



BOARD OF COUNTY COMMISSIONERS

THE KEYSTONE COUNTY-ESTABLISHED 1827

435 W. Walnut St., Monticello, Florida 32344

**Benjamin "Benny"
Bishop**
District 1

John Nelson, Sr.
District 2

Hines F. Boyd
District 3

Betsy Barfield
District 4

Stephen Walker
District 5

**Regular Session Agenda
October 1, 2013 at the Courthouse Annex
435 W. Walnut St. Monticello, FL 32344**

1. **9:00 A.M. – Call to Order, Invocation, Pledge of Allegiance**
2. **Public Announcements, Presentations, & Awards**
3. **Consent Agenda**
 - a) **Approval of Agenda**
 - b) **Minutes of August 6th Regular Session**
 - c) **Minutes of August 12th Emergency Special Session**
 - d) **Minutes of September 16th Tentative Budget Hearing**
4. **Citizens Request & Input on Non-Agenda Items (3 Minute Limit, No Commissioner Discussion)**
5. **General Business**
 - a) **BOCC Legislative Priorities for 2013-2014 – Dick Bailar**
 - b) **Recommendation for Small Business Consultant – Bobbie Golden**
 - c) **Small Grant Request – Concerned United People**
 - d) **County Coordinator Contract Extension Discussion – Chairman Nelson**
 - e) **VAB Appointments/Setting of Organizational Meeting – Clerk of Court Kirk Reams**
6. **County Coordinator's Report**
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

Parrish Barwick
County Coordinator

Bird & Sparkman, P.A.
County Attorney
Page 1 of 17

ITEM 3: CONSENT AGENDA MATERIALS

BOARD OF COUNTY COMMISSIONERS
MINUTE BOOK 23, PAGE _____

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
REGULAR SESSION
August 6, 2013

The Board met this date in regular session. Present were Chairman John Nelson, Commissioners Betsy Barfield, Benjamin “Benny” Bishop, Hines Boyd and Stephen Walker. Also present were County Coordinator Parrish Barwick, County Attorney Buck Bird and Clerk of Court Kirk Reams.

ITEM 3: Consent Agenda

1. **Commissioner Boyd made a motion to amend the agenda to include the Tax Collector’s budget increase as a fee officer as an emergency item. Commissioner Bishop seconded the motion for discussion.** Commissioner Barfield stated she would like a workshop on this issue including Department of Revenue to which Commissioner Walker agreed. **The motion failed 1 to 4 (Barfield, Bishop, Nelson, Walker opposed). On motion by Commissioner Boyd, seconded by Commissioner Barfield and unanimously carried, the Board approved calling an emergency meeting on Monday, August 12th at 6 pm. On motion by Commissioner Barfield, seconded by Commissioner Walker and unanimously carried, the consent agenda—consisting of the approval of the agenda and the minutes of the May 21st, June 4th, June 18th and July 2nd Regular Sessions—was approved**

ITEM 5(a): Audit Presentation

2. Chris Johnson, Auditor with Carr, Riggs & Ingram, presented the audit to the Board and stated that the fund balances were healthy for a county this size.

ITEM 5(b): DEO Technical Assistance Grant/Selection Committee & Criteria

3. Economic Development Director Julie Conley stated this grant would be used to implement the FSU Visioning Study and requested a committee consisting of Chairman Nelson, Clerk of Court Kirk Reams and herself. County Coordinator Parrish Barwick stated his desire for the study to involve getting natural gas lines to the Industrial Park established, to which Commissioner Barfield agreed. Mrs. Conley stated it would be difficult as it was not part of the original scope of work. **On motion by Commissioner Walker, seconded by Commissioner Bishop and unanimously carried, the committee and score sheet criteria were approved.**

ITEM 5(c): Main Street Funding Request

4. Dr. Anne Holt, with Main Street, requested \$2500 from the Board for the sponsorship of wildflower exhibits. Commissioner Barfield inquired as to whether the TDC was contributing, to which Dr. Holt responded in the affirmative at the \$1200 level. **On motion by Commissioner Boyd, seconded by Commissioner Barfield and carried 4 to 1 (Nelson opposed), the Board approved the request contingent on the money being spent on marketing by placing BOCC logos on promotional materials and reporting back to the Board on the event’s impact.** Chairman Nelson expressed his discomfort in approving this request because the process of applying for funds from the county was still being developed.

BOARD OF COUNTY COMMISSIONERS
MINUTE BOOK 23, PAGE _____

ITEM 5(d): Ward's Creek Update

5. Commissioner Barfield stated that DEP had received the county's resolution and that the land swap involving Floyd property would only be performed within the Suwannee River Water Management District and was unrelated to the Ward's Creek issue. Commissioner Boyd reiterated his opposition to the county taking control of the Ward's Creek property because it was not in the best interests of the citizens to accept the burden and responsibility of this land.

ITEM 6(a): Equipment Purchases-Graders/Rollers

6. County Coordinator Parrish Barwick presented bids to the Board. Commissioner Bishop asked for the preference of the Road Superintendent, to which Mr. Harvey responded one John Deere and one Volvo. Commissioner Barfield inquired about the letter from Ring Power that stated they felt they were not allowed an opportunity due to the Road Superintendent not testing their equipment. Road Superintendent David Harvey stated that 4 staff members were given time on the equipment and all stated if purchased they would not be using it. **On motion by Commissioner Bishop, seconded by Commissioner Walker and unanimously carried, the Board approved the purchase of these two items.** County Coordinator Parrish Barwick requested that he be allowed to convert the Roller rental into a purchase. **On motion by Commissioner Boyd, seconded by Commissioner Walker and unanimously carried, the Board approved this request.**

ITEM 6(b): Heritage Road Committee Report

7. Citizen Troy Avera stated that the committee was comprised of a diverse group of people and making great progress. Commissioner Bishop stated he would not support restrictions on the use of dirt roads.

ITEM 7: Citizen's Forum

8. Citizen Phil Calandra inquired about paving the parking lot behind the Tax Collector's office. Commissioner Barfield directed County Coordinator Barwick to come back to the Board with a recommendation on this project. Mr. Calandra also questioned the growing reserve at the regional landfill and recommended that a gas tap study be addressed as soon as possible.

ITEM 8: Commissioner Discussion Items

9. Clerk of Court Kirk Reams announced that the tentative and final budget hearings would be held on September 16th and 30th respectively, both at 6:00 pm and that the gas tax renewals would be on the August night meeting agenda.
10. Chairman Nelson asked that elected officials and department heads donate towards the employee picnic. He also presented the questionnaire from the Property Appraiser's office regarding fire assessment issues.

BOARD OF COUNTY COMMISSIONERS
MINUTE BOOK 23, PAGE _____

ITEM 9: Adjournment

11. The warrant register was reviewed and bills ordered paid.
12. **On motion by Commissioner Barfield, seconded by Commissioner Walker and unanimously carried, the meeting was adjourned.**

Attest: _____
Clerk

Chairman

BOARD OF COUNTY COMMISSIONERS
MINUTE BOOK 23, PAGE _____

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
EMERGENCY SESSION
August 12, 2013

The Board met this date in emergency session. Present were Chairman John Nelson, Commissioners Betsy Barfield, Benjamin “Benny” Bishop, Hines Boyd and Stephen Walker. Also present were County Coordinator Parrish Barwick, County Attorney Buck Bird and Clerk of Court Kirk Reams.

ITEM 2: County Budget Impact of Tax Collector from Budget to Fee Office

1. **On motion by Commissioner Boyd, seconded by Commissioner Barfield and carried 4 to 1 (Nelson opposed), the Board approved requesting DOR to consider a budget for the Tax Collector that did not exceed the current amount budgeted and allow the Board to set aside \$100,000 in reserves for contingencies.** Attorney Bird requested that Clerk of Court Kirk Reams send DOR the budget information for the last three years. Attorney Tim Qualls, representing Tax Collector Lois Howell-Hunter, stated that the Tax Collector had followed the letter of the law to a “t” and that DOR could not approve a budget subject to the BOCC approving the budget.

ITEM 3: Public Officials Liability Insurance Issues

2. **On motion by Commissioner Barfield, seconded by Commissioner Bishop and unanimously carried, the Board approved an official letter from the Board to Constitutional Officers regarding their desire to participate in the county’s liability insurance.**
3. Attorney Paula Sparkman read a proposed letter from the Board to the Tax Collector involving not accepting counsel provided by the insurance company. Attorney Qualls stated he would be willing to work as co-counsel but this was not acceptable to the insurance company. Commissioner Barfield asked whether the Board and Mr. Qualls could go back and work with the insurance company in order to be covered. Commissioner Boyd stated that people have a right to counsel of their choosing, but not a right for someone else to pay for it. **On motion by Commissioner Barfield, seconded by Commissioner Walker and unanimously carried, the Board approved the letter as presented.**

ITEM 4: Citizen’s Forum

4. Citizen Juanita Crumity stated the Board was trying to take Mrs. Howell-Hunter’s rights away and needed to be thinking about its intent.
5. Citizen Dick Bailar stated that the policy has been in effect for decades and the county did what it was supposed to do, but the Tax Collector opted out without consultation.
6. Citizen Bud Wheeler stated that the county was in a bad financial situation because of the Tax Collector.
7. Citizen Jay Adams stated that it all came down to whether or not the Tax Collector was covered by the policy.

BOARD OF COUNTY COMMISSIONERS
MINUTE BOOK 23, PAGE _____

ITEM 5: Commissioner Discussion Items

8. Commissioner Boyd stated that the county has met its obligation and that the Tax Collector should not ask taxpayers to pay twice.
9. County Coordinator Parrish Barwick asked that a redistricting meeting be scheduled with the School Board. A meeting was tentatively set for August 19th at 6 pm.

ITEM 9: Adjournment

10. **On motion by Commissioner Bishop, seconded by Commissioner Walker and unanimously carried, the meeting was adjourned.**

Attest: _____
Clerk

Chairman

BOARD OF COUNTY COMMISSIONERS
MINUTE BOOK 23, PAGE _____

JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS
TENTATIVE BUDGET HEARING
September 16, 2013

The Board met this date for the tentative budget hearing. Present were Chairman John Nelson, Commissioners Betsy Barfield, Stephen Walker, Benny Bishop and Hines Boyd, County Coordinator Parrish Barwick and Clerk of Court Kirk Reams.

1. Clerk of Court Kirk Reams announced that the tentative millage rate set for adoption for the Board would be 8.3114 mills.
2. On motion by Commissioner Boyd, seconded by Commissioner Bishop and unanimously carried, the Board tentatively adopted the millage rate of 8.3114 mills.
3. Clerk of Court Kirk Reams announced the tentative budget of \$25,500,000.
4. On motion by Commissioner Boyd, seconded by Commissioner Walker, and unanimously carried, the Board tentatively adopted the budget at \$25,500,000.
5. Clerk of Court Kirk Reams announced the Final Budget Hearing set for Monday, September 30th at 6:00 pm at the Courthouse Annex.
6. On motion by Commissioner Barfield, seconded by Commissioner Walker and unanimously carried, the meeting was adjourned.

Chairman

Attest: _____
Clerk

ITEM 5(a): BOCC LEGISLATIVE PRIORITIES

Request by Legislative Committee for 2013 – 2014 fiscal priorities to be adopted at the October 1st or 16th meetings.

BOARD OF COUNTY COMMISSIONERS
Jefferson County 2013 Legislative Priorities

The BOCC directs the Jefferson County Legislative Committee to pursue the following priorities during the 2013 Florida Legislative Session:

<u>Results</u>	<u>2013 Session</u>
• Secure full funding for Fiscally Constrained Counties	Successful
• Secure PILOT for tax revenue lost from Amendment 1	Successful
• Secure PILOT for tax revenue lost from Amendment 4	Successful
• Restore full funding of Small County Solid Waste Grant	\$17,000 increase
• Seek re-funding of SHIP Affordable Housing Grant	Successful
• Seek funding of the SCRAP program	Successful
• Seek funding of SCOP program for unpaved roads	Successful
• Seek funding for an Agricultural Center	Cancelled by Com. Nelson
• Seek full funding for Library	Successful
• Seek funding for renovating the Lamont School House success	Limited
• Safe guard the Jefferson Correctional Institution good!	So far, so

**ITEM 5(b): RECOMMENDATION FOR
SMALL BUSINESS DEVELOPMENT
CONSULTANT**

REQUEST FOR PROPOSALS
Jefferson County Board of County Commissioners

**CONSULTING SERVICES TO PERFORM SMALL BUSINESS COUNSELING FOR
COUNTY RESIDENTS WHO WANT TO START OR EXPAND THEIR OWN
SMALL BUSINESS.**

The Board of County Commissioners (“Board”) of Jefferson County hereby requests proposals from qualified individuals (“Consultant”) to perform small business development counseling services to county residents who want to start their own small business or expand an existing small business.

The Consultant will be expected to work in Jefferson County (1) to recruit prospects for small business startups or expansions and (2) to work in a mentoring type relationship with prospective small business clients to assist them with business feasibility analysis, business plan development, assistance in locating funding sources, advice on setting up and managing a successful small business, market planning, and developing a 3-year financial plan.

The initial period of service is for twelve months beginning immediately upon acceptance by the Board and may be renewed by mutual agreement of both parties.

The work will be performed in Jefferson County. Appropriate office space will be available within the county’s facilities. The Consultant is expected to work at least 20 hours per week and to document such hours. The Consultant may frequently work out of the county-provided office and at such times as are convenient to clients.

Selection Process. The services being sought under this request are considered professional in nature. Consequently, the evaluation of the proposals will be based on consideration of the qualifications and capabilities that will result in an award that is in the best interest of the County.

Proposal Instructions. An original and 5 copies of sealed proposals, along with an electronic copy, should be delivered to the office of the County Coordinator, Walnut Street County Government Complex, Monticello, FL 32344 before 4:00 PM on September 26, 2013. The proposals will be opened and evaluated by a committee appointed by The Board of County Commissioners. The committee will make a recommendation to the Board. A decision on the recommendation will be made by the Board at its next regularly scheduled meeting, unless continued by the Board. Sealed proposals should be clearly marked “Proposal for Small Business Counseling Services.”

Proposals should include all relevant information, including but not limited to:

1. Individual's full name, address, and contact information.
2. A resume showing relevant experience.
3. Proposed fees to be charged the county for 12 months of service.
4. A proposed contract for consulting services.

Questions regarding the RFP may be directed to the office of the County Coordinator (850)342-0287. The County reserves the right to reject any and all proposals, to negotiate changes in the scope of work or services to be provided, and to otherwise waive any technicalities or formalities.

**ITEM 5(c): SMALL GRANT REQUEST-
CONCERNED UNITED PEOPLE**



BOARD OF COUNTY COMMISSIONERS

JEFFERSON COUNTY, FLORIDA

THE KEYSTONE COUNTY-ESTABLISHED 1827
450 WEST WALNUT STREET; MONTICELLO, FLORIDA 32344
PHONE: (850)-342-0287

Benjamin Bishop
District 1

John Nelson
District 2, Chair

Hines F. Boyd
District 3

Betsy Barfield
District 4

Stephen Walker
District 5

GRANT APPLICATION

TO QUALIFY FOR THE COUNTY GRANT, YOU MUST PROVIDE THE FOLLOWING INFORMATION:

THE NAME OF YOUR ORGANIZATION OR GROUP: **Concerned United People**
MAILING ADDRESS: **PO Box 806, Monticello, FL 32345**
COPY OF INCORPORATION CERTIFICATE: **ATTACHED: Dept. of State, State of Florida**
COPY OF TAX EXEMPT NUMBER: **501 (c) 3 ATTACHED**
COPY OF FEIN NUMBER: **58-2682082**
COPY OF EMPLOYEE IDENTIFICATION NUMBER: **58-2682082**
AMOUNT OF YOUR REQUEST: **\$1,500.00**

EXPLAIN THE USE FOR THESE FUNDS:

Concerned United People, Inc. is requesting funds to conduct a planning program to develop funding support and community development for the Howard Academy School Revitalization. This historic facility and location will recognize the part our community has played in the development of doctors, nurses, and many other professionals. Your support will be used to plan funding programs, develop support literature, and generate community action to this end. We request and ask the Jefferson Board of Commissioners to get involved and be a part of recreating history's accomplishments.

The Jefferson County BCC seal will be used on all promotion including e-mail, Facebook, literature, banner, radio stations, TV, and newspaper advertisements. In addition, we will list local hotels, bed & breakfasts, and restaurants.

Kirk Reams
Clerk of Courts

Parrish Barwick
County Coordinator

T. Buckingham Bird
County Page 15 of 17

State of Florida

Department of State

I certify from the records of this office that CONCERNED UNITED PEOPLE, INC. is a corporation organized under the laws of the State of Florida, filed on February 2, 2004.

The document number of this corporation is N04000001008.

I further certify that said corporation has paid all fees due this office through December 31, 2013, that its most recent annual report/uniform business report was filed on April 1, 2013, and its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this is
the First day of April, 2013*



Ken Detjmer
Secretary of State

Authentication ID: CC6283367313

To authenticate this certificate, visit the following site, enter this ID, and then follow the instructions displayed.

<https://efile.sunbiz.org/certauthver.html>



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248114008
Nov. 27, 2009 LTR 4168C E0
58-2682082 000000 00

00014021
BODC: TE

CONCERNED UNITED PEOPLE INC
% C P MILLER
1146 CURTIS MILLS RD
MONTICELLO FL 32344-3200



008445

Employer Identification Number: 58-2682082
Person to Contact: Mrs. Lutes
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Nov. 18, 2009, request for information regarding your tax-exempt status.

Our records indicate that your organization was recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in December 2004.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Beginning with the organization's sixth taxable year and all succeeding years, it must meet one of the public support tests under section 170(b)(1)(A)(vi) or section 509(a)(2) as reported on Schedule A of the Form 990. If your organization does not meet the public support test for two consecutive years, it is required to file Form ~~990-PF, Return of Private Foundation, for the second tax year that the~~ organization failed to meet the support test and will be reclassified as a private foundation.

If you have any questions, please call us at the telephone number shown in the heading of this letter.