necessary to “okay” the sharing including the repayment agreement for the consumable supplies.

LONG TERM AND/OR HIGH VALUE(S) OF SHARED ASSETS

7. Sharing of personnel, equipment or consumable supplies exceeding a period of five [5] days or exceeding a value of \$2500 will be submitted by the requesting Department Director to the County Coordinator. The County Coordinator will forward the request to the Clerk of Court to be placed on the next available County Commission agenda. The Commission will discuss the request and approve or disapprove the request by a majority vote on an appropriate motion.

DOCUMENTATION OF SHARED PERSONNEL, EQUIPMENT OR CONSUMABLE SUPPLIES

Each department participating in the sharing of County Assets will keep a log book of the:

- A. Date(s) the sharing took place.
- B. The name of the participating "other" department.
- C. The name(s) of personnel participating in the sharing of Assets.
- D. The equipment or consumable supplies shared.
- E. The time equipment was used or the dollar amount of the consumable supplies.
- F. Pertinent notes.

END