



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 June 26, 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 May 17, 2012 Regular Session**
 - c) **Minutes of June 7, 2012 Regular Session**
4. **Citizens Request & Input on Non-Agenda Items (3 Minute Limit, No Commissioner Discussion)**
5. **General Business**
 - a) **Hiring Procedures – Henry Gohlke**
 - b) **Volunteer Application – Roy Schleicher**
 - c) **Coordinator’s Role/Personnel Policy – Commissioner Monroe**
 - d) **Replacement Restrooms/Concession Stand – Alan Wise/Mike Holm**
 - e) **Earthwork at Rec Park – David Harvey/Mike Holm**
 - f) **Report on Small Business Development Program – Dallas Garrett**
 - g) **Mine Administration– Commissioner Barfield**
6. **7:00 P.M. - PUBLIC HEARING: UNSAFE BUILDING ABATEMENT ORDINANCE**
7. **County Coordinator’s Report**
 - a) **Department Head Reports**
8. **Citizen’s Forum (3 Minute Limit, Commissioner Discussion Allowed)**
9. **Commissioner Discussion Items**
10. **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
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County Attorney

ITEM 3: CONSENT AGENDA MATERIALS

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR SESSION
May 17, 2012

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

ITEM 2: Public Announcements, Presentations and Awards

1. Commissioner Barfield presented a proclamation to Health Department Director Kim Barnhill announcing May 21st through May 27th as Public Health Administrator's Appreciation Week, in honor of Ms. Barnhill being given an Outstanding Woman in Public Health Award for 2012.

ITEM 3: Consent Agenda

2. Commissioner Barfield requested pulling item 3(c), Appointment of Dick Bailar to Original Florida Tourism Taskforce in order to discuss this matter under General Business. **On motion by Commissioner Monroe, seconded by Commissioner Nelson and unanimously carried, the Consent Agenda, consisting of the approval of the agenda as amended and the minutes from the April 19th, 2012 Regular Session, was approved.**

ITEM 5(a): Re-Districting Challenge

3. County Attorney Buck Bird presented a letter from an attorney representing Concerned United People requesting the Board to re-adopt the redistricting plan passed in December 2011 but rescinded in January 2012. Attorney Bird asked for feedback from the Board as to whether they wished to reconsider any prior decisions. Chairman Boyd stated that the Board made a decision to go back to the original map because there were issues with assumptions made as to prior data. Attorney Bird informed the Board that the School Board responded to the lawsuit by a vote signaling no intentions of re-adopting the redistricting plan. Commissioner Nelson stated that he voted against rescinding the plan adopted in December and still stands by his vote. Commissioner Monroe responded that the Board needed to address redistricting in 2013. Attorney John Davis, representing CUP, stated that what the Board did in 2012 was a nullity and that he would be seeking a court order to notice the actions taken in December 2011. No motions were made on this issue.

ITEM 5(b): Appointment of Dick Bailar to Original Florida Tourism Taskforce

4. Nancy Wideman, representing the Tourist Development Council, requested that the Board replace resigning member Tim Peary with Dick Bailar. Commissioner Barfield stated that she would like for the TDC to allow the Board to "cast a net" for applicant volunteers. She stated that part of the Board's job is to encourage citizens to participate. Nancy Wideman stated she would place an advertisement seeking volunteers that will be required to fill out the county's volunteer application.

ITEM 5(c): Comprehensive Emergency Management Plan

5. Emergency Management Director Carol Ellerbe presented a resolution for adoption acknowledging that the Comprehensive Emergency Management Plan had received approval from the State. **On motion by Commissioner Monroe, seconded by Commissioner Nelson and unanimously carried, the Board approved the resolution.**

ITEM 5(d): Medicaid FAC Lawsuit

6. Commissioner Barfield presented this issue and asked for a show of support for the Florida Association of Counties in the matter of fighting House Bill 5301. **On motion by Commissioner Monroe, seconded by Commissioner Barfield and unanimously carried, the Board approved supporting the lawsuit with a contribution of \$1,000 from Professional Services line item.**

ITEM 5(e): Septic Tank Inspection Opt-Out

7. Attorney Bird stated that the State has passed the responsibility of septic tank inspections to the counties, but counties had the option of opting-out before January 1st, 2013. Health Department Director Kim Barnhill stated that opting-out could jeopardize the environmental health of the county and that she would like to see this addressed at a future meeting. A workshop on this issue was set for June 26th at 4 pm.

ITEM 5(f): Selection of New County Coordinator

8. Chairman Boyd stated that this was the most important decision since he's been a member of the Board. Commissioner Barfield stated she would like to see some ground rules in place with factual non-personal public comment that is brief and non-repetitive. Citizen Merry Ann Frisby stated the best decision was to hire David Ward. Citizen Paul Henry stated his top three were Barwick, Calandra and Jones and stated he felt the Board should make a second and third choice in the event a contract is not completed with the first choice. Citizen Bud Wheeler stated that David Ward was the best choice. Citizen Gordon Dean stated that local candidates should be chosen if they were at or the near the top of the scoring list. Citizen Anne Holt stated that buying and hiring local was the same thing and that David Ward should be hired. Citizen Sherry Carswell stated that no one knows Jefferson County better than David Ward. Citizen Kate Calvin stated that there were other local candidates and that David Ward had lost the Property Appraiser election. Citizen Jack Carswell stated David Ward should be selected because he is someone that cares about the county. Citizen Alice Sander expressed support for David Ward. Citizen Carolyn Collins stated that David Ward could get the job done. Citizen Dan Shaw stated that the people would be done an injustice by paying someone that would need on the job training or acclimation to the county. Citizen Mack McLeod stated that everyone should keep any open mind a lot of knowledge outside of the county. **Commissioner Monroe made a motion to hire David Ward, to which Chairman Boyd seconded for discussion after relinquishing the gavel to Commissioner Nelson.** Commissioner Monroe stated that David Ward was from here and could do the job. Chairman Boyd stated that David Ward understood the county better than anyone and that past misunderstandings and disagreements did not need to keep the Board from doing the right thing. Commissioner Fulford stated he believed in shopping at home but this position was about experience and requirements. He stated he did not feel that David Ward was the best suited candidate for the job. **The above motion failed 2 to 3 (Barfield, Fulford and Nelson opposed). Commissioner Fulford made a motion to hire Parrish Barwick, to which Commissioner Barfield seconded. The motion failed 3 to 2 (Boyd and Monroe opposed), as this motion required 4 votes to pass.** County

BOARD OF COUNTY COMMISSIONERS
MINUTE BOOK 23, PAGE _____

Coordinator Roy Schleicher stated that if this issue could not be resolved, then it may be beneficial to wait until after the elections in November or having the requirement changed to a simple majority and re-advertise. Commissioner Barfield stated this needed to be resolved. Chairman Boyd suggested tabling the issue for the time being. Commissioner Nelson stated that his decision is based on fairness and professionalism. Commissioner Barfield stated that there was a local candidate who had world-wide experience and that she was willing to make a compromise for this local candidate. **Commissioner Barfield made a motion to hire Phil Calandra, to which Commissioner Fulford seconded. The motion failed 3 to 2 (Boyd and Monroe opposed), as this motion required 4 votes to pass.** Candidate Nick Flynt inquired as to why he was cut from the scoring list, to which Chairman Boyd responded apologetically for not contacting him and explained he lacked upper level management experience. Chairman Boyd requested that the County Coordinator selection be placed on the next agenda.

ITEM 6(a): County Coordinator's Report / Department Head Reports

9. County Coordinator Roy Schleicher presented the Department Head Reports to the Board.

ITEM 8: Commissioner Discussion Items

10. Commissioner Monroe expressed concern about the availability of road base for Road Superintendent David Harvey, to which County Coordinator Roy Schleicher stated there was ample material available for his operations.
11. Clerk of Court Kirk Reams informed the County Commission about the awarding of a \$50,000 historic preservation grant for the Lamont Schoolhouse. Commissioner Barfield stated that she would still like to see a budget of planned future operations. She also stated that the Board needed prioritize its funding for future projects.
12. Commissioner Nelson informed the Board about water intrusion problems in the West Lake Road area.
13. Commissioner Barfield requested Chairman Boyd to ask CRTPA Director Harry Reed about the time table for the SR-59 project. She also gave an update on the Bike/Ped planning meeting.

ITEM 9: Adjournment

14. The warrant register was reviewed and bills ordered paid.
15. **On motion by Commissioner Monroe, seconded by Commissioner Nelson and unanimously carried, the meeting was adjourned.**

Chairman

Attest: _____
Clerk

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR SESSION
June 7, 2012

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

ITEM 2: Public Announcements, Presentations and Awards

1. Assistant County Coordinator Henry Gohlke and County Department Heads presented County Coordinator Roy Schleicher with a plaque in recognition of his retirement.
2. Merry Ann Frisby presented a plaque to Tim Peary in recognition of his seven years of service to the Tourist Development Council.

ITEM 3: Consent Agenda

3. Commissioner Monroe requested pulling item 5(o), Report on Ford Ranger and John Deere Rental. Commissioner Barfield stated she would like to keep this item on the agenda in order to receive answers to her questions from a few meetings ago. Chairman Boyd stated that the item could be left on, provided there would be no action taken in Mr. Harvey's absence. Chairman Boyd also stated that item 5(n), the NFBA in-kind leases, be removed and tabled to a later meeting. **On motion by Commissioner Nelson, seconded by Commissioner Barfield and unanimously carried, the agenda was approved as amended. On motion by Commissioner Fulford, seconded by Commissioner Monroe and unanimously carried, the minutes from the May 3rd, 2012 Regular Session, were approved.**

ITEM 5(a): American Legion / July 4th Fireworks

4. Citizen Buddy Westbrook representing American Legion requested that the Board donate \$5,000 to the July 4th Fireworks program. **On motion by Commissioner Fulford, seconded by Commissioner Barfield and unanimously carried, the decision to move \$5,000 from professional services to a line item supporting the fireworks program at a level of \$5,000 was approved.** Commissioner Nelson volunteered as the "point person" for community outreach for the fireworks program.

ITEM 5(b): CDBG Grant Closeout

5. Esrone McDaniels with Meridian requested approval of the closeout of the CDBG grant in order for the county to be able to apply for the next grant cycle. **On motion by Commissioner Nelson, seconded by Commissioner Monroe and unanimously carried, the Board approved the grant closeout.**

ITEM 5(c): Approval of LHAP/SHIP

6. Esrone McDaniels with Meridian explained that a new Local Housing Assistant Plan for the Ship Program representing years 2012-2015 was to be submitted to the Florida Housing Finance Corporation. Citizen Paul Henry stated that this could be done at the local level through community support rather than through federal and state funds. **On motion by Commissioner Nelson, seconded by Commissioner Monroe and unanimously carried, the Board approved the LHAP.**

ITEM 5(d): Drainage on Rosey Road

7. Chairman Boyd explained that this situation had previously not been addressed because this was on a private road and that the solution was to let the Road Department maintain the drainage ditch causing the flooding issues. Citizen Eddie Williams presented the Board with photos documenting the flooding problem. Commissioners Monroe and Fulford spoke of a desire to meet with FDOT on the issue, as it was a drainage problem coming off of a state-maintained highway. County Coordinator Roy Schleicher recommended looking at the issue with Road Superintendent David Harvey, County Engineer Alan Wise and FDOT. Commissioner Fulford expressed concern with setting a precedent of the county addressing drainage issues caused by state-maintained roads. Chairman Boyd stated that the problem could be addressed by the Road Department and it was wrong not to take action. Citizen Eddie Williams stated that at one time Rosey Road was maintained by the county. Commissioner Fulford volunteered to contact FDOT and report back to County Coordinator Roy Schleicher.

ITEM 5(e): Original Florida Tourism Taskforce Volunteer Position

8. Merry Ann Frisby, on behalf of the Original Florida Tourism Taskforce, introduced Dick Bailar as the lone volunteer applicant to serve. **On motion by Commissioner Barfield, seconded by Commissioner Nelson and unanimously carried, the Board approved Dick Bailar.**

ITEM 5(f): Report on Small Business Development Program

9. This item was tabled for a future meeting, as Dr. Dallas Garrett was not present.

ITEM 5(g): Economic Development Ad Hoc Committee Preliminary Report

10. Economic Development Director Julie Conley presented a preliminary report to the Board. She also introduced the American Hunter / Cooksey proposal. Mrs. Conley stated that in her proposal the county would provide the building and the Cookseys would give back the property while providing lease payments on the building for a period of time, at the end of which the Cookseys would purchase the building outright. Mrs. Conley stated she would like to work on the details and bring back a concrete proposal at a later meeting. Commissioner Fulford stated he was happy with the plan. Chairman Boyd stated he could support the proposal if the numbers worked for both sides. He recommended pairing the Cookseys with Dr. Dallas Garrett to work on small business development planning. Commissioner Barfield expressed a desire to obtain the Cookseys financials. Commissioner Nelson stated he would like for the County Attorney to look at any potential legal issues, to which Attorney Sparkman responded that Attorney Bird was performing the proper research.

ITEM 5(h): June 1st Tax Roll Estimates

11. Property Appraiser Angela Gray presented the June 1st Tax Roll estimates to the Board along with Amendment 1 and Amendment 4 reimbursement estimates and senior citizen homestead exemption amounts.

ITEM 5(i): Recreation Park Lighting

12. Engineer Alan Wise presented a change order on the lighting project at the Rec Park due to some changes in the lighting quality. The change order was in the amount of \$7,800

which made the overall project cost \$72,800, coming from fiscally constrained funds. **On motion by Commissioner Monroe, seconded by Commissioner Fulford and unanimously carried, the Board approved the change order.**

ITEM 5(j): Fire Station Update

13. Engineer Alan Wise stated that all parties were working hard on the plans for the Fire Station and that he would bringing back some finalized plans to the Board in the near future.

ITEM 5(k): Solid Waste Building Update

14. Engineer Alan Wise stated he would be bringing back final plans with the ability to go out for bid at a future meeting.

ITEM 5(l): CIGP Recommendation

15. Engineer Alan Wise presented Tecumseh Road as the CIGP DOT program recommendation. Commissioner Barfield requested being presented with a list of roads to choose from in the future. **On motion by Commissioner Fulford, seconded by Commissioner Nelson and unanimously carried, the recommendation was approved.**

ITEM 5(m): Redistricting Lawsuit Response

16. Attorney Paula Sparkman asked for approval to bring in Bryant, Miller & Olive as Co-Counsel for this matter, with a cap of \$10,000. **On motion by Commissioner Fulford, seconded by Commissioner Monroe and carried 4 to 1 (Nelson opposed), the request was approved.**

ITEM 5(o): Report on Ford Ranger and John Deere Rental

17. County Coordinator Roy Schleicher stated that he would be meeting with Road Superintendent David Harvey on Monday to discuss these issues, but that his written responses were adequate to address Commissioner Barfield's concerns. Commissioner Barfield expressed disappointment that Mr. Harvey did not inform Mr. Schleicher about the wreck of the Ford Ranger and further stated that Mr. Harvey was not asked to work on the horse arena, as he stated. Commissioner Barfield requested that any requests to perform work outside of a Department's scope should be brought before the Board. County Coordinator Schleicher stated that Mr. Harvey would have to perform differently under a new coordinator and be better at communicating.

ITEM 5(p): Solid Waste Assessment / Residential and Non-residential Discussion

18. Solid Waste Director Beth Letchworth requested that the decision on this issue be postponed until the next fiscal year in order to make a more accurate decision. Chairman Boyd expressed surprise at the request and stated that the county was charging too much in fees and this decision needed to be made this year. Ms. Letchworth stated that she had not been allowed to expend any reserved funds in the past in order to keep up her Department the way it should have been. She further stated that there would be no excess funds generated moving forward. Commissioner Fulford stated that the Board needed to take a step in the right direction in addressing the commercial rate structure. Commissioner Nelson stated he was not ready to make a decision on the commercial side because he did not have all of the data. Commissioner Fulford said the question was not

the budget process but the revenues available to support the budget. Property Appraiser Angela Gray presented the Board a request for the establishment of an agreement involving the reimbursement of administrative costs related to the assessment program.

ITEM 5(q): County Coordinator Selection

19. Chairman Boyd started the discussion by stating the Board had workshopped this matter previously and they wanted to find a County Coordinator the Board could agree on unanimously. Commissioner Fulford stated there was a candidate that had in-depth knowledge of where we are as a county on many issues and he would be remiss if he did not make a motion for this candidate who has worked well with Department Heads in the past. **Commissioner Fulford made a motion to hire Phil Calandra, to which Commissioner Nelson seconded for discussion.** Commissioners Monroe and Boyd expressed their opposition to the hiring of Mr. Calandra. Commissioner Barfield stated that Mr. Calandra needed to be at least the second choice if things did not work out with Mr. Barwick. **The motion failed 3 to 2 (Boyd and Monroe opposed), as this motion needed 4 votes to pass. On motion by Commissioner Fulford, seconded by Commissioner Nelson and unanimously carried, the Board voted to extend an invitation for the County Coordinator position to Parrish Barwick. On motion by Commissioner Barfield, seconded by Commissioner Nelson and failed 3 to 2 (Boyd and Monroe opposed), the decision to select Phil Calandra as second choice did not pass, as this motion needed 4 votes to pass.** Commissioner Monroe stated it was a mistake to put the salary range of \$60,000 to \$80,000. Commissioner Barfield stated that the County should offer a \$60,000 salary with the same benefits offered to other county employees with a \$2000 cap on moving expenses. Commissioner Monroe stated he had a problem with the new County Coordinator receiving more money than present County Coordinator Mr. Schleicher. Attorney Bird and Chairman Boyd agreed to enter into contract negotiations with Mr. Barwick and a special meeting was set for its presentation on June 19th at 9 am. Citizen C.P. Miller asked if the County Coordinator had to live in the county, to which Mr. Schleicher responded in the affirmative within 12 months. Mr. Miller asked what was wrong with Mr. Calandra as a selection, as he had done a great job of volunteer work over the years and this was disservice to him.

ITEM 6: County Coordinator's Report

20. County Coordinator Roy Schleicher announced the joint workshop for the Board and Planning Commission, set for June 11th at 6 pm.

ITEM 8: Commissioner Discussion Items

21. Commissioner Nelson gave an update on the Montford Point recognition ceremony in Washington, D.C. for Ernest Snead.
22. Commissioner Barfield announced the in-kind contribution of Kenny Clark for work performed at the horse arena of 42 hours at \$35/hour for a total of \$1470 credit applied towards usage fees. She also spoke of small county issues such as K5-12 education, water issues and small business economic development that needed to be addressed through organizations such as the Apalachee Regional Planning Council.
23. Clerk of Court Kirk Reams stated he was working on the budget worksheets and would be sending them to the county departments via County Coordinator Schleicher.
24. Commissioner Monroe expressed concern over the County Coordinator's role in the personnel policy and requested that this be placed on the next agenda.

25. Commissioner Fulford stated he had been working on some economic development opportunities that he would be bringing to a future meeting.

ITEM 9: Adjournment

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

27. On motion by Commissioner Monroe, seconded by Commissioner Nelson and unanimously carried, the meeting was adjourned.

Attest: _____
Clerk

Chairman

ITEM 5(a): HIRING PROCEDURES

Cover Letter Hiring Procedure

The attached procedure was written as an aid for our Department Heads to follow during the Hiring Process.

The intent of the procedure is to insure that all the necessary steps are taken to fill a vacant position within ones department.

Jefferson County Personnel Policies which were adopted by the Board of County Commission were followed during the development of this document.

A DRAFT document was distributed to all Department Heads on 01/24/12. They were asked for their recommendations for changes. Their responses were noted and edited into the document presented.

A DRAFT document was submitted to Sniffen & Spellman for review on April 10, 2012. Sniffen and Spellman responded on May 24, 2012 stating that since the county has a hiring policy, that they were in favor of the Hiring Procedure stating that it would make the hiring process standardized throughout the county.

henry

Hiring Procedure:

- **Advertising the Position**
- **Interviewing Qualified Applicants**
- **Veteran's Preference**
- **Interviewing Techniques**
- **Evaluate Candidates and Select the Most Qualified**
- **Submit a Recommendation Package to the Coordinator's Office**
- **Making an Offer of Employment (after package has been reviewed by Coordinator's Office and Jefferson County Human Resources Department)**
- **Letter to non selected Applicants**

ITEM 5(b): VOLUNTEER 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. Affordable Housing
2. Economic Development
3. Planning Commission

Name: JACQUELINE Y. SEABROOKS

Address: 211 RAINS ROAD City/State MONTECELLO FL Zip 32344

Alternate Address: _____ City/State _____ Zip _____

Telephone: (Home) (850-997-1175) Cell _____ (Fax) 322-9667 (Work) _____

Preferred Contact # Home () Cell Work ()

E-Mail Address: Jys-211@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: Health Information Manager

(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?

Ability to think outside the box. Ability to maintain objectivity and look at issues with a focus on the greater good.

Academic – Degrees, Diplomas

Bachelor of Science
Master of Social Work

Professional – Certifications

Registered Health Information Administrator

Knowledge – Training, interests, or experience

Ability to communicate verbally and in writing.

Community Involvement – List organizations/positions

Communities In Schools, Inc., Secretary
Community Friends, Secretary

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.

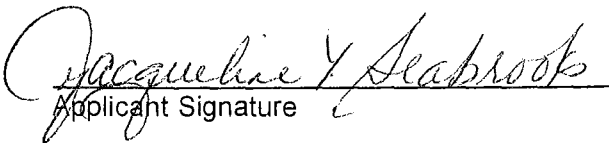
IMPORTANT INFORMATION ON APPOINTMENTS TO BOARDS OR AGENCIES

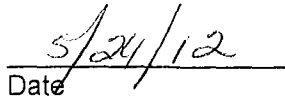
Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. 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


Applicant Signature


Date

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

Date Notified: _____

**ITEM 5(f): SMALL BUSINESS
DEVELOPMENT PROGRAM**

Business Incubator Request

I am requesting permission to negotiate a contract with the owners of the Edenfield Hardware to Lease/Purchase the front building only at this time to establish a Business Incubator for the purpose of locating 12-14 businesses in the downtown facility that will be business incubator clients for a period of 1-3 years before they relocate to a permanent facility. I would also plan to seek grants with the assistance of The City of Monticello and the Jefferson County Board of Commissioners to pay for the purchase of the building and the renovation necessary to divide the building into 12-14 usable spaces for small start-up businesses. I will also plan to seek volunteer help from several sources to work on the renovation. This building is in an ideal location for retail and service type businesses to serve our population and our many tourists.

Respectfully Submitted By:

**Dallas Garrett Ph.D. Small Business Development
Program Director**

Jefferson County, Florida Business Incubator Proposal



PRESENTED BY:

**DALLAS GARRETT PH.D., DIRECTOR
JEFFERSON COUNTY SMALL BUSINESS
DEVELOPMENT PROGRAM**

AND

**JULIE CONLEY, EXECUTIVE DIRECTOR
JEFFERSON COUNTY ECONOMIC DEVELOPMENT
COUNCIL**

Jefferson County Florida

Current Economic and Population Status



- Unemployment Rate-8.4%
- Underemployment Rate-18.4%
- Empty Usable Buildings in County-100+
- Empty Usable Buildings Downtown Monticello-42
- High School Graduation Percentage 53%
- Average per Capita Income-\$20,323
- Average Household Income-\$38,193
- University and Community College Graduation Percentage of total Population-17.3%
- Percentage of Population Eligible for Food Stamps-18.7%

Business Incubator Statistics



- 5-year success rate for business start-ups utilizing incubator program: **85%**
- 5-year success rate for business start-ups without incubator program advantage: **5%**

Business Incubator Concept/Design



- Business incubators can be designed to work with specific employment sectors or can be very general.
- Examples:
 - **Light Manufacturing**
 - ÷ **Medical Devices**
 - ÷ **Composites**
 - ÷ **Textiles**
 - **Information Technology and Software Design**
 - **Retail and Service Industry**
 - **Professional Services**
 - **Education**
 - **Agriculture**
 - **Open to any business needing assistance during first 3 years**

Standard Economic Development Solutions



- ***Economic Development Council***-Primarily Seeking Businesses That Would Locate in The County
- ***Small Business Development Program***-Primarily Helping Local Companies Improve their Current Business and Helping Local Citizens Start-up New Businesses
- ***Small Business Incubator***-Typically Helping Local Businesses Through the Start-up Phase of a new Business to Improve their Chance of Success. Typically 1-3 years in the Incubator. Daily Assistance is provided
- ***Workforce Development Programs***- The typical focus is on the 80% Plus of the Workforce that will not secure a college degree

Potential Sites for Business Incubator In Jefferson County Florida



- Former Site of Edenfield Hardware on Courthouse Circle
Approximately 7,000 square feet in Front building

- ! **Best suited for retail and support business such as:**

- ÷ Antiques, Art, Music, Local Crafts
- ÷ Ice Cream and Desserts
- ÷ Computer support and supplies
- ÷ Graphic design and copy service
- ÷ Marketing and development services
- ÷ Internet Services
- ÷ Community events and continuing education classes
- ÷ Local agricultural products, jellies, seeds, etc.

- ! **Estimated acquisition costs- \$200,000**

- ! **Estimated renovation costs - \$150,000**

- ! **Lease/ Purchase Arrangements \$1,300.00 per month**

Potential Sites continued...



- Former site of “Monticello News” office on North Jefferson Street - 2,000 square feet
 - Best suited for businesses requiring small office/retail/service space
 - Estimated acquisition costs - \$300,000
 - Estimated renovation costs - \$25,000

Financial Plan for Business Incubator



	Year 1	Year 2	Year 3
– Business Lease Revenue			
– Hardware Site	30,000	34,000	39,000
– North Jefferson Site	10,000	12,000	14,000
– Community Event Revenue			
– Hardware Site	1,000	1,500	2,000
– Community College Revenue			
– Hardware Site	1,200	1,800	2,000
– Private Training Revenue			
– Hardware Site	2,400	2,800	3,000
– Fees For Services			
– Hardware Site	1,500	1,800	2,400
– North Jefferson Site	1,000	1,200	1,400
– Hardware Totals	\$35,100	\$ 41,900	\$ 48,400
– North Jefferson Totals	\$11,000	\$13,200	\$15,400

Expected Outcomes



- 8-10 Businesses In the Incubator by the end of Year 1
- 3- Companies Graduate per year with an average of 3-4 employees
- 3- Service Businesses to Remain as Tenants Providing Services for other Tenants and for the Community until they are too Large for the Incubator- Possible Anchor Tenants
- Community College and Private Training Businesses to Grow out of Their Space and Need to Relocate in The Community within 3 years

Potential Funding Sources



- USDA Grant or Loan at 1% for long term
- City/County Project-Funding Partnership, Grants or Loan
- Main Street Project-Grants
- State Funding Sources-10 New Businesses almost immediately
- Business Incubator Grants

**ITEM 6: PUBLIC HEARING – UNSAFE
BUILDING ABATEMENT ORDINANCE**

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

ORDINANCE NO. 2012-062612-01

AN ORDINANCE OF JEFFERSON COUNTY, FLORIDA, RELATING TO UNSAFE BUILDING ABATEMENT; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR PURPOSE; AMENDING CHAPTER 10, ARTICLE V, JEFFERSON COUNTY CODE OF ORDINANCES ENTITLED “UNSAFE BUILDING ABATEMENT”; AMENDING SECTION 10-103, DEFINITIONS; AMENDING AND RENAMING SECTION 10-104, DETERMINATION OF UNSAFE BUILDING; AMENDING SECTION 10-105, NOTICE; AMENDING AND RENAMING SECTION 10-106, ADDITIONAL POWERS AND DUTIES OF BUILDING AND FIRE OFFICIALS; AMENDING AND RENAMING SECTION 10-107, CODE ENFORCMENT BOARD HEARING; AMENDING AND RENAMING SECTION 10-108, DEMOLITION OR REPAIR; DELETING SECTION 10-109, APPEAL; DELETING SECTION 10-110, RESERVED; PROVIDING CONFORMING AMENDMENTS TO CHAPTER 21, SECTION 21-5, CODE OF ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; PROVIDING FOR AUTHORITY; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED by the Board of County Commissioners of Jefferson County, Florida, as follows:

SECTION 1: FINDINGS OF FACT

WHEREAS, Article VII of the Constitution of Florida authorizes Counties to exercise broad home rule powers; and

WHEREAS, Section 125.01(1), Florida Statutes, provides that the legislative and governing body of a County shall have the power to carry on County government and that said power includes, but is not restricted to, the enumerated powers set forth in Section 125.01, Florida Statutes, so long as any powers exercised are not inconsistent with general law; and

WHEREAS, Section 125.01(1)(t), Florida Statutes, provides that a County may adopt ordinances and resolutions necessary for the exercise of its powers and prescribe fines and penalties for the

violation of ordinances in accordance with law; and

WHEREAS, Sections 125.01(3)(a) and (b), Florida Statutes, recognize that the enumeration of powers in Section 125.01(1), Florida Statutes, incorporates all implied powers necessary and incident to carry out those powers and that Section 125.01, Florida Statutes, shall be liberally construed in order to effectively carry out the purpose of the section and to secure for counties the broad exercise of home rule powers authorized by the State Constitution; and

WHEREAS, the Jefferson County Board of County Commissioners finds that the abatement of unsafe buildings, structures and properties to be of preeminent importance to the protection of the public health, safety and welfare; and

WHEREAS, on November 15, 1997, the Board of County Commissioners adopted Ordinance No. 97-02 which provided for the abatement of unsafe buildings in Jefferson County; and

WHEREAS, the Board of County Commissioners has determined that it is necessary to amend the unsafe building abatement code to provide a more clear, efficient and effective process for unsafe building abatement; and

WHEREAS, the Jefferson Board of County Commissioners has determined that this ordinance is necessary to protect the health, safety, and welfare of Jefferson County, Florida and its citizens.

NOW, THEREFORE, BE IT ORDAINED by the Jefferson County Board of County Commissioners as follows:

SECTION 2: PURPOSE OF ORDINANCE

The purpose of this Ordinance is to clarify, restate and supplement certain local County codes relating to unsafe building abatement Chapter 10, Article V, Code of Ordinances and to make conforming amendments to Article 21, of the Code of Ordinances relating to code enforcement.

SECTION 3: AMENDMENT TO CHAPTER 10, ARTICLE V, OF THE CODE OF ORDINANCES OF JEFFERSON COUNTY.

Chapter 10, Article V, of the Code of Ordinances of Jefferson County is hereby amended as follows:

NOTE: Underlined language is language to be added and ~~Struck Through~~ language is language to be deleted.

Sec. 10-103. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Unsafe building means any building, ~~or~~ structure or property, with the exception of an owner occupied residence, that has any of the following conditions, such that life, health, property or safety of the general public or the building ~~its~~ occupants, either permanent or occasional, ~~of the general public~~ are endangered:

- (1) Any means of egress or portion thereof is not of adequate size, ~~or~~ is not arranged to provide a safe path of travel in case of fire or panic, or otherwise does not conform to the Florida Building Code or Florida Life Safety Code as related to the requirements for existing buildings or to the approved plans, if any.
- (2) Any means of egress or portion thereof, such as but not limited to fire doors, closing devices and fire resistive ratings, is in disrepair or in a dilapidated or nonworking condition such that the means of egress could be rendered unsafe in case of fire or panic.
- (3) The stress in any material, member or portion thereof, due to all imposed loads including dead load exceeds the stress allowed in the Florida Bbuilding Ceode as related to the requirements for exisiting buildings.
- (4) The building, structure or portion thereof has been damaged by fire, flood, earthquake, wind or other cause to the extent that the structural integrity of the building or structure is less than it was prior to the damage and is less than the minimum requirements established by the Florida Bbuilding Ceode as related to the requirements for existing buildings.
- (5) Any exterior appendage or portion of the building or structure is not securely fastened, attached or anchored such that it is incapable of resisting wind, seismic or similar loads as required by the Florida Bbuilding Ceode as related to the requirements for existing buildings.
- (6) If, for any reason, the building, structure or portion thereof is manifestly unsafe or unsanitary for the purpose for which it is being used.
- (7) The building, structure or portion thereof as a result of damage, decay, deterioration or dilapidation is likely to fully or partially collapse.
- (8) The building, structure or portion thereof has been constructed or maintained in violation of a specific requirement of the Florida Bbuilding Ceode, was not constructed according to the approved plans, if any, or was constructed without first obtaining a building construction permit, where a building permit was required.
- (9) Any building, structure or portion thereof that is unsafe, unsanitary or not provided with adequate egress, or which constitutes a fire hazard, or is otherwise dangerous to human life, or which in relation to existing use, constitutes a hazard to safety or health by reason of inadequate maintenance, dilapidation, obsolescence or abandonment.

~~(10 9)~~ Any building, structure or portion thereof that displays any of the above ~~is in such a~~ conditions so as to constitute a public nuisance or an unsafe or dangerous attractive nuisance.

(11) Any building, structure or property rendered unsafe or dangerous to human health by the presence of unlawful hazardous materials or toxic substances.

Sec. 10-104. - Determination of Unsafe Building Declaration; general use standards.

The ~~B~~building ~~O~~fficial, ~~in consultation with and~~ the ~~F~~fire ~~O~~fficial, shall determine when ~~together agree that~~ a building is unsafe or a portion of it may be unsafe. The Determination of Unsafe Building shall include a statement indicating the building or structure has been declared unsafe by the County and a detailed report documenting the conditions determined to have rendered the building or structure unsafe under the Code and shall be signed by the Building Official. Such determination shall be forwarded to the Code Enforcement Officer for further action according to the following procedures, and the procedures in Chapter 21, Jefferson County Code of Ordinances.

Sec. 10-105. - Notice.

The Code Enforcement Officer, upon receiving a Determination of Unsafe Building from the ~~B~~building ~~O~~fficial, shall prepare and issue a combined Nnotice of Unsafe Building and Notice of Violation directed to the owner of record of the building or structure. The Nnotice shall be mailed by certified mail to the owner of record and posted in a conspicuous place on or about the structure. The Nnotice shall contain, but not limited to, the following information:

(1) The street address or location on which road, if no address is assigned and the property I.D. of the structure, building or property premises.

(2) The Determination of Unsafe Building shall be included in its entirety. ~~A statement indicating the building or structure has been declared unsafe by the county, a detailed report documenting the conditions determined to have rendered the building or structure unsafe under the code, and signed by the building and fire officials.~~

(3) A statement advising that if the following required actions are as determined by the building official is not commenced within or completed by the time specified, the matter will be referred to the Code Enforcement Board for a hearing, which may result in a finding of violation and an order imposing fine and costs and requiring that the building, structure or property will be ordered vacated and, if applicable, demolished and all costs incurred, together with any accrued fines, charged against the property or the owner of record and/or recorded as a lien against the property.

a. If the building or structure is to be repaired, the notice shall require that all necessary permits be secured and the work commenced within 60 days and continue to completion within such time as the Code Enforcement Officer~~building official~~ determines.

b. If the building or structure is to be vacated, the notice shall indicate the time within which vacation is to be completed and the building or structure secured against further occupancy.

c. If the building or structure is to be demolished, the notice shall require that the premises be vacated within 60 days, that all required permits for demolition be secured and that the demolition be completed within such time as determined reasonable by the Code Enforcement Officer~~building official~~.

(4) A statement that the Building Official has the authority to authorize disconnection of utility service to any structure where necessary to eliminate an immediate hazard to life or property or when such utility connection was made without proper authorization~~advising that any person having any legal interest in the property may appeal the notice to the board of county commissioners, and the appeal shall be in written form and recorded with the clerk of court within 30 days from the date of notice and that failure to appeal in the time specified will constitute a waiver of all rights to an administrative hearing.~~

Sec. 10-106. - Additional Powers and Duties of Building and Fire Officials~~Right of entry.~~

(1~~a~~) The B~~uilding and F~~ire O~~fficials~~ may enter any building, structure or property~~premises~~ at all reasonable times to make an inspection or enforce this code.

~~a.~~(b) When entering a building, structure or property~~premises~~ that is occupied, the officials shall first identify themselves, present proper credentials and request entry.

b. If the building, structure or property~~premises~~ is unoccupied, the officials shall make a reasonable effort to locate the owner or other persons having charge of the building and demand entry.

c. If the officials are unable to obtain authorization to enter and inspect a building, structure or property, the officials may enter and inspect such building, structure or property by any other lawful means, including through the inspection warrant process as provided in Chapter 933, Florida Statutes.

(2) The Building Official shall have the authority to authorize disconnection of utility service to any structure where necessary to eliminate an immediate hazard to life or property or when such utility connection is made without proper authorization. The Building Official shall notify the serving utility and, whenever possible, the owner or occupant of the structure, of the decision to disconnect such service prior to taking such action. The Building Official shall use best efforts

to determine those instances where service is connected to more than one customer to avoid unintentional disconnection of utilities of innocent third parties.

(3) In addition to issuance of the Notice by the Code Enforcement Officer as provided in Section 10-105 herein above, the Building Official is authorized to take the following emergency measures where, in the opinion of the Building Official, there is imminent danger of fire, failure, or collapse of a building or structure which endangers life, or when any portion of a structure has fallen and life is endangered by the occupation of the structure, or when there is actual or potential danger to the structure's occupants or those in proximity because of explosives, explosive fumes or vapors, or the presence of toxic fumes, gases or materials:

a. Disconnection of utility service as provided herein above.

b. Order and require that the occupants vacate the building, structure or property immediately.

c. Posting the building, structure or property at each entrance informing all persons that it is unlawful for any person to enter the building, structure or property except for the purpose of securing the building or structure, making an inspection, making required repairs, removing the hazardous condition, cleanup or remediation of hazardous materials or toxic substances, or for demolition and removal.

d. Temporarily close or board up buildings or structures against further entry, or order the authority having jurisdiction to close sidewalks, streets, public rights-of-way, and places adjacent to such buildings, structures or property.

e. When there is an imminent danger due to the condition of the building, structure or property, order emergency work to reduce or eliminate such condition to be performed by the property owner, or if the owner fails to perform such work within such reasonable time as specified by the Building Official, take such steps as are necessary to eliminate such condition and present such costs to the Code Enforcement Board for an Order authorizing the placement of a lien to be recorded against the property for the costs of such work if the finding of imminent danger is confirmed by the Board.

(4). The Notice of Unsafe Building shall be removed at such time as the defect or defects upon which the Notice is based have been eliminated.

Sec. 10-107. – Code Enforcement Board Hearing. Upon failure of the owner to comply with the remedial measures and actions as required in the Notice of Unsafe Building and Notice of Violation, the Code Enforcement Officer shall schedule the matter to be heard by the Code Enforcement Board as provided in Chapter 21, Jefferson County Code of Ordinances. If the Code Enforcement Board determines that there is a violation and affirms the Code Enforcement Officer's Determination of Unsafe Building, the Board shall in its order provide a reasonable

time for the owner to correct the unsafe or dangerous condition, subsequent to which the Code Enforcement Officer may be directed to take any necessary remedial measures to have the building, structure or property secured by repair, closing up all entrances, or demolition. All such costs of remedial measures incurred by the County shall be charged against the real property upon which the building or structure is located and shall be a lien upon such real estate and may be collected in any legal manner.

~~Sec. 10-107. — Recovery of costs of demolition.~~

~~If it becomes necessary for the county to demolish a building or structure:~~

~~(1) The clerk of court shall notify the owner at the last known address of the completion of demolition and shall enclose statement for the costs incurred in the process, payable in 30 days.~~

~~(2) If the bill remains unpaid 60 days' the county shall file a lien on the property as provided by law.~~

Sec. 10-108. - Method of Demolition or Repair.

(1) The Code Enforcement Board shall order either the demolition or repair of a building or structure as follows:

a. Demolition and removal shall be ordered when any building or structure is so deteriorated or dilapidated or has become so out of repair as to be dangerous, unsafe, unsanitary, or otherwise unfit for human habitation or occupancy to such an extent that it is unreasonable to repair the building or structure. Such order shall specify a time in which demolition is to be completed and shall require that the owner board up such building or structure pending demolition and removal.

b. Repair shall be ordered where such building or structure is capable of being made safe by repair. Such order shall specify the time in which such repairs are to be made and shall require the owner to board up the building or structure pending such repair.

(2) Boarding up a building or structure for future demolition pursuant to an order of the Code Enforcement Board shall not extend beyond six months, unless approved by the Code Enforcement Board upon a showing of good cause.

(3) When any building or structure is to be demolished and removed by the County, the County, or any entity under contract to the County, may enter onto the real property that is the subject of the order and undertake such demolition by any lawful means. The County, or any entity under contract with the County, shall have the right to sell salvage and valuable materials at the highest price obtainable. The proceeds of the sale, after deducting the expenses of such demolition and removal, shall be promptly remitted to the owner with a report of such sale of transaction,

including the items of expense and the amounts deducted. If there is not surplus to remit to the owner, the report shall so state.

~~Whenever a building or structure has been duly condemned and notice of intent to demolish has been served and the owner has failed to comply with the requirements, the county shall proceed with the demolition. The following can apply:~~

- ~~(1) The firefighters can use the building or structure for training.~~
- ~~(2) County equipment can demolish and remove the debris.~~
- ~~(3) The county can contract to have it demolished and removed.~~
- ~~(4) Any part of the building or structure or its contents can be redeemed by the county and used as they desire.~~

~~Sec. 10-109.—Appeal.~~

~~Any person having any legal interest in the property or structure may appeal the notice of unsafe building to the county board of county commissioners. An appeal shall be in writing and recorded with the clerk of court within 30 days from the date of notice. Failure to appeal within the time specified will constitute a waiver of all rights to an administrative hearing. Appeal from the decision of the board of county commissioners may be made in accordance with law.~~

~~Secs. 10-110—10-131.—Reserved.~~

SECTION 4: AMENDMENT TO CHAPTER 21, SECTION 21-5 OF THE CODE OF ORDINANCES OF JEFFERSON COUNTY IS AMENDED AS FOLLOWS.

Chapter 21, Section 21-5, of the Code of Ordinances of Jefferson County is hereby amended as follows:

NOTE: Underlined language is language to be added and ~~Struck Through~~ language is language to be deleted.

Sec. 21 – 5. Jurisdiction.

A. The Code Enforcement Board shall have the jurisdiction to hear and decide alleged violations occurring within the unincorporated County and, if approved by interlocal agreement, within the municipal limits of the City of Monticello, of the following codes and ordinances that have been, or will in the future be, adopted by the County, or if applicable, by the City:

1. Florida Building Code, Building.
2. Florida Building Code, Residential.

3. Florida Building Code, Existing Building.
4. Florida Building Code, Plumbing.
5. Florida Building Code, Fuel Gas.
6. Florida Building Code, Mechanical.
7. Florida Building Code, Test Protocols.
8. Florida Building Code, Energy.
9. Florida Accessibility Code.
10. Florida Fire Prevention Code.
11. Florida Life Safety Code.
12. Land Development Code and Comprehensive Plan.
13. Subdivision codes.
14. Licensing codes, including business tax receipts and licensing.
15. Mobile home inspection code.
16. Unsafe Building Abatement Code
17. Code of Ordinances

SECTION 5: SEVERABILITY

If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full force and affect.

SECTION 6: CONFLICT

All ordinances or parts of ordinances in conflict herewith are, to the extent of such of conflict, hereby repealed.

SECTION 7: COPY ON FILE

A certified copy of this enacting ordinance shall be filed with the Clerk of the Circuit Court.

SECTION 8: EFFECTIVE DATE

This Ordinance shall be filed with the Office of the Secretary of the State of Florida and shall immediately take effect upon receipt of official acknowledgment from the Department of State that the same has been filed.

SECTION 9: AUTHORITY

This ordinance is adopted pursuant to the authority granted by Chapter 125.01 and Chapter 162, Florida Statutes.

PASSED AND DULY ADOPTED with a quorum present and voting by the Board of County Commissioners of Jefferson County this ____ day of ____, 2012.

BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, FLORIDA

Hines Boyd, Chairman

ATTESTED BY:

Kirk Reams, Clerk of the Circuit Court

APPROVED as to FORM & SUBSTANCE:

Scott Shirley, County Land Use Attorney

This ordinance was submitted to the Secretary of State, State of Florida on the _____ day of _____, 2011.

**ITEM 7(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			
May 2012		May 2011	
Building	14	Building	12
Electrical	16	Electrical	11
Plumbing	5	Plumbing	3
Mechanical	8	Mechanical	9
Mobile Homes	1	Mobile Homes	1
Relocate	0	Relocate	0
Demolish	1	Demolish	0
Miscellaneous	6	Miscellaneous	5
City Permit	8	City Permits	9
City Fees	\$662.35	City Fees	\$1,137.50
County Permits	43	County Permits	32
County Fees	\$4,211.45	County Fees	\$3,252.09
Total		Total	
City/County Permits	51	City/County Permits	41
City/County Fees	\$4,873.80	City/County Fees	\$4,389.59

May 2012		May 2011	
Radon Fee	\$228.75	Radon Fee	\$192.09
Building Permit Fee	\$4,415.05	Building Permit Fee	\$3,867.50
Mobile Home Permit Fee	\$230.00	Mobile Home Permit Fee	\$330.00
Home Inspections Fee	\$0.00	Home Inspections Fee	\$0.00
Contractor Licenses Fee	\$1,210.00	Contractor Licenses Fee	\$1,275.00
Business & Home Occup Fee	\$200.00	Business & Home Occup Fee	\$428.00
Total	\$6,283.80	Total	\$6,092.59

May 2012		May 2011	
New Construction Permits (Residential)	0	New Construction Permits (Residential)	1
Commercial Permits (Non-Residential)	0	Commercial Permits (Non-Residential)	1
Mobile Home Permits	1	Mobile Home Permits	1
Repair & Addition Permits	43	Repair & Addition Permits	33
Miscellaneous Permits (Sheds, Workshop, Signs, Barns, Pools)	7	Miscellaneous Permits (Sheds, Workshop, Signs, Barns, Pools)	5
Total	51	Total	41
Valuation		Valuation	
Valuation Home Permits	\$0	Valuation Home Permits	\$58,800
Valuation Commercial Permits	\$0	Valuation Commercial Permits	\$23,488
Valuation Other Permits (Including Additions, Re-roof, & Non-Residential Structures)	\$318,289	Valuation Other Permits (Including Additions, Re-roof, & Non-Residential Structures)	\$71,251

JEFFERSON COUNTY PLANNING AND ZONING DEPARTMENT

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

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

May 2012		May 2011	
Zoning Verification Fee	\$0.00	Zoning Verification Fee	\$0.00
Simple Lot Split Fee	\$200.00	Simple Lot Split Fee	\$100.00
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	\$0.00	Major Development Fee	\$00.00
Minor Re-plat Fee	\$00.00	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)	\$285.00
Development Permits Fee (Residential)	\$1,075.80	Development Permits Fee (Residential)	\$564.50
Development Permits Fee (Commercial)	\$0.00	Development Permits Fee (Commercial)	\$0.00
Development Permits Fee (Misc:Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	\$205.00	Development Permits Fee (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	\$1,100.00
Total	\$2,435.80	Total	\$2,049.50

May 2012		May 2011	
Simple Lot Splits (No. Lots Created _____)	2	Simple Lot Splits (No. Lots Created _____)	1
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 _____)	0	Major Development (No. Lots Created _____)	0
Minor Replats	0	Minor Replats	0
Comp. Plan Amendments	0	Comp. Plan Amendments	0
Development Permits (Mobile Homes)	3	Development Permits (Mobile Homes)	1
Development Permits (Residential)	1	Development Permits (Residential)	1
Development Permits (Commercial)	0	Development Permits (Commercial)	0
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)	6
Total	9	Total	9

May 2012		May 2011	
Emergency Medical Impact Fee	\$123.72	Emergency Medical Impact Fee	\$123.72
Fire/Rescue Impact Fee	\$96.32	Fire/Rescue Impact Fee	\$96.32
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	\$300.00	911 Address Fee	\$325.00
Driveway Permit Fee	\$159.00	Driveway Permit Fee	\$212.00
Total	\$679.04	Total	\$757.04

**Jefferson County Cooperative Extension Office
Monthly Report – Board of County Commissioners
May 2012 (submitted to County Coordinator, June 1)**

4-H Youth Activities

- \$ JGL - 4-H Newsletter prepared and sent
- \$ JGL – Critiqued 4-Her illustrated talk – May 17
- \$ JGL - 4-H Ecology Field Day, 3rd Grades – May 2
- \$ JGL - 4-H Ecology Field Day, 4th Grades – May 3
- \$ JGL – Tour Aucilla Christian Academy - 4-H District Events – May 4
- \$ JGL – 4-H District Events – May 5
- \$ JGL - County Council Meeting – May 7
- \$ JGL – Jefferson Soil and Water Conservation District Meeting – May 10
- \$ JGL – 4-H District Tropicana Public Speaking Contest – May 10
- \$ JGL – Aucilla Christian Awards Ceremony – May 10
- \$ JGL – Northwest District 4-H Program Implementation Team Meeting – May 16
- \$ JGL - 4-H District Tropicana News Article - May 14
- \$ JGL - 4-H District Events News Article - May 15
- \$ JGL - 4-H Ecology Field Day News Article - May 15
- \$ JGL – 4-H County Council Nature Trail Clean-up – May 17
- \$ JGL – Critiqued 4-Her illustrated talk – May 17
- \$ JGL - Aucilla Christian Awards Ceremony – May 18
- \$ JGL - 4-H Nature Trail Clean-up News Article - May 20
- \$ JGL – 4-H Pretty Girl Talk Debriefing – May 22
- \$ JGL – 4-H District Agents Meeting – May 22
- \$ JGL – 4-H Air Rifle Certification Training – May 29-30
- \$ JGL – Jungle Jym’s - 4-H Camp – May 30
- \$ JGL – Fun Station – 4-H Camp – May 31

Family & Consumer Sciences/4-H

4-H Youth Activities

- KDJ- Reading to 1st Graders- May 1
- KDJ- Ecology Field Day-May 2
- KDJ-District Events- May 5
- KDJ- Wildlife Camp Article- May 21

Family & Consumer Sciences

- KDJ-Financial Focus Team Meeting- May 1
- KDJ-Financial Education Meeting-May 1
- KDJ-Taxes-May 2
- KDJ-Attended Impacting tobacco control webinar-May 9
- KDJ- Article High Energy Snacks- May 9
- KDJ-Tobacco Free Partnership Meeting- May 21
- KDJ-Conditioning Your Air Conditioner Article-May 21
- KDJ-You Can Too Food Preservation Article-May 21

- KDJ-JMHS- High School Financial Planning- May 22-24
- KDJ-Healthy Start Meeting-May 22
- KDJ-Article-Fit and Delicious Smoothies-May 23
- KDJ-Youth 2nd Hand Smoke Float Planning - May 29
- KDJ- Adult health and Fitness Program Planning-May29
- KDJ-You Can Too- May 31

FAMU, 4-H & Ag Agent – Jefferson County

- CW – Conducted Master Gardener planning meeting/workday –May 2
- CW – Taught Embryology to EBD class at JCES – May 2
- CW – Taught JMG class about pests (JCES) – May 3
- CW – Taught JCMHS Ag class about pests – May 3
- CW – Worked Ecology Field Day (Beau Turner) –May 3
- CW – Horticulture PIT polycom – May 4
- CW – Set-up Aucilla Christian Academy for District Events – May 4
- CW – District Events (Aucilla) – May 5
- CW – Jefferson County Staff Meeting – May 7
- CW – Program review (Extension Office) – May 8 - 9
- CW – Taught Embryology to EBD class at JCES – May 9
- CW – Farm to Fork In-service training (Gainesville) - May 14
- CW – Taught Embryology to EBD class at JCES – May 16
- CW – Met with client and NRCS staff on Wildflower planting – May 17
- CW – Met with client and FAMU on irrigation set-up and funding(Quincy) – May 17
- CW – Rooster Town Community Garden workday – May 22
- CW – JMG “Harvest day” at JCES – May 22
- CW – Ag PIT planning meeting (ChIPLEY) – May 24
- CW – JMG Graduation/Certification (JCES) – May 31

Agriculture and Natural Resources Activities

- JED- Area A horse show advisory committee Polycom MAY 1
- JED- Florida Grazing Lands Coalition Meeting Gainesville MAY 2
- JED- UF Beef Cattle Short course Gainesville MAY 2-4
- JED – BBHA Work Day Arena MAY 5
- JED- Mayhaw Day MAY 5
- JED- County Program Review MAY 8&9
- JED- Jefferson County Soil and Water District Meeting MAY 10
- JED- BBHA Inaugural Horse Show – College Park Arena MAY 12
- JED- FL-GA Wild Turkey Field Day Osceola Plantation Thomas County MAY 17
- JED Jefferson County Farm Bureau Board of Directors meeting MAY 21
- JED- Arena Working Group meeting MAY 22
- JED- NW Ag Program Team Meeting- Chipley MAY 24
- JED- Jefferson Journal article on Camphor Shot Borer

Administrative and Other Activities, Faculty and Staff

- § JGL – 4-H Staff Meeting – May 11
- § JGL - Extension Staff Meeting - May 7
- § JGL – UF/IFAS Program Review Committee – May 8 & 9

- \$ JGL – Jefferson Soil and Water Conservation Board Meeting – May 10
- \$ JGL – Meeting FAMU Extension Administrator – May 10
- \$ JGL – Meeting with Contractor at Green Industries – May 22
- \$ JGL – Meeting with Commissioner Barfield and NFCC Administration – May 23
- KDJ - Staff Meeting- May 7
- KDJ - FCS Advisory Meeting- May 7
- KDJ - Program Review- May 9
- KDJ - FCS Summit-May 14-17

Jefferson County Fire Rescue
Monthly Department Report

TO: Mr. Roy Schleicher
County Coordinator

DATE: June 12, 2012

SUBJECT: Department Directors Report

FROM: Mark Matthews, Chief
Jefferson County Fire Rescue

REFERENCE: May 2012 Report
ATTACHMENTS: 0

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

2012	May	YEAR to DATE
FIRE	34	223
EMS	195	1003

TOTAL: 229 TOTAL: 1226

JCFR FIRE CALLS WITH MONTICELLO --

2012	May	JULY '11 to DATE
JCFR Response in City	11	78
MVFD Response in County	0	8

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

2012	May	11/12 F/Y to DATE
	\$59,199.87	\$442,297.04

BAD DEBT COLLECTIONS DUE TO THE EFFORTS OF NCS Plus

2012	May	JULY '11 to DATE
	\$100	\$4,963.84

NEW STATION UPDATES Station and site plans have been submitted for architectural and civil engineering.

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

VOLUNTEER TRAINING No training in May.

COURTESY BLOOD PRESSUER and GLUCOSE CHECKS We had 11 people come to the station for either blood pressure or blood sugar checks in April.

SPECIAL EVENT REQUEST FOR SERVICE We provided an on duty ambulance and fire engine at Jefferson Elementary for Career Day where we demonstrated the vehicles and answered questions.

We also provided an on duty ambulance and fire engine for a health fair at the St. Philip Church where we performed blood pressure and blood sugar checks and provided Fire and EMS safety information.

Jefferson County Bailer Public Library Monthly Report for May, 2012

Statistics of Interest

6284	Door Count	2242	Materials Checked Out
1855	Computer Usage	210	Program Attendance
55	Inter Library Loans		

Community Room Usage

Health Department	Weight Watchers
Democratic Party	Vocational Rehab
Operation Patriotism	NF Workforce
Crochet Club	Capital Region Transportation
Jefferson County Quilters	

Projects

- Summer registration party planned for kids
- Staff evaluations completed and submitted
- Library inventory finished
- Initial planning meeting for 2013 fundraiser!

Other

Held Friends of the Library thank you luncheon in Community Room
Delivered names of new proposed Advisory Board members to BOCC
Library participated in Emancipation Day celebration
Customer service "how are we doing?" cards now at front desk
Upgraded internet service from 10 to 25 mg. with Century Link
Staff trained on anticipated upgrade to circulation system in June
Friends of Library met; wish list for use of Fundraiser profits given
Held five storytimes with crafts
Outreach to daycares to discuss summer reading programs
Collection development focus on best sellers and health titles
Went to JCES for last monthly PK storytime
Attended last JCES PTA meeting to discuss summer programming
Celebrated National Children's Book Week with special storytime
Director was judge in high school essay contest
Purchased online GED test training module for back lab
In discussions with Wilderness Coast for possible collaborative E Book purchase plan

Jefferson County Parks Department Mike Holm- Parks Director

SPORTS- Baseball season is almost over. We have all-stars going on right now little league plays Thursday in lake city at 11:00 and the Babe Ruth all-stars play at 11:00 also on Thursday. Men's softball league is going on at this time with 6 teams playing in the league. The watermelon softball tournament was Saturday the 9th with 12 teams playing in that. A Tallahassee team (bearded ninjas) won first place and a team from Brandon Fla. took second place the defending champs (foot long) took third place

All Stars Games in progress

UPCOMING DATES:

NOTE: Electrical work (field lighting) is almost complete.

Fill dirt is being brought in for the ball field leveling stopping and starting, this needs to be completed.

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 June 26, 2012 Meeting.**

Note: A full time employee is needed at the park.

**JEFFERSON
COUNTY ROAD
DEPARTMENT**

Memo

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

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

Date: **June 11, 2012**

Re: **Informational Item – Road Department Summary of Monthly Activities for May 2012**

General Roadway and Drainage Maintenance

- A) Limited road surface grading, stabilization and ditch maintenance activities were conducted on 126 County Roads. Work on many roads was conducted up to 2 times during the month.
- B) Right-of-way brushing and trimming on 0 Road. Mowing on 43 roads.
- C) Patching also occurred on 10 roadways.

Driveway Connections

A total of 3 driveways were inspected.

Roadway and Drainage Repairs

On Hold, only hauled 10 loads of Road Base to Brock Rd to repair muddy road

Weed Spray, mowing @ College Park

Building ball field and parking lot @ Mamie Scott Parks * on hold till Commissioner meeting 6-26-12 for directions

Memorandum

Date: June 18, 2012

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

From: Beth Letchworth

Subject: Monthly Report for May

Manned Site Tonnage from:	Aucilla Site	29.03
	Bassett Site	16.14
	Fulford Site	23.19
	Lamont Site	12.00
	Lloyd Site	72.94
	Nash Site	41.62
	New Monticello Site	68.05
	Main Office Site	20.88
	Pinckney Hill Site	12.54
	Recreation Park Site	38.15
	Wacissa Site	49.01
	Waste Tires	16.67
	County Commercial	202.95
	City of Monticello	<u>232.40</u>
	Total	835.57

City of Monticello

Rear Load Garbage Truck	16 Loads to Landfill	119.65 tons
Grapple Truck	29 Loads to Landfill	116.28 tons

County

Front Load Garbage Truck	17 Loads to Landfill	167.26 tons
Grapple Trucks	62 Loads to Landfill	195.26 tons
Roll-off Trucks	16 Compactor pulls	184.58 tons
	6 Construction Container pulls	27.90 tons
	9 Collection Site Container pulls	31.97 tons