



BOARD OF COUNTY COMMISSIONERS MEETING MINUTES

March 14, 2017
Administration Building,
4th Floor, BCC Meeting Room, 477 Houston
Street,
Green Cove Springs, FL 32043
2:00 PM

CALL TO ORDER

Chairman Bolla called the meeting to order at 2:00 P.M.

INVOCATION

Commissioner Hendry

PLEDGE

Commissioner Cella

ROLL CALL

Present: Commissioner District 2 Chairman Wayne Bolla
Commissioner District 3 Vice-Chairman Diane Hutchings
Commissioner District 1 Commissioner Mike Cella
Commissioner District 4 Commissioner Gavin Rollins
Commissioner District 5 Commissioner Gayward Hendry

Absent: None

Staff Present: County Manager S. C. Kopelousos
County Attorney Courtney K. Grimm
Commission Auditor Mike Price
Chief Assistant County Attorney Fran Moss

"A Moment In History" was presented by Commissioner Hendry. He shared that on this day in 1794 Eli Whitney patented the cotton gin which led to a rise in agriculture in the south. He also shared information regarding Albert Einstein becoming an American Citizen in 1940.

ARTWORK

Lakeside Junior High

Artwork was not received for today's meeting.

PET ADOPTIONS

Gail Flakes, Animal Care and Control Volunteer, presented pets for adoption. The dog presented was named Roman and the cat presented was named Slinky.

SPECIAL STAFF RECOGNITION

2016 Public Safety Awards

Lorin Mock, Clay County Fire Chief and Chief Richard Knoff presented the 2016 Public Safety Awards. Among the recognized recipients were Mr. Hill of A-1 Towing (Appreciation Award), Battalion Chief Thomas Rodgers (Meritorious Service Award), Whitney Davis (Employee of the Year Award), George Hildebrand III (Volunteer Firefighter of the Year Award) and Battalion Chief Ronald Hildum (Career Firefighter of the Year Award).

PRESENTATIONS

None

PROCLAMATIONS/RESOLUTIONS

1. Clay County Fair Resolution

Commissioner Hendry presented the Resolution dedicating the 31st Annual Clay County Agricultural Fair to all citizens of Clay County. Tasha Hyder, Clay County Fair Association General Manager, accepted the Resolution.

After discussion, Chairman Bolla moved, seconded by Vice-Chair Hutchings, and carried 5-0, to approve the Resolution as presented.

2. National Agriculture Day Proclamation

Commissioner Rollins presented the Proclamation establishing March 15, 2017 as National Agriculture Day. The Proclamation was accepted by Extension Staff and a 4-H representative.

After discussion, Vice-Chair Hutchings moved, seconded by Commissioner Cella, and carried 5-0, to approve the Proclamation as presented.

RECOGNITION OF OUT-GOING COMMISSIONER WILLIAM "BUCK" BURNEY

Chairman Bolla recognized Buck Burney for his support and service as a Commissioner, as did the remainder of the Board.

Commissioner Cella commented that it was bitter-sweet to say goodbye and thanked him for his dedication and service.

Commissioner Rollins thanked him for filling-in during his absence and presented him with a Key to the County from the Board.

Outgoing Commissioner Burney commented that it was a joy working with staff and a pleasure serving the community. He enjoyed making a difference with people who wanted to make a difference.

APPROVAL OF MINUTES

3. February 28, 2017 BCC Meeting Minutes

After discussion, Commissioner Rollins moved, seconded by Vice-Chair Hutchings, and carried 5-0, to approve the February 28, 2017 BCC Meeting Minutes as presented.

PUBLIC COMMENTS

Chairman Bolla opened the public comment period.

Charles Barnes, 4419 Cedar Road, Orange Park, Florida, commented regarding a drainage area between two houses to which the County does not have an easement. He was asking that the County do something to resolve the drainage issue. He also spoke of an open drainage area hazard which needs to be remedied.

Chairman Bolla commented that he had visited the site in question, however it is not County property.

Carter Freeze, 4397 Cedar Road, Orange Park, Florida, commented that an easement does not exist between the two houses to handle storm drainage for the area. He also stated that drainage was coming from across the railroad tracks, has increased in volume and should not be the responsibility of the two homeowners to fix. County Manager Kopelousos stated that she would follow-up with Mr. Freeze if he could leave his contact information.

Commissioner Hendry asked for the historical creation of this drainage situation and Mr. Freeze explained the history from his knowledge. Mr. Barnes commented that he and his neighbor put the bulk head in with the permission of the St. Johns River Water Management District.

Chairman Bolla closed the public comment period.

CONSENT AGENDA

After discussion, Commissioner Rollins moved, seconded by Commissioner Hendry, and carried 5-0, to approve the consent agenda as presented.

4. Finance & Audit Committee Business

Approval of Finance & Audit Committee Minutes of March 7, 2017.

5. Finance Business

The Finance Department business is submitted to request approval and ratification by the Board for various warrants and disbursements in order to meet the requirements of Ch. 136.06 (1), FI Statute. Acceptance and disposal of various Board property and various documents are submitted for the Board's information. At times, approval is requested for various finance related issues.

6. Acceptance of Final Plat for Edwards Pond Replat for Recording

7. Acceptance of Final Plat of Linda Lakes Unit I for Recording

8. Acceptance of Final Plat for Royal Pointe 2-A for Recording

9. Approval of report and recommendation regarding civil action against Clay County (U.S. Bank National Association v. Richard A. Berry, et al., Case No. 17-CA-64)

The County was served on March 7, 2017, as a defendant in the above-referenced case (the Foreclosure Proceeding) in which U.S. Bank National Association (the Foreclosure Plaintiff), seeks to foreclose a mortgage (the Mortgage) dated November 26, 1996, which mortgaged certain real property located in Clay County, Florida, and described therein (the Property).

The County has been joined as a party defendant to foreclose a Judgment and Sentence in the matter of State of Florida vs. Richard A. Berry, County Court Case No. 94-3661-MM. Upon speaking with a deputy clerk in the criminal law division of the Clerk's Office, it was discovered that this Judgment has been paid in full and there is no remaining balance due under this case number. Therefore, there is no interest of the County to defend in the Foreclosure Proceeding arising

out of this Judgment. (See attached memorandum for additional information)

OLD BUSINESS

None

PLANNING AND ZONING

10. Recommendation to TPO Concerning Possible Locations for EV Charging Stations

The North Florida TPO is requesting that Clay, St. Johns, and Nassau counties submit possible locations for free installation of EV Charging Stations.

Ed Lehman, Planning Director, presented the item for the Board's consideration, provided the necessary steps for participation, identified possible sites and provided electric vehicle usage information.

Commissioner Cella recommended placing the parking lot on County Road 220 on the list of possible locations. The consensus of the Board was to accept the location list with the addition of the parking lot located on County Road 220.

11. Update on EAR-Based Amendment Public Workshops

During the month of January and the first week of February, staff has conducted public workshops to solicit input for the Evaluation and Appraisal Report (EAR) update of the Comprehensive Plan. A total of seven workshops were held - one in each planning district. Attendance was somewhat sparse but those that attended actively participated in developing and ranking issues facing the County in the next two decades. These issues will be considered as we develop our update to the Comprehensive Plan. Attached is a list of the issues developed in rank order as determined in each of the seven meetings

Ed Lehman, Planning Director, presented the item for the Board's consideration. He covered the population growth of the County from 1970 to 2040, provided planning district population figures, provided the planning district land use distribution and shared the top issues discussed (which were: jobs, parks/recreation, transportation, neighborhoods, environment and quality of Life).

Commissioner Cella commented that he attended one of the workshops which was an eye opening experience.

Commissioner Rollins commented that he believes that the County is on the right track.

Vice-Chair Hutchings thanked Mr. Lehman for his work.

Chairman Bolla shared that the section of the report regarding all of the remarks was very good.

NEW BUSINESS

12. RFP #16/17-12, Clay County Branding and Logo Development Project

As requested by the Finance & Audit Committee, five minute presentations will be provided in alphabetical order by the top two ranked firms.

1. Burdette Ketchum = 85.66
2. Station Four, Inc. = 86

Further approval of the attached Resolution to Amend the Budget. This includes a transfer out of general fund contingency for the County's required match for the EDC grant in the amount of \$12,500.

Additionally, approval of final award and contract with the selected firm is requested.

Funding Source: 001-3240-531000 (General Fund / EDC Branding Grant / Professional Svcs) (H. Coyle)

Holly Coyle, Economic and Development Services Director, provided the history of the item and informed the Board of the two short listed firms. Presentations were then entertained by the Board.

Will Ketchum, of Burdette Ketchum, presented for his firm. He provided his firm's branding experience, their place and wayfinding design, their expertise to translate Clay's compelling truths into a compelling brand and their collaborative process. Commissioner Hendry asked for the location of their business, time in business and number of employees to which Mr. Ketchum answered. Commissioner Hendry also asked Mr. Ketchum what one area his firm needs improvement, to which Mr. Ketchum replied bringing the best and brightest, which is a constant push. Commissioner Cella commented regarding the time constraint to complete the professional services. Mr. Ketchum replied that he is willing to talk of a shorter time frame, but is not concerned with being able to complete the services in a timely manner.

Stephanie Warren, of Station Four Inc., presented for her firm. She explained their staff make-up and talent, examples of their work, described the need to create a sense of place, described the brand platform and shared that the team created will be the specific team for the County's project. Commissioner Hendry asked what one area the firm needs improvement and the reply was that of marketing the many things they can

do. Commissioner Cella commented regarding the time constraint to complete the professional services. Ms. Warren replied that the short time frame was of no concern.

The Board then proceeded to rank the firms as follows (with a #1 being assigned to the firm most qualified):

Commissioner Cella (Burdette Ketchum-1 / Station Four, Inc.-2)
Chairman Bolla (Burdette Ketchum-1 / Station Four, Inc.-2)
Vice-Chair Hutchings (Burdette Ketchum-1 / Station Four, Inc.-2)
Commissioner Rollins (Burdette Ketchum-1 / Station Four, Inc.-2)
Commissioner Hendry (Burdette Ketchum-2 / Station Four, Inc.-1)
TOTAL: Burdette Ketchum-6 /// Station Four, Inc.-9

After discussion, Vice-Chair Hutchings moved, seconded by Commissioner Rollins, and carried 4-1, with Commissioner Hendry dissenting, to award the Clay County Branding and Logo Development Project to Burdette Ketchum.

13. Clay County Unclaimed Decedent Disposition Program Policy

Discussion and Approval of a Clay County Unclaimed Decedent Disposition Program Policy. In accordance with Part II of Chapter 406, Florida Statutes, the County may dispose of unclaimed remains at the County's expense when the death occurs in Clay County and when a decedent is unclaimed or without the resources to provide for final disposition. The County has been providing for such expenditures (\$500 per case), however no formal policy has been established. The number of indigent cases has increased, therefore staff requests consideration and approval of the attached policy in order to better manage the cases. (K. Thomas)

Karen Thomas, Administrative and Contractual Services Director, presented the policy for the Board's consideration and indicated that it was discussed previously at the Finance and Audit Committee. She highlighted various provisions of the policy and some of the issues previously encountered during the implementation of the program.

Vice-Chair Hutchings supports having a policy and cited the utilization of excessive staff time as one reason.

Commissioner Rollins commented on the use of staff time and the need to streamline the process.

Commissioner Cella agreed with the assessment of Vice-Chair Hutchings and Commissioner Rollins.

Commissioner Hendry expressed concern with Medical Examiner costs and the need to be able to control those costs in some manner.

After discussion, Commissioner Rollins moved, seconded by Vice-Chair Hutchings, and

carried 5-0, to approve the policy as presented.

14. Public hearing to consider an amendment to the Capital Improvement Element by Ordinance

Approval of Ordinance amending the Capital Improvement Elements of the Board's Capital Improvement Program and implementing budget transfers.

County Manager Kopelousos presented the Ordinance for the Board's consideration. She highlighted three facets of the Ordinance which include the true-up of the Capital Improvement Element (CIE), parcel purchase funding for the Tynes project and a wording change for the County Road 218 improvements to start at Pine Tree Lane in lieu of Astor Avenue.

After discussion, Commissioner Rollins moved, seconded by Commissioner Cella, and carried 5-0, to approve the Ordinance as presented.

COUNTY MANAGER/CLERK OF THE BOARD

15. Further Discussion of Revenue Options

County Manager Kopelousos presented the item for the Board's consideration regarding the Public Service Utility Tax. The Board was provided with a packet describing the alternative Clay County tax revenue options. She also presented general impacts with regard to Clay Utility top users and Clay Electric top users.

Chairman Bolla asked the County Manager to address what can be done with the money. She replied that the funds could be used for public safety, operating, maintenance, etc. She also informed the Board that it would take a 120 day notification to the State of Florida should the Board want to pursue implementation.

This item was for discussion and no action was taken.

COUNTY ATTORNEY

Commissioner Hendry inquired as to whether the barn wedding issue was still being worked on and County Attorney Grimm replied that it was.

TIME CERTAINS

None

LETTERS FOR ACTION

None

LETTERS OF DOCUMENTATION

16. Bid Opening Tabulations

Bid Opening Tabulations for March 7, 2017:

A. RFQ #16/17-10, Sponsor/Developer for Homeless Stabilization Under the SHIP Program

B. Bid #16/17-15, Wetland Mitigation Provider for Brannan Mill Boulevard Extension

COMMISSIONERS' COMMENTS

Commissioner Cella reflected back on this year's Clay Day in Tallahassee, stated that it was a great first effort and gave thanks to everyone for a great job.

Commissioner Rollins concurred that Clay Day was a great event. He also thanked everyone for their prayers and support during his absence..."great to be back".

Vice-Chair Hutchings gave a thanks to everyone for the hard work provided to make Clay Day a success, with a special shout out to the Constitutional Officers and Camp Blanding for their attendance. She shared that a request has been made for Federal assistance with the Shands Bridge project, expounded on the County's valuable relationship with its lobbyist, announced her attendance at the Armstrong Park opening day and the Orange Park Athletic Association event, and read a Resolution from Governor Scott regarding Women Veterans.

Commissioner Hendry, no comment.

Chairman Bolla requested that the County Manager bring information to the next Board meeting to address the County Auditor's salary. He commented on the possibility of bike trails and County Manager Kopelousos said she will need to discuss issues with the Florida Department of Transportation regarding that matter. The next Board workshop will be on 03/21/17 to address the park policy followed (at a later date) an animal control workshop. He concluded by sharing that the Boy Scout 12 point dinner will be held on 03/29/17.

Vice-Chair Hutchings informed everyone that fair tickets and arm bands can be purchased on-line.

The Chairman adjourned the meeting at 4:06 P.M.

Attest:

Clerk of the Board

Chairman or Vice-Chairman