



# BOARD OF COUNTY COMMISSIONERS

THE KEYSTONE COUNTY-ESTABLISHED 1827

435 W. Walnut St., Monticello, Florida 32344

**Benjamin "Benny"  
Bishop**

District 1, Vice-Chair

**John Nelson, Sr.**

District 2

**Hines F. Boyd**

District 3

**Betsy Barfield**

District 4, Chair

**Stephen Walker**

District 5

**Regular Session Agenda  
December 17, 2013 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) **FDOT Functional Classification Level Maps**
4. **Citizens Request & Input on Non-Agenda Items (3 Minute Limit)**
5. **PUBLIC HEARINGS: (6 PM)**
  - a) **DEO Small Community Development Grant (CDBG)**
  - b) **Jefferson County Fair Housing Ordinance Workshop**
6. **General Business**
  - a) **RFP for Legal Services RE: Malloy Landing Road Issue – Attorney Shirley/Comm. Walker**
  - b) **TDC Request for Wacissa River Park Committee – Nancy Wideman**
  - c) **Fire Assess. Resolution/Inter-Local Agreement w/ City of Monticello – Kirk Reams/Mark Matthews**
  - d) **Discussion of Future/Possibilities of/for the Former Extension Office – Comm. Barfield**
7. **County Coordinator**
  - a) **Construction Phase Svcs. for JCFR Station – Alan Wise**
  - b) **Bidding & Construction Phase Svcs. for American Hunter Distribution Warehouse – Alan Wise**
8. **Commissioner Discussion Items**
9. **Adjourn**

From the manual "Government in the Sunshine", page 40:

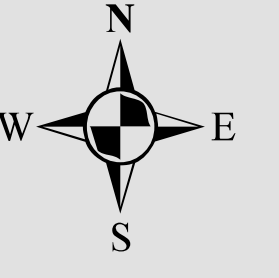
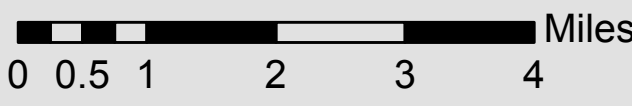
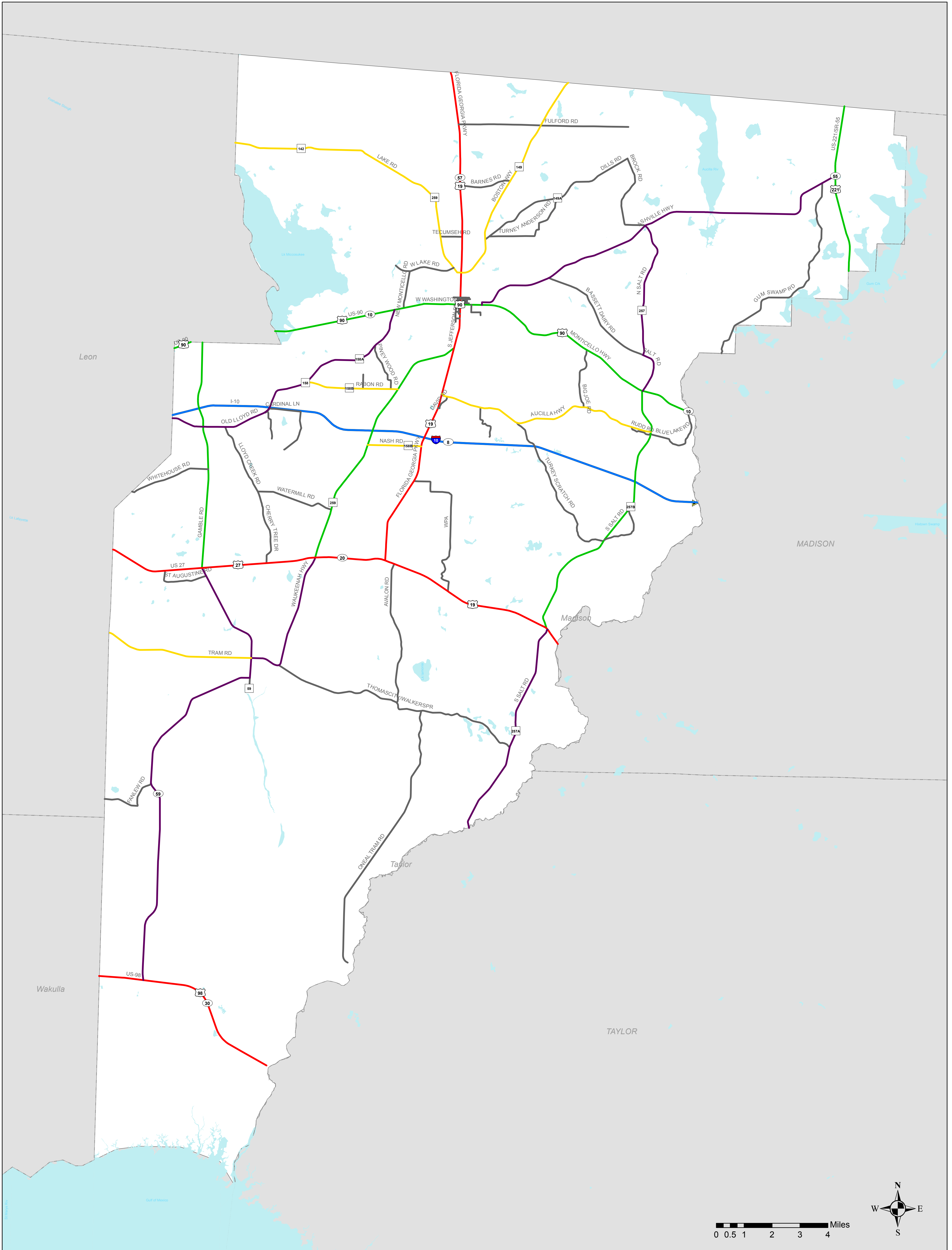
Paragraph C. Each board, commission or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that if a person decides 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

**T. Buckingham Bird**  
County Attorney

## **ITEM 3: CONSENT AGENDA MATERIALS**



Jefferson County	
01 - Principal Arterial-Interstate RURAL	11 - Principal Arterial-Interstate URBAN
02 - Principal Arterial-Expressway RURAL	12 - Principal Arterial-Freeway and Expressway URBAN
04 - Principal Arterial-Other RURAL	14 - Principal Arterial-Other URBAN
06 - Minor Arterial RURAL	16 - Minor Arterial URBAN
07 - Major Collector RURAL	17 - Major Collector URBAN
08 - Minor Collector RURAL	18 - Minor Collector (Fed Aid) URBAN
09 - Local RURAL	19 - Local URBAN
	Urban Boundary

**Recommended By:**

\_\_\_\_\_  
Chairman, Board of County Commissioners      Date

\_\_\_\_\_  
Florida Department of Transportation      Date

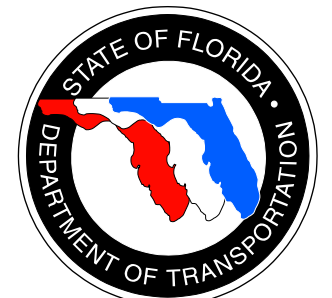
**Approved By:**

\_\_\_\_\_  
Federal Highway Administration      Date

# JEFFERSON COUNTY FUNCTIONAL CLASSIFICATIONS

Prepared By:  
**FLORIDA DEPARTMENT OF TRANSPORTATION**  
in cooperation with the  
**US DEPARTMENT OF TRANSPORTATION**

File Created:  
November 2013



**ITEM 5: PUBLIC HEARINGS:  
SMALL COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) & FAIR HOUSING  
ORDINANCE WORKSHOP**

**FIRST PUBLIC HEARING NOTICE**

Jefferson County is considering applying to the Florida Department of Economic Opportunity (DEO) for a FFY 2013 Small Cities Community Development Block Grant (CDBG) of up to Seven Hundred Thousand Dollars (\$700,000.00). These funds must be used for one of the following purposes:

1. To benefit low and moderate income persons;
2. To aid in the prevention or elimination of slums or blight; or
3. To meet other community development needs of recent origin having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and where other financial resources are not available to meet such needs.

The categories of activities for which these funds may be used are in the areas of housing, neighborhood revitalization, commercial revitalization, or economic development and include such improvement activities as acquisition of real property, loans to private-for-profit business, purchase of machinery and equipment, construction of infrastructure, rehabilitation of houses and commercial buildings, and energy conservation. Additional information regarding the range of activities that may be undertaken will be provided at the public hearing. For each activity that is proposed, at least 70% of the funds must benefit low and moderate income persons.

In developing an application for submission to DEO, Jefferson County must plan to minimize displacement of persons as a result of planned CDBG activities. In addition, Jefferson County is required to develop a plan to assist displaced persons.

A public hearing to receive citizen views concerning the community's economic and community development needs will be held at the \_\_\_\_\_ on Tuesday, December 17, 2013 at \_\_\_\_:\_\_\_\_.m. For information concerning the public hearing contact \_\_\_\_\_, \_\_\_\_\_, Jefferson County, \_\_\_\_\_, \_\_\_\_\_, Monticello, Florida \_\_\_\_\_, (\_\_\_\_) \_\_\_\_-\_\_\_\_.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop is asked to advise the agency at least 48 hours before the workshop by contacting: \_\_\_\_\_ at (\_\_\_\_) \_\_\_\_-\_\_\_\_ or by e-mail at \_\_\_\_\_ . If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800)955-8771 (TDD) or 1(800)955-8770 (Voice).

**A Fair Housing/Equal Opportunity/Handicap Accessible Jurisdiction.**

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DATE TO RUN: As soon as possible.

**ONE TIME ONLY - BLOCK/DISPLAY AD AS SMALL AS POSSIBLE**

Bill to: Jefferson County  
1 Courthouse Circle  
Monticello, Florida 32344

<b>PLEASE SEND AFFIDAVITS AS PROOF OF PUBLICATION ASAP TO:</b>		
Fred Fox Enterprises, Inc.	&	Jefferson County
P. O. Box 1047		1 Courthouse Circle
St. Augustine, FL 32085		Monticello, FL 32344

Any questions regarding this ad, please contact Melissa Fox at Fred Fox Enterprises, Inc.

**FAIR HOUSING WORKSHOP**

Jefferson County is a fair housing advocate. The County is holding a workshop to explain the Fair Housing Ordinance for all of the protected classes (race, color, familial status, handicap, national origin, religion and sex). The public is invited to attend.

The workshop is scheduled for Tuesday, December 17, 2013 at \_\_:\_\_ .m., or as soon thereafter as possible, at the \_\_\_\_\_ located at \_\_\_\_\_, \_\_\_\_\_, Florida.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop is asked to advise the agency at least 48 hours-before the workshop by contacting: \_\_\_\_\_, \_\_\_\_\_ at (\_\_\_\_) \_\_\_\_-\_\_\_\_ or by e-mail at \_\_\_\_\_ . If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800)955-8771 (TDD) or 1(800)955-8770 (Voice).

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BILL TO: Jefferson County  
1 Courthouse Circle  
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Fred Fox Enterprises, Inc. & Jefferson County  
P. O. Box 1047 1 Courthouse Circle  
St. Augustine, FL 32085 Monticello, FL 32344

**IF YOU HAVE ANY QUESTIONS REGARDING THIS AD PLEASE CONTACT  
MELISSA FOX AT FRED FOX ENTERPRISES, INC. AT 904-810-5183.**

**ITEM 6(a): RFP FOR LEGAL SERVICES RE:  
MALLOY LANDING ROAD ISSUE**

**Jefferson County, Florida  
Request for Proposals  
For  
Special Counsel Services**

**Scope of Services:** Jefferson County, Florida, desires to retain the services of a qualified attorney/law firm to research and report to the Board of County Commissioners regarding the legal requirements under both State and local law for abandoning/vacating a County Road providing access to water, including all potentially available methods by which the road in question can be reopened to public use. Services shall include an appearance before the Board of County Commissioners for purposes of reporting findings, providing recommendations, and answering questions.

**Qualifications:** Attorneys/law firms responding to this Request for Proposals must have demonstrated experience in general local government law, procedures under State statutory and case law applicable to the abandonment/vacation of public roadways, legal principals applicable to prescriptive public easements, legal principals applicable to the takings doctrine under State and Federal constitutional law, and a general familiarity with real estate law.

**Fee for Services:** Proposals for services must specify the hourly rate to be charged for such services, and the approximate number of hours to be devoted to the provision of services.

**Background Summary:** On June 17, 2013, the Jefferson County Board of County Commissioners voted to approve a resolution vacating an unimproved County maintained road known as Malloy's Landing Road. The road provided access to the waters of Little River, a tributary of the Wacissa River, at a place commonly known as Malloy's Landing. The resolution vacating Malloy's Landing Road was granted pursuant to a Petition to Vacate Road filed by Boland Land, LLC. The vote of the Board of County Commissioners to vacate the road has proven extremely controversial. Questions have arisen regarding the legality of the process followed and substantive compliance with a local code provision relating to vacating County roads that provide access to water. On November 19, 2013, after considering an offer of an alternative landing commonly known as Brumbly Landing, the Board of County Commissioners voted to reopen Malloy's Landing Road. Additional information concerning can be obtained from the Office of County Coordinator at \_\_\_\_\_.

**Timeline for Response:** Proposals submitted pursuant to this request must be submitted to the Office of County Coordinator, \_\_\_\_\_, not later than 5:00 PM EST on \_\_\_\_\_. Applicants will be notified of any additional information to be requested, and whether presentation from applicants will be requested.



**General:** The Board of County Commissioners reserves the right to accept or reject any proposal for any reason deemed sufficient by the Board, or to reject all proposals with no reason stated. Applicants submitting proposals shall bear the entire cost of preparation and presentation of proposals responsive hereto and the County shall not be liable for any costs an applicant might expend in preparing and presenting proposals.

**ITEM 6(b): TDC REQUEST FOR WACISSA  
RIVER PARK COMMITTEE**

# Memorandum

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**To:** Kirk Reams  
**CC:** BOCC  
**From:** Nancy Wideman, Jefferson County TDC  
**Date:** 12/11/2013  
**Re:** Request to appoint a committee for the Wacissa River Park

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The Jefferson County Tourist Development Council would like the Board of County Commissioners to appoint a committee to explore options for the improvement of the Wacissa River Headwaters Park. We request that this committee be representative of county residents and that it include a representative from the TDC.

**ITEM 6(c): FIRE ASSESSMENT RESOLUTION  
OF INTENT/INTER-LOCAL AGREEMENT  
WITH THE CITY OF MONTICELLO**



[www.WeServeGovernments.com](http://www.WeServeGovernments.com)



Management  
Services



Special  
Assessments



Water and  
Wastewater

October 11, 2012

### **Via Electronic Transmission**

Kirk B. Reams, Clerk of Court  
Jefferson County  
1 Courthouse Circle  
Monticello, FL 32344

### **Re: Notice of Intent Documents Required by Section 197.3632, Florida Statutes**

Dear Mr. Reams,

In anticipation that Jefferson County (the "County") may consider the development of an assessment program to fund fire and solid waste services within the County next year, we have prepared the following enclosed documents related to the use of the tax bill collection method.

1. A form of resolution concerning the potential use of the uniform method to collect non-ad valorem assessments which requires two exhibits; and
2. A form of published notice of intent for the potential non-ad valorem assessment program that must be published in a newspaper of general circulation once a week for four consecutive weeks immediately before the hearing in order to use the uniform method of collection.

Section 197.3632, Florida Statutes, requires that the County hold a public hearing and adopt a resolution of intent to use the uniform method of collection for any assessment program in the calendar year prior to any such collection. The resolution, which does not obligate the County to use the method or impose a special assessment, must be adopted by January 1 and sent to the Jefferson County Tax Collector, the Jefferson County Property Appraiser and the Florida Department of Revenue by January 10<sup>th</sup>. If the County Property Appraiser and the County Tax Collector agree, adoption of the resolution can occur as late as March 1<sup>st</sup>. However, we strongly recommend that the County adopt the resolution prior to January 1<sup>st</sup>, as the consent of the County Property Appraiser and the County Tax Collector is not required when the adoption occurs prior to January 1.

Section 197.3632 also requires that **notice of the public hearing to adopt the resolution of intent be published in a newspaper of general circulation once a week for the four consecutive weeks immediately before the date of the hearing.** Please note that we have assumed a public hearing date for the resolution of intent adoption at 9:00 a.m. on December 6, 2012. Should the County decide to change the date of the public hearing, the publication dates for the notice should also be changed to conform with the aforementioned requirement.

Attached as Appendix A is a form of resolution we have prepared for the County which specifically references the potential special assessment program and reserves to the County the ability to impose assessments in the County. Attached as Appendix B is a form of published notice.

This package only assists the County in meeting statutory notice requirements necessary to preserve this collection approach. To reiterate, this resolution is non-binding and the County may reduce the areas covered by any future assessments or decide not to go forward with the assessment program at a later date. By adopting the attached resolution, the County is simply reserving the right to use the tax bill collection method beginning in November of 2013.

If you have any questions regarding these documents, please feel free to contact us.

Sincerely,

A handwritten signature in blue ink that reads "Sandi Melgarejo". The signature is written in a cursive, flowing style.

Sandi Melgarejo  
Project Coordinator

Attachment

# Appendix A

## FORM OF RESOLUTION

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF JEFFERSON COUNTY, FLORIDA ELECTING TO USE THE UNIFORM METHOD OF COLLECTING NON-AD VALOREM SPECIAL ASSESSMENTS LEVIED WITHIN THE COUNTY; STATING A NEED FOR SUCH LEVY; PROVIDING FOR THE MAILING OF THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Jefferson County, Florida (the "County") is contemplating the imposition of special assessments for the provision of fire and solid waste services; and

**WHEREAS**, the County intends to use the uniform method for collecting non-ad valorem special assessments for the cost of providing fire and solid waste services to property within the County as authorized by section 197.3632, Florida Statutes, as amended, because this method will allow such special assessments to be collected annually commencing in November 2013, in the same manner as provided for ad valorem taxes; and

**WHEREAS**, the County held a duly advertised public hearing prior to the adoption of this Resolution, proof of publication of such hearing being attached hereto as Exhibit A.

**NOW, THEREFORE BE IT RESOLVED:**

1. Commencing with the Fiscal Year beginning on October 1, 2013, and with the tax statement mailed for such Fiscal Year and continuing thereafter until discontinued by the County, the County intends to use the uniform method of collecting non-ad valorem assessments authorized in section 197.3632, Florida Statutes, as amended, for collecting non-ad valorem assessments for the cost of providing fire and solid waste services. Such non-ad valorem assessments shall be levied within the County. A legal description of such area subject to the assessment is attached hereto as Exhibit B and incorporated by reference.
2. The County hereby determines that the levy of the assessments is needed to fund the cost of fire and solid waste services within the County.
3. Upon adoption, the County Clerk is hereby directed to send a copy of this Resolution by United States mail to the Florida Department of Revenue, the Jefferson County Tax Collector, and the Jefferson County Property Appraiser by January 10, 2013.
4. This Resolution shall be effective upon adoption.

DULY ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2012.

JEFFERSON COUNTY, FLORIDA

\_\_\_\_\_  
COMMISSION CHAIR

(SEAL)

Attest:

\_\_\_\_\_  
Clerk



**EXHIBIT A**

**PROOF OF PUBLICATION**

[INSERT PROOF OF PUBLICATION]

**EXHIBIT B**

**LEGAL DESCRIPTION**

JEFFERSON COUNTY, FLORIDA SECTION 7.33, FLORIDA STATUTES

# Appendix B

## FORM OF PUBLISHED NOTICE

**NOTICE OF INTENT TO USE UNIFORM METHOD OF COLLECTING  
NON-AD VALOREM ASSESSMENTS**

Jefferson County, Florida (the "County") hereby provides notice, pursuant to section 197.3632(3)(a), Florida Statutes, of its intent to use the uniform method of collecting non-ad valorem special assessments to be levied within the County, for the cost of providing fire and solid waste services commencing for the Fiscal Year beginning on October 1, 2013 and continuing until discontinued by the County. The County will consider the adoption of a resolution electing to use the uniform method of collecting such assessments authorized by section 197.3632, Florida Statutes, at a public hearing to be held at 9:00 a.m. on December 6, 2012 at the Commission Chambers, Courthouse Annex, 435 W. Walnut Street, Monticello, Florida. Such resolution will state the need for the levy and will contain a legal description of the boundaries of the real property subject to the levy. Copies of the proposed form of resolution, which contains the legal description of the real property subject to the levy, are on file at the Clerk's Office, 1 Courthouse Circle, Monticello, Florida. All interested persons are invited to attend.

In the event any person decides to appeal any decision by the County with respect to any matter relating to the consideration of the resolution at the above-referenced public hearing, a record of the proceeding may be needed and in such an event, such person may need to ensure that a verbatim record of the public hearing is made, which record includes the testimony and evidence on which the appeal is to be based. In accordance with the Americans with Disabilities Act, persons needing a special accommodation or an interpreter to participate in this proceeding should contact the County Clerk at (850) 342-0218, three (3) days prior to the date of the hearing.

DATED this \_\_\_\_ day of \_\_\_\_\_ 2012.

By Order of:

\_\_\_\_\_  
JEFFERSON COUNTY, FLORIDA

Publish in a newspaper of general circulation during the weeks of:

November 8-14, 2012

November 15-21, 2012

November 22-28, 2012

November 29 - December 5, 2012

INTERLOCAL AGREEMENT BETWEEN  
THE CITY OF MONTICELLO AND JEFFERSON COUNTY

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of December, 2013, by and between JEFFERSON COUNTY, a political subdivision of the State of Florida, ("COUNTY"), acting by and through its Board of County Commissioners, the governing body thereof, and the CITY OF MONTICELLO, a municipal corporation of the State of Florida, ("CITY"), acting by and through its City Council, the governing body thereof.

WITNESSETH:

WHEREAS, the CITY has a volunteer fire department which provides fire protection services with the CITY; and

WHEREAS, the COUNTY has a paid fire rescue service which has also provided fire protection services within the CITY; and

WHEREAS, the CITY desires to enhance fire protection for CITY residents; and

WHEREAS, the COUNTY is willing to provide enhanced fire protection for CITY residents; and

WHEREAS, the CITY passed Resolution No. 2013-24 on December 12, 2013 requesting and consenting to the inclusion of all of incorporated Monticello within a municipal service benefit unit of the unincorporated area designated by Jefferson County Fire Department to provide fire rescue services; and

WHEREAS, the request and consent shall become effective upon the CITY and the COUNTY entering into an Interlocal Agreement providing for the CITY to receive a designated percentage of the annual special assessment within the corporate limits of the CITY for the payment of the CITY's annual costs associated with the Monticello Volunteer Fire Department ("MVFD"), which, for the first annual special assessment within the corporate limits of the CITY, will be twenty percent (20%), and for the MVFD to provide "automatic aid" to the COUNTY's fire rescue services for all fires within the corporate limits of the CITY; and

WHEREAS, the COUNTY is willing to enter into such Interlocal Agreement; and

WHEREAS, the CITY and the COUNTY desire to work together to enhance fire protection for the residents of the CITY; and

NOW, THEREFORE, in consideration of the mutual terms, promises, covenants, and payments set forth herein, the parties hereby contract and agree as follows:

1. This Agreement is entered into pursuant to Section 163.01, Florida Statutes, also known as the "Florida Interlocal Cooperation Act of 1969".
2. The COUNTY will provide fire rescue services, facilities and programs within the corporate limits of the CITY in cooperation with the MVFD.
3. The MVFD will provide "automatic aid" to the COUNTY's fire rescue service for all fires within the corporate limits of the CITY. To facilitate the provisions of such "automatic aid," the MVFD will be notified simultaneous with the COUNTY's fire rescue service of any report of a fire within the corporate limits of the CITY.
4. Pursuant to the CITY's request and consent to the inclusion of all of the incorporated area of the CITY within an identified municipal service benefit unit of the unincorporated COUNTY for the provision of fire rescue services, facilities, and programs within the corporate limits of the CITY, the COUNTY will impose a special assessment to fund such fire rescue services, facilities and programs within the corporate limits of the CITY.
5. The COUNTY agrees to remit twenty percent (20%) of the annual special assessment within the corporate limits of the CITY for payment of the CITY's annual costs associated with the MVFD. It is understood and agreed that the amount of the special assessment within the corporate limits of the CITY which the CITY will recover after the first year may be revisited upon the request of either party.
6. This Agreement shall be effective on December 31, 2013, and shall continue in full force and effect until midnight, December 31, 2014. It shall automatically renew thereafter for successive one year terms unless terminated pursuant to written notice of termination by the COUNTY or the CITY pursuant to Sections 8-9, herein.
7. The CITY and the COUNTY fall within the definition of "state agencies or subdivisions" in Chapter 768.28, Florida Statutes. Each agrees to be fully responsible for acts and omissions of their agents or employees to the extent permitted by law. Nothing herein is intended to serve as a waiver of sovereign immunity by any party to which sovereign immunity may be applicable. Nothing herein shall be construed as consent by the CITY or the COUNTY to be sued by third parties in any matter arising out of this Agreement or any other contract.
8. This Agreement may be terminated by either party upon ninety (90) days written notice to the other party of such termination pursuant to Section 9, herein.
9. Any and all notices given or required under this Agreement shall be in writing and may be delivered in person or by United States mail, postage prepaid, first class and certified, return receipt requested, addressed as follows:

TO COUNTY:

Jefferson County Board of County  
Commissioners  
c/o Jefferson County Clerk  
Room 10  
Jefferson County Courthouse  
Monticello, Florida 32344

With copy to:

County Attorney  
c/o Jefferson County Clerk  
Room 10  
Jefferson County Courthouse  
Monticello, Florida 32344

TO CITY:

Monticello City Council  
c/o City Clerk/Treasurer  
City of Monticello  
245 S. Mulberry Street  
Monticello, FL 32344-1301

With copy to:

City Attorney  
c/o City Clerk/Treasurer  
City of Monticello  
245 S. Mulberry Street  
Monticello, FL 32344-1301

10. ASSIGNMENT: Neither party shall have the right to assign this Agreement.
11. WAIVER: The waiver by either party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement shall not be construed as a waiver of any future or continuing similar or dissimilar failures.
12. SEVERABILITY: The invalidity of any provision of this Agreement shall in no way affect the validity of any other provision.
13. ENTIRE AGREEMENT: It is understood and agreed that the Agreement incorporates and includes all prior negotiations, agreements or understandings applicable to the subject matter contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.
14. MODIFICATION: It is further agreed that no modifications, amendments or alterations in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.
15. CHOICE OF LAW: WAIVER OF JURY TRIAL: Any controversies or legal problems arising out of this transaction and any action involving the enforcement or interpretation of any rights hereunder shall be submitted to the jurisdiction of the State courts of the Second Judicial Circuit in Jefferson County, Florida, and shall be governed by the laws of the State of Florida. To encourage prompt and equitable

resolution of any litigation that may arise hereunder, each party hereby waives any rights it may have to a trial by jury of any such litigation.

16. DRAFTING: This Agreement has been negotiated and drafted by all parties hereto, and shall not be more strictly construed against any party because of such party's preparation of this Agreement.

17. RECORDING: This Agreement shall be recorded in the public records of Jefferson County, in accordance with the Florida Interlocal Cooperation Act of 1969.

IN WITNESS WHEREOF, the parties hereto have made and executed this Interlocal Agreement between Jefferson County and the City of Monticello for services to be performed by the Jefferson County Fire Department on the respective dates under each signature.

BOARD OF COUNTY COMMISSIONERS  
JEFFERSON COUNTY, FLORIDA

BY: \_\_\_\_\_  
CHAIRMAN

DATE: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
KIRK REAMS, CLERK TO  
THE BOARD OF  
COUNTY COMMISSIONERS

CITY OF MONTICELLO, FLORIDA

BY: \_\_\_\_\_  
TOM VOGELGESGANG,  
ACTING MAYOR

DATE: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
EMILY ANDERSON,  
CITY CLERK/TREASURER



**ITEM 7(a): CONSTRUCTION PHASE  
SERVICES FOR JCFR STATION**



**PREBLE-RISH INC**  
CONSULTING ENGINEERS & SURVEYORS

**December 10, 2013**

*Via Email and Hand Delivery*

Mr. Parrish Barwick  
County Coordinator  
Jefferson County Board of County Commissioners  
450 W. Walnut Street  
Monticello, FL 32344

**Re: New Fire Station / EMS Facility – Construction Phase Services  
Preble-Rish, Inc. Project No. 751.013**

Dear Mr. Barwick:

This letter is supplemental to our original Task Order that provided for design services for this project. We completed the previously approved tasks about 14 months ago, and have since been performing tasks associated with bidding, contract and scope negotiations, and procurement.

Now that the project is moving into construction, we are ready to proceed with the tasks and services for the construction phase of the project including contract administration, construction administration, and closeout. A specific list of tasks are included in the attached Task Order that we are submitting for your approval.

We are excited for the opportunity to assist with this project! If I can be of any assistance, please let me know.

Sincerely,

**PREBLE-RISH, INC.**

Alan Wise, P.E.  
Senior Project Manager

**187 EAST WALNUT STREET, MONTICELLO, FL 32344 P (850) 997-2175**

PORT ST. JOE • BLOUNTSTOWN • SANTA ROSA BEACH • PANAMA CITY  
FT. WALTON BEACH • FREEPORT • TALLAHASSEE • MONTICELLO • QUINCY • CRAWFORDVILLE  
PENSACOLA • LAKE CITY • MARIANNA • DAPHNE, AL • PORT-AU-PRINCE, HAITI

**EXHIBIT A**

**JEFFERSON COUNTY  
FIRE STATION CONSTRUCTION PHASE SERVICES  
PREBLE-RISH, INC.  
TASK ORDER 13-013**

This Task Order is for the purpose of Preble-Rish, Inc. (PRI) as the ENGINEER to provide professional services for the proposed American Hunter Warehouse for Jefferson County acting by and through its Board of County Commissioners.

Our understanding of the project is a new building of approximately 14,000 SF and associated site work. To date, this project has been designed, bid, and is currently completing local permitting. PRI's responsibility in this Scope will be to perform Construction Inspection, Construction Management, and Contract Management. PRI assumes the project will be under construction for 12 months.

**DESCRIPTION OF ENGINEER'S SERVICES**

**A. Design Revisions per Scope Modification**

PRI will modify design plans to reflect the changes that have been identified through the cost reduction efforts over the past 12 months. Modifications to the design calculations and plans will be required prior to permit issuance and contractor's Notice to Proceed.

**B. Contract Administration**

PRI will prepare and obtain Contract documents as required by the project. PRI will coordinate obtaining all required bond and insurance information from the Contractor. PRI will review Contractor's Pay Applications, Change Orders, etc. on behalf of the County. PRI will provide final review and closeout documentation.

**C. Construction Administration**

PRI will perform periodic site reviews to ensure construction is progressing properly. PRI will document critical stages of construction. PRI will provide reports and photos of each site review. PRI will review shop drawings and RFI's submitted by the Contractor. PRI will perform final review, punchlist, and closeout services. PRI will perform closeout of permits through the local governments and state agencies.

**II. Tasks and Fees**

<b>A. Plans Revisions</b>	<b>\$1,800.00</b>
<b>B. Contract Administration</b>	<b>\$11,800.00</b>
<b>C. Construction Administration</b>	<b>\$ 19,500.00</b>
<hr/>	
<b>Total</b>	<b>\$33,100.00</b>

**Exclusions:**

- a) Permit Application Fees.
- b) Major Design Changes (anything requiring more than 10 hours of effort).
- c) Major Scope or Cost Negotiations (anything requiring more than 10 hours of effort).
- d) Fire Suppression System design (besides sprinkler head location).
- e) Surveying, Condo Surveying, As-builts, or Construction Stakeout.
- f) Dredge and Fill Permitting.
- g) Title Work or Legal Opinion.
- h) Advertisement fees.
- i) Anything not specifically mentioned above.

IN WITNESS WHEREOF, the parties hereto have caused this Task Order to be executed by their undersigned officials as duly authorized.

**PREBLE-RISH, INC.**

Address for Correspondence:

187 East Walnut Street  
Monticello, FL 32344

By: \_\_\_\_\_

Name and Title: Alan Wise, P.E., Sr. Project Manager

Witnessed: \_\_\_\_\_

Date: 12/10/13

**JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS**

Address for Correspondence:

1 Courthouse Circle  
Monticello, FL 32344

By: \_\_\_\_\_

Name and Title: Mr. John Nelson, Chairman, Jefferson Board of County Commissioners

Date: \_\_\_\_\_

**ITEM 7(b): BIDDING & CONSTRUCTION  
PHASE SERVICES FOR AMERICAN HUNTER  
DISTRIBUTION WAREHOUSE**



**PREBLE-RISH INC**  
CONSULTING ENGINEERS & SURVEYORS

**December 10, 2013**

*Via Email and Hand Delivery*

Mr. Parrish Barwick  
County Coordinator  
Jefferson County Board of County Commissioners  
1 Courthouse Circle  
Monticello, FL 32344

**Re: American Hunter Warehouse – Bidding and Construction Phase Services  
Preble-Rish, Inc. Project No. 751.062**

Dear Mr. Barwick:

Please find the attached Proposal for the services required to move forward with the American Hunter Warehouse project.

The majority of the design for this project has been completed, and there are minor additional tasks that need to be completed in order to publically bid the project. Once bid, the bid review, construction administration, and closeout services will then be required. The tasks outlined in the attached proposal will provide these services.

If you have any questions or concerns, please let me know.

Sincerely,

**PREBLE-RISH, INC.**

Alan Wise, P.E.  
Senior Project Manager

**187 EAST WALNUT STREET, MONTICELLO, FL 32344 P (850) 997-2175**

PORT ST. JOE • BLOUNTSTOWN • SANTA ROSA BEACH • PANAMA CITY  
FT. WALTON BEACH • FREEPORT • TALLAHASSEE • MONTICELLO • QUINCY • CRAWFORDVILLE  
PENSACOLA • LAKE CITY • MARIANNA • DAPHNE, AL • PORT-AU-PRINCE, HAITI

**EXHIBIT A**

**JEFFERSON COUNTY  
AMERICAN HUNTER WAREHOUSE  
PREBLE-RISH, INC. PROJ. NO. 751.062  
TASK ORDER 13-062**

This Task Order is for the purpose of Preble-Rish, Inc. (PRI) as the ENGINEER to provide professional services for the proposed American Hunter Warehouse for Jefferson County (CLIENT) acting by and through its Board of County Commissioners.

Our understanding of the project is a new building of approximately 30,000 SF. We understand that the indoor needs of this facility are primarily a warehouse, but does include a small office / showroom area. PRI's responsibility in this project is to bid the project, provide construction administration, contract administration, and support services for the grant requirements.

The construction plans for the building and the site have been prepared by DEC Engineering, Inc. and are provided to PRI by the CLIENT. PRI will coordinate with the design firm (DEC) as necessary to provide the services needed by the CLIENT. PRI assumes the project will be under construction for 7 months or less.

**I. DESCRIPTION OF ENGINEER'S SERVICES**

- A. Site Plan Permitting**  
PRI will coordinate Site Plan Approval of the project based on Plans prepared by DEC. This includes one round of responses and plan modifications.
- B. Bidding**  
PRI will prepare necessary procurement documents to publically bid the project, prepare construction specifications, respond to Requests for Information from Bidders, review bids submitted by Bidders, and make Contractor Selection recommendation to the County.
- C. Contract Administration**  
PRI will prepare Contract documents as required by the project. PRI will coordinate obtaining all required bond and insurance information from the Contractor. PRI will review Contractor's Pay Applications on behalf of the County. PRI will provide final review and closeout documentation.
- D. Construction Administration**  
PRI will perform periodic site reviews to ensure construction is progressing properly. PRI will provide reports and photos of each site review. PRI will review shop drawings submitted by the Contractor. PRI will review RFI's from Contractor and provide direction as necessary. PRI will perform final review, punchlist, and closeout services.

**II. Tasks and Fees**

<b>A. Site Plan Permitting</b>	<b>\$ 2,150.00</b>
<b>B. Bidding</b>	<b>\$ 4,050.00</b>
<b>C. Contract Administration</b>	<b>\$ 4,150.00</b>
<b>D. Construction Administration</b>	<b>\$ 9,550.00</b>
<b>Total</b>	<b>\$19,900.00</b>

**Exclusions:**

- a) Additional reporting or inspection required by Federal Agencies (not anticipated to be required)
- b) Permit Application Fees.
- c) Major Design Changes (anything requiring more than 10 hours of effort).
- d) Major Scope or Cost Negotiations (anything requiring more than 10 hours of effort).
- e) Site Design (except as specifically outlined above)
- f) Building Design (except as specifically outlined above)
- g) Fire Suppression System design (besides sprinkler head location)
- h) Surveying, Condo Surveying, As-builts, or Construction Stakeout.
- i) Title Work or Legal Opinion.
- j) Advertisement fees.
- k) Anything not specifically mentioned above.

IN WITNESS WHEREOF, the parties hereto have caused this Task Order to be executed by their undersigned officials as duly authorized.

**PREBLE-RISH, INC.**

Address for Correspondence:

187 East Walnut Street  
Monticello, FL 32344

By: \_\_\_\_\_ 

Name and Title: Alan Wise, P.E., Sr. Project Manager

Witnessed: \_\_\_\_\_ 

Date: 12/16/13

**JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS**

Address for Correspondence:

1 Courthouse Circle  
Monticello, FL 32344

By: \_\_\_\_\_

Name and Title: Mrs. Betsy Barfield, Chair, Jefferson Board of County Commissioners

Date: \_\_\_\_\_