

COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS

**POST OFFICE BOX 1529
LAKE CITY, FLORIDA 32056-1529**

CONSENT AGENDA

FEBRUARY 4, 2016

5:30 P.M.

-
- (1) External Budget Amendment – Administration – BA # 16-28 – Summer Youth Program Use of PILT Funds - \$18,140.00**
 - (2) External Budget Amendment – Sheriff's Office – BA # 16-29 – Requesting Approval of Special Law Enforcement Fund for a Charitable Organization - \$5,000.00**
 - (3) External Budget Amendment – Sheriff's Office – BA # 16-30 – Requesting Approval for Two (2) Law Enforcement Training Courses at FGC Public Service Training Center - \$3,000.00**
 - (4) External Budget Amendment – BCC Administration – BA # 16-31 – Release of Lien – Milton and Ashley Staples - \$9,000.00**
 - (5) Operations Department – Requesting Approval from Ricky Smith Mowing – Accept Quote for Mowing of Alligator Lake - \$30,112.32 annually**
 - (6) Public Library – Requesting Approval to Close the Library Easter Weekend – March 26, 27, 2016**
 - (7) Building and Zoning – Requesting Approval of a Special Family Lot Permit – Dawnielle Cheran Burns, Daughter - Kathryn & James Steele, Property Owner, 1165 NW Lower Springs Road**
 - (8) Operations Department – Requesting Approval of Interlocal Agreement – Town of Baldwin for Acceptance of Leachate**
 - (9) Operations Department – Clear and Sell Timber to North Florida Timber Dealers, Inc. – County Property Parcel # 00047-000**
 - (10) Operations Department – Reclassification of Mechanic II Position to Mechanic Helper**

- (11) Purchasing Department – Requesting Approval for Bid Award # 2016-B – Gulf Atlantic Culvert Company – Corrugated Metal Pipe – (see attached documents)**
- (12) Purchasing Department – Requesting Approval for Contract Negotiations with Three (3) Top Ranked Firms – Kail Partners, CRA Architects and Skinner Vignola McLean, Inc. – (see attached documents)**
- (13) Operations Department – Requesting Approval of FDOT SCRAP, SCOP, CIGP Recommendations for Road Improvements**
- (14) Tourist Development Council – Requesting Approval of the Appointment of Paula Vann to the Natural North Florida Council – Representing Columbia County**
- (15) Requesting Approval of Visit Florida Grant Application – (Advertising Matching Grant, \$2,500.00 and Cultural, Heritage, Rural and Nature (CHRN) Grant, \$5000.00) – Additionally, Requesting Permission to Digitally Sign the Grants on Behalf of the Board of County Commissioner on the Visit Florida Web Portal**
- (16) BCC Administration – Requesting Minute Approval – Board of County Commissioners – Workshop & Regular Meeting – January 21, 2016**

BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 1/25/16

Meeting Date: 2/4/16

Name: Ben Scott

Department: Administration

Division Manager's Signature: Ben Scott

1. Nature and purpose of agenda item: Summer youth program use of PILT funds (\$18,140).

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item?

☐ N/A

☐ Yes Account No. _____

☒ No Please list the proposed budget amendment to fund this request

Budget Amendment Number: BA 16-28

FROM

101-8400-584.90-92

RESERVES / NATIONAL FOREST TITLE III

TO

101-3900-539.30-51

TITLE III EXPENDITURES

AMOUNT

\$18,140

For Use of County Manger Only:

[] Consent Item

[] Discussion Item

Memo

To: Ben Scott, County Manager
From: Mario A. Coppock, Recreation Director
CC: Scott Ward, Ivan Green, Cynthia Higgins, Nicole Smith
Date: 01/14/2016
Re: PILT Funds

Dr. Higgins and I are requesting the transfer of PILT funds to our respective accounts for the summer 2016 programs. I have attached a copy of the letter sent to Mrs. Denise Raines, public staff officer for the US Forestry Service requesting the funds. As you are aware, we have received funding from this account for several years now.

This money is vital to the support and continued success of our Summer Youth Programs. Your cooperation in this matter is greatly appreciated. Please call if you have any questions.

File: Columbia County Recreation Department Summer Program

UF | IFAS Extension

UNIVERSITY of FLORIDA



UF/IFAS Extension, Columbia County • 971 W Duval Street, Suite 170 • Lake City, FL 32055-3708
Phone: (386)752-5384 • Email: columbia@ifas.ufl.edu • Website: <http://columbia.ifas.ufl.edu>

January 14, 2016

Denise Rains, Public Services Staff Officer
U.S. Forest Service
325 John Knox Road, Suite F-100
Tallahassee, FL 32303

RE: Title III/PILT funding

Dear Ms. Raines,

The Columbia County Recreation Department and UF/Columbia County Extension 4-H Youth Development Program respectfully request \$18,640 from Title III/PILT funding for the following purposes:

1. Sending 38 youth to 4-H Camp at 4-H Camp Cherry Lake in Madison, Florida.
 - a. All youth, from Citrus, Columbia and Hernando Counties attending 4-H Camp Ocala for the week of July 18 – 22, 2016, will receive 5 hours of environmental education during the week of camp, which will include Fire wise Communities Curriculum program.
 - i. 30 youth at \$200/youth to attend camp \$6000
 - ii. 8 camp counselors at \$200 \$1600
 - iii. Counselor Training (4 overnights x \$20 each) \$640
 - iv. Transportation to and from camp \$1000
 - v. Fire Wise Communities Curriculum \$500
 - vi. Camp supplies \$300
2. Providing an environmental education youth program at Richardson Community Center.
 - a. Approximately 60 youth attending Richardson Community Center summer program (directed through the Columbia County Recreation Department) will receive 10 hours of environmental education which will include utilizing the Fire wise Communities Curriculum, and programs utilizing the Osceola National Forests. This will be an ongoing 4-H program with Richardson Community Center.
 - i. Various environmental education field trips \$5,000
 - ii. Transportation for field trips \$1,600
 - iii. Educational program supplies \$1,000
 - iv. Fire Wise Communities Curriculum \$500

Total funds being requested for educational programs

\$18,140

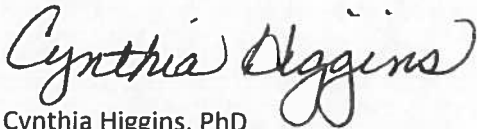
January 14, 2016

Page Two

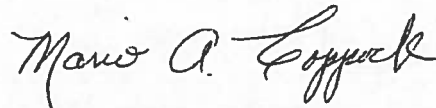
This past year 4-H Camp Ocala closed and was returned to the US Forest Service. This year we are scheduled to camp at 4-H Camp Cherry Lake in Madison, Florida. Though we are no longer camping in a National Forest, we are continuing our commitment to teach environmental education as well as Fire Wise Communities Curriculum at camp. Dr. Marnie Ward, 4-H Educator in Citrus County, holds her PhD in environmental education and taught the Fire Wise Curriculum last year at camp. She is planning on teaching the curriculum again this year. It is also hoped that UF Forester, Ivan Green, can come and present a program for all of our campers. Ivan camped at 4-H Cherry Lake when he was a young 4-H member and I am sure that the campers would enjoy meeting him and learning about forestry and his career.

Please let me know as soon as you can if we are eligible for PILT funds this coming year. This partnership program has been a tremendous success and allows us to send inner city youth to camp to experience environmental education first hand as well as day trip programs by the youth attending Richardson Community Center during the summer.

Sincerely,



Cynthia Higgins, PhD
4-H Youth Development, EAllI



Mario Coppock, Director
Columbia County Recreation Dept.

BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

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AGENDA ITEM REQUEST FORM

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Today's Date: 01/21/2016

Meeting Date: 02/04/2016

Name: Sheriff Mark Hunter

Department: Sheriff's Office

Division Manager's Signature: Mark Hunter

1. Nature and purpose of agenda item: Request \$5,000 from the Special Law Enforcement Fund for

A charitable organization per the attached letter.

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item? N/A

Yes Account No. _____

No Please list the proposed budget amendment to fund this request

Budget Amendment Number: BA # 16-29

FROM

TO

AMOUNT

112-8400-584-90-99
SPECIAL LAW RESERVES

112-2400-521-30-49
SPECIAL LAW OTHER CHARGES

\$5,000.00

For Use of County Manger Only:

☒ Consent Item [] Discussion Item



Sheriff Mark Hunter

COLUMBIA COUNTY SHERIFF'S OFFICE

4917 US Hwy. 90 East • Lake City, Florida 32055-6288
www.columbiasheriff.org

January 21, 2016

Honorable Bucky Nash, Chairman
Board of County Commissioners
P.O. Drawer 1529
Lake City, Florida 32056-1529

Dear Commissioner Nash,

Pursuant to Florida Statute 932.7055(5)(b), I am requesting a total sum of \$5,000 from the Special Law Enforcement Trust Fund for a charitable donation. This request is for the Florida PDMP Foundation, Inc. which is a non-profit foundation established to provide funding and support for the state-wide drug monitoring program database. The request of these funds complies with the aforementioned statute as this organization promotes the prevention of crime in our community.

Thank you in advance for your consideration of this request.

Sincerely,

A handwritten signature in black ink that reads "Mark Hunter".

Mark Hunter
Sheriff

BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

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AGENDA ITEM REQUEST FORM

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Today's Date: 1/21/2016

Meeting Date: 2/4/2016

Name: Sheriff Mark Hunter

Department: Sheriff's Office

Division Manager's Signature: *Mark Hunter*

1. Nature and purpose of agenda item: Request \$3,000 from the Special Law Enforcement Fund for

Two law enforcement training courses provided by the Florida Gateway College Public Service Training Center.

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item? N/A

Yes Account No. _____

No Please list the proposed budget amendment to fund this request

Budget Amendment Number: BA # 16-30

FROM

TO

AMOUNT

**112-8400-584-90-99
SPECIAL LAW RESERVES**

**112-2400-521-30-49
SPECIAL LAW OTHER CHARGES**

\$3,000.00

For Use of County Manger Only:

☒ Consent Item ☐ Discussion Item



Sheriff Mark Hunter

COLUMBIA COUNTY SHERIFF'S OFFICE

4917 US Hwy. 90 East • Lake City, Florida 32055-6288
www.columbiasheriff.org

January 21, 2016

Honorable Bucky Nash, Chairman
Board of County Commissioners
P.O. Drawer 1529
Lake City, Florida 32056-1529

Dear Commissioner Nash,

Pursuant to Florida Statute 932.7055(5)(b), I am requesting a total sum of \$3,000 from the Special Law Enforcement Trust Fund for two law enforcement training courses provided by the Florida Gateway College Public Service Training Center. The request of these funds complies with the aforementioned statute as these trainings, provided free of charge to their attendees, will promote the prevention of crime in our community.

Thank you in advance for your consideration of this request.

Sincerely,

A handwritten signature in black ink that reads "Mark Hunter".

Mark Hunter
Sheriff

BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

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AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 1/29/16

Meeting Date: 2/4/16

Name: Ben Scott

Department: Administration

Division Manager's Signature: *Ben Scott*

1. Nature and purpose of agenda item: Release of lien Milton and Ashley Staples - \$9,000.

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item?

☐ N/A

☐ Yes Account No. _____

☒ No Please list the proposed budget amendment to fund this request

Budget Amendment Number: BA 16-31

FROM

106.0000.369.2002
SHIP Program Income

TO

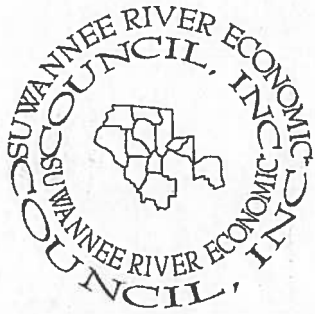
106.1380.550.3034
SHIP Contractual Services

AMOUNT

\$9,000

For Use of County Manger Only:

[] Consent Item [] Discussion Item



Suwannee River Economic Council, Inc.

**Post Office Box 70
Live Oak, Florida 32064**

Administrative Office - Phone (386) 362-4115

Fax (386) 362-4078

E-Mail: mattpearson@suwanneec.net

Website: www.srecinc.org

RECEIVED

JAN 28 2016

Board of County Commissioners
Columbia County

January 26, 2016

Mr. Rusty DePratter, Chairman
Columbia County Board of County Commissioners
PO Drawer 1529
Lake City, FL 32056

RE: SHIP Payoff for Milton & Ashley Staples

Dear Mr. DePratter:

Enclosed is check #2164 from Habitat for Humanity of Lake City/Columbia County, Inc. dated January 6, 2016, made payable to Columbia County SHIP in the amount of \$9,000.00. This represents the payoff of a 2009 SHIP lien against Milton & Ashley Staples.

Please execute the enclosed Release of Lien Agreement and return to our office so that we may forward it to the closing company.

Please deposit the enclosed check into the Columbia County SHIP Trust Fund Account for future use.

Sincerely,

SUWANNEE RIVER ECONOMIC COUNCIL, INC.

Matt Pearson, Executive Director

MP/sb

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Enclosure

c: SREC Finance Department
SHIP Client File
Columbia County SHIP Contract File

Celebrating

Over 20 Years of Success

SERVING

BRADFORD-COLUMBIA-DIXIE-GILCHRIST-HAMILTON-LAFAYETTE-LEVY-MADISON-PUTNAM-SUWANNEE-TAYLOR-UNION

"This institution is an equal opportunity provider and employer."

RELEASE OF LIEN AGREEMENT UNDER
STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM

WHEREAS, Milton Staples, III and Ashley P. Staples, his wife , executed and delivered to Columbia County, Florida, a political subdivision existing under the laws of the State of Florida, that certain lien agreement under State Housing Initiatives Partnership Program dated 09/01/2009 , and recorded in Official Record Book 1180, Page 1157 , public records of Columbia County, Florida, granting to Columbia County, Florida, a lien against the following described real property situated in County, Florida to-wit:

LOT 9, BLOCK 3, ALLINE THOMSONS SUBDIVISION, a subdivision according to the Plat thereof as recorded in Plat Book 3 Page 25 of the Public Records of COLUMBIA COUNTY, FLORIDA.

AS DESCRIBED THEREIN:

WHEREAS, Habitat for Humanity, have paid to Columbia County, Florida, the sum of \$9,000.00 Payoff Amount in reimbursement and repayment of funds paid to or for the benefit of, Columbia County to assist in the purchase of the above described property.

NOW, THEREFORE, in consideration of the sum of \$9,000.00 Payoff Amount, and other good and valuable considerations, the receipt whereof are hereby acknowledged, Columbia County, Florida, hereby releases and cancels the lien held against the above described real property by virtue of the aforescribed lien agreement under State Housing Initiatives Partnership Program.

IN WITNESS WHEREOF, _____ County, Florida, a political sub-division existing under the laws of the State of Florida, has caused these presents to be executed this _____ day of _____, 20__.

Signed, Sealed, and Delivered _____ COUNTY, FLORIDA
in the presence of:

WITNESS BY: _____

(Print or Type Name of Witness)

WITNESS ATTEST: _____

(Print or Type Name of Witness)

HABITAT FOR HUMANITY
OF LAKE CITY/COLUMBIA COUNTY INC.
PO BOX 487
LAKE CITY, FL 32056

FIRST FEDERAL BANK OF FL
LIVE OAK, FL 32060
63-8448/2631

2164

January 6, 2016

PAY TO THE
ORDER OF

COLUMBIA COUNTY SHIP PROGRAM

\$9,000.00

NINE THOUSAND AND 00/100

DOLLARS

MEMO

REPAY FOR MILTON & ASHLEY STAPLES SHIP MONEY ON 938 NW FOWLER AVE, LAKE CITY, FL

[Signature]
AUTHORIZED SIGNATURE

MP

⑈002164⑈ ⑆263184488⑆

001664159⑈

HABITAT FOR HUMANITY OF LAKE CITY/COLUMBIA COUNTY INC.

2164

01/06/16 \$9,000 REPAY FOR MILTON & ASHLEY STAPLES SHIP MONEY ON 938 NW FOWLER AVE, LAKE CITY, FL

BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

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AGENDA ITEM REQUEST FORM

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Today's Date: January 21, 2016

Meeting Date: February 4, 2016

Name: Kevin Kirby

Department: Operations

Division Manager's Signature: 

1. Nature and purpose of agenda item: Approve quote from Rickey Smith Mowing for mowing of Alligator Lake

@ \$30,112.32 annually.

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item?

☐ N/A

☒ Yes Account No. 00137105373034

☐ No Please list the proposed budget amendment to fund this request

Budget Amendment Number: _____

FROM

TO

AMOUNT

For Use of County Manger Only:


☒ Consent Item ☐ Discussion Item

District No. 1 - Ronald Williams
District No. 2 - Rusty DePratter
District No. 3 - Bucky Nash
District No. 4 - Everett Phillips
District No. 5 - Scarlet P. Frisina

BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

MEMORANDUM



TO: Ben Scott, County Manager
FROM: Kevin Kirby, Assistant County Manager 
DATE: January 21, 2016
SUBJECT: Alligator Lake Mowing

Attached please find three (3) quotes for mowing at Alligator Lake. The low quote was received from Rickey Smith Mowing at \$30,112.32/annually.

I am recommending that we accept this quote.

Your consideration is appreciated.

Quote Form

Mowing of Alligator Lake Property – 2016

Quotes must be received in the Landscape and Parks office at 341 SE Charmont Lane, Lake City, Florida 32025, no later than 2:00 pm, Friday, January 15, 2016. Quote must be returned on this form as it was presented.

Landscape and Parks
Office – 386-719-7545
Fax - 386-719-7544
Clint pittman@columbiacountyfla.com

Cost to perform work identified in Scope of Work: SECTION I

\$ 10.56 per acre

Cost to perform work identified in Scope of Work: SECTION II

\$ 30.00 per acre

Cost to perform work identified in Scope of Work: SECTION III

\$ no charge

Cost to perform work identified in Scope of Work: SECTION IV

\$ 80⁰⁰ per mile / per mowing ~~\$120.00~~

Type of Equipment to be Used

JD 6715 JD 6330

Kubota M105S Bush hog 15 foot mower Brown 7 foot mower

I certify that the equipment and/or products meets or exceeds the County specifications and that the undersigned bidder declares that I have carefully examined the site location, the specifications, terms and conditions of this quote and I am thoroughly familiar with its provisions.

COMPANY: Rickey Smith Mowing

DATE: 1/12/16

ADDRESS: 982 SW Walker Ave Lake City FL

PHONE NO: 386 303 1383

SIGNATURE: Rickey Smith

TITLE: OWNER

23,992.32

4,200.00

~~0~~
1,920.00

\$ 30,112.32 per year

Quote Form

Mowing of Alligator Lake Property – 2016

Quotes must be received in the Landscape and Parks office at 341 SE Charmont Lane, Lake City, Florida 32025, no later than 2:00 pm, Friday, January 15, 2016. Quote must be returned on this form as it was presented.

Landscape and Parks
Office – 386-719-7545
Fax - 386-719-7544
Clint_pittman@columbiacountyfla.com

Cost to perform work identified in Scope of Work: SECTION I

Cost to perform work identified in Scope of Work: SECTION II

Cost to perform work identified in Scope of Work: SECTION III

Cost to perform work identified in Scope of Work: SECTION IV

\$48,457.50 total Job
\$4,450.00 total Job
~~\$12,225.00 total Job~~
\$250.00 per mowing
\$250.00 per mowing

Type of Equipment to be Used 15' Bat wing mowers we have 3 on our place
3-110 to 140 hp John Deere 4x4 tractors, 1-6' mower
weed eaters, what we need will have. service Tk. 17' mower

I certify that the equipment and/or products meets or exceeds the County specifications and that the undersigned bidder declares that I have carefully examined the site location, the specifications, terms and conditions of this quote and I am thoroughly familiar with its provisions.

COMPANY: Philipot Tractor Inc. DATE: 1/14/16
ADDRESS: 5207 SW CO Rd 240 Lake City, FL PHONE NO: 386-755-0346
SIGNATURE: [Signature] TITLE: Owner (Pres)

48457.50
4450.00
4000.00
4000.00
60,907.50 per year

Quote Form

Mowing of Alligator Lake Property – 2016

Quotes must be received in the Landscape and Parks office at 341 SE Charmont Lane, Lake City, Florida 32025, no later than 2:00 pm, Friday, January 15, 2016. Quote must be returned on this form as it was presented.

Landscape and Parks
Office – 386-719-7545
Fax - 386-719-7544
Clint_pittman@columbiacountyfla.com

Cost to perform work identified in Scope of Work: SECTION I

Cost to perform work identified in Scope of Work: SECTION II

Cost to perform work identified in Scope of Work: SECTION III

Cost to perform work identified in Scope of Work: SECTION IV

$\$12.50 \text{ PER AC} = \$1715 \frac{00}{\text{PER CUT}}$

$\$24.50 \text{ PER AC} = \$1715 \frac{00}{\text{PER CUT}}$

$\$200 \text{ PER MILE} = \$200 \frac{00}{\text{PER CUT}}$

$\$200 \text{ PER MILE} = \$300 \frac{00}{\text{PER CUT}}$

Type of Equipment to be Used

90 HP 4x4 TRACTOR W/15 BATWING
MOWER, 60" ZERO TURNS & LAWN TRUCK & TRAILER

I certify that the equipment and/or products meets or exceeds the County specifications and that the undersigned bidder declares that I have carefully examined the site location, the specifications, terms and conditions of this quote and I am thoroughly familiar with its provisions.

COMPANY: BOONE IMPROVEMENTS INC DATE: 1/14/16

ADDRESS: PO BOX 3190 HIGH SPRINGS FL 32655 PHONE NO: 786-255-2571

SIGNATURE: [Signature] TITLE: PRESIDENT

28,400.00

3430.00

3200.00

4800.00

39,830.00 per year

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BOARD OF COUNTY COMMISSIONERS ● COLUMBIA COUNTY

AGENDA ITEM REQUEST FORM

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Today's Date: January 19, 2016 Meeting Date: February 4, 2016

Name: Deborah J. Paulson Department: Library

Division Managers Signature 

1. Nature and purpose of agenda item: Request for approval by the Board of County Commissioners to close the Library Easter weekend, March 26-27, 2016. Friday, March 25th is a County Holiday

Please see the attached memo for more information.

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item? ☒ N/A

☐ Yes Account No. _____

☐ No Please list the proposed budget amendment to fund this request

Budget Amendment Number: _____

FROM

TO

AMOUNT

For Use of County Manger Only:

☐ Consent Item ☐ Discussion Item

Memo

To: Scott Ward, Assistant County Manager
From: Debbie Paulson, Library Director
Date: 1/19/2016
Re: BCC Meeting Agenda Request to Close Library Easter Weekend

Attached please find a BCC meeting agenda item requesting the Library close on Saturday and Sunday, March 26-27, 2016. Friday, March 25th, is a County holiday and March 27th is Easter Sunday. Prior to the Friday before Easter becoming a County holiday, the Library always received approval to be closed on Easter Sunday. Since then, the BCC has approved closing on Saturday, also, in addition to Easter Sunday. We would provide advance publicity.

I would appreciate it very much if this could be on the BCC meeting agenda for February 4th.

Please let me know if you need further information or explanation.

Thank you.

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BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

AGENDA ITEM REQUEST FORM


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Today's Date: 1/19/16

Meeting Date: 2/4/16

Name: Brandon Stubbs

Department: Building & Zoning

Division Manager's Signature: 

1. Nature and purpose of agenda item: SFLP 16 02 "Burns" Special Family Lot Permit - For Daughter

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item?

☒ N/A

☐ Yes Account No. _____

☐ No Please list the proposed budget amendment to fund this request

Budget Amendment Number: _____

FROM

TO

AMOUNT

For Use of County Manger Only:

[] Consent Item

[] Discussion Item



Columbia County Gateway to Florida

FOR PLANNING USE ONLY

Application # SFLP 16-02

Application Fee \$50.00

Receipt No. 4566

Filing Date 1-18-16

Completeness Date 1-18-16

Special Family Lot Permit Application

A. PROJECT INFORMATION

1. Title Holder's Name: James Joshua Jr & Kathryn Annette Steele
2. Address of Subject Property: 1165 NW Lower Springs Rd Lake City FL 32055
3. Parcel ID Number(s): 36-2S-15-00119-000
4. Future Land Use Map Designation: _____
5. Zoning Designation: A3
6. Acreage of Parent Parcel: 9.88
7. Acreage of Property to be Deeded to Immediate Family Member: 4.88
8. Existing Use of Property: Single family dwelling
9. Proposed use of Property: Single family dwelling
10. Name of Immediate Family Member for which Special Family Lot is to be Granted: Dawnielle Cheran Burns (Dawnielle Cheran Steele)

PLEASE NOTE: Immediate family member must be a parent, grandparent, adopted parent, stepparent, sibling, child, adopted child, stepchild, or grandchild of the person who is conveying the parcel to said individual.

B. APPLICANT INFORMATION

1. Applicant Status ☒ Owner (title holder) ☐ Agent
2. Name of Applicant(s): James Joshua Jr & Kathryn Annette Steele
Company name (if applicable): _____
Mailing Address: 65 NE 893 Ave
City: Branford State: FL Zip: 32008
Telephone: (386) 280-0750 Fax: () Email: poppy6.js@gmail.com

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from government officials regarding government business is subject to public records requests. Your e-mail address and communications may be subject to public disclosure.

3. If the applicant is agent for the property owner*.

Property Owner Name (title holder): _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Telephone: () Fax: () Email: _____

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from government officials regarding government business is subject to public records requests. Your e-mail address and communications may be subject to public disclosure.

*Must provide an executed Property Owner Affidavit Form authorizing the agent to act on behalf of the property owner.

Items
1, 4, 5, & 6
Survey

C. ATTACHMENT/SUBMITTAL REQUIREMENTS

1. Map, Drawing, or Sketch of Parent Parcel Showing the Location of the Proposed Lot being Deeded to Immediate Family Member with Appropriate Dimensions (Must be a Minimum of One Acre).
2. Personal Identification and Proof of Relationship, to Establish the Required Immediate Family Member Status, of both the Parent Parcel Owner and the Immediate Family Member. The Personal Identification Shall Consist of Original Documents or Notarized Copies from Public Records. Such Documents may include Birth Certificates, Adoption Records, Marriage Certificates, and/or Other Public Records.
3. Family Relationship Affidavit is Required Stating that the Special Family Lot is Headed by the Immediate Family Member, that the Immediate Family Member is Homestead Exemption on the Lot. This Affidavit shall be filed with the Courts Office.

1) Parent's Drivers Lic.
2) Wife's Birth Cert
3) Marriage Cert
4. Legal Description of Property (Microsoft Word Format).
5. Legal Description of Property to be Deeded to Immediate Family Member with Acreage (In Microsoft Word Format).
6. Legal Description of Parent Parcel with Immediate Family Member Lot Removed with Acreage (In Microsoft Word Format).
7. Proof of Ownership (i.e. deed).
8. Agent Authorization Form, if applicable (signed and notarized).
9. Proof of Payment of Taxes (can be obtained online via the Columbia County Tax Collector's Office).
10. Fee. \$50.00 - No application shall be accepted or processed until the required application fee has been paid.

NOTICE TO APPLICANT

A special family lot permit may be issued by the Board of County Commissioners on land zoned Agricultural or Environmentally Sensitive Area within these Land Development Regulations, for the purpose of conveying a lot or parcel to an immediate family member who is the parent, grandparent, adopted parent, stepparent, sibling, child, or adopted child, stepchild or grandchild of the person who conveyed the parcel to said individual, **not to exceed one (1) dwelling unit per one (1) acre** and the lot complies with all other conditions from permitting development as set forth in these Land Development Regulations. This provision is intended to promote the perpetuation of the family homestead in rural areas by making it possible for immediate family members to reside on lots as their primary residence which exceed maximum density for such areas, provided that the lot complies with the conditions for permitting established in Section 14.9 of the Land Development Regulations.

If approved by the Board of County Commissioner, the division of lots shall be recorded by separate deed, comply with all other applicable regulations of the Land Development Regulations, and comply with all other conditions for permitting and development as set forth in the Land Development Regulations. A completed building permit application shall be submitted within one (1) year of receiving approval by the Board of County Commissioners. One (1) extension can be requested in writing and approved by the Land Development Regulations Administrator not to exceed nine (9) months. If a special family lot permit expires, it shall have to go through the process again for approval as required by this section. A building permit for a special family lot shall be issued only to the immediate family member or their authorized representative (i.e. licensed building contractor or mobile home installer) after a recorded copy of the family relationship residence agreement affidavit and deed to the special family lot has been submitted to the Land Development Regulation Administrator as part of the building permit application process.

Special family lots which have not met the requirements for homestead exemption shall not be transferable except, as follows:

1. The deeding of the parcel back to the original owner of the parent tract as indicated in Section 14.9 of the Land Development Regulations;
2. To another individual meeting the definition of immediate family member;
3. To an individual not meeting the definition of immediate family member due to circumstances beyond the reasonable control of the family member to whom the original special family lot permit was granted such as divorce, death or job change resulting in unreasonable commuting distances, the immediate family member is no longer able to retain ownership of the special family lot, subject to approval by the original reviewing body that approved the special family lot permit; and
4. Upon approval of the transfer of the special family lot, the County will issue a Certificate of Transfer and the owner shall record the certificate in the Public Records in the Clerk of the Courts Office. This process shall apply retroactively to special family lots previously created under the Land Development Regulations.

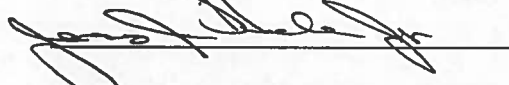
Any decision made by the Board of County Commissioners is subject to a 30 day appeal period as outlined in Article 12 of the Land Development Regulations. Any action taken by the applicant within the 30 day appeal period is at the applicant's risk. No Certificate of Occupancy shall be issued until the 30 day appeal period is over or until any appeal has been settled.

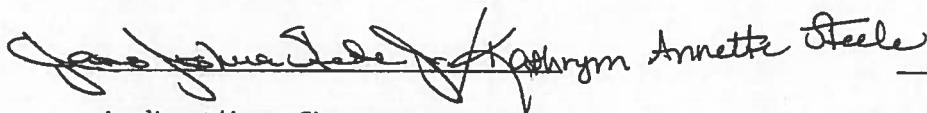
Upon the applicant obtaining a Certificate of Occupancy, the applicant must file for Homestead Exemption. Homestead Exemptions can be filed each year with the Columbia County Property Appraiser's Office from January 1 to March 31.

Once an application is submitted and paid for, a completeness review will be done to ensure all the requirements for a complete application have been met. If there are any deficiencies, the applicant will be notified in writing. If an application is deemed to be incomplete, it may cause a delay in the scheduling of the application before the Planning & Zoning Board.

THE APPLICANT ACKNOWLEDGES THAT THE APPLICANT OR AGENT MUST BE PRESENT AT THE PUBLIC HEARING BEFORE THE PLANNING AND ZONING BOARD, AS ADOPTED IN THE BOARD RULES AND PROCEDURES, OTHERWISE THE REQUEST MAY BE CONTINUED TO A FUTURE HEARING DATE.

I hereby certify that all of the above statements and statements contained in any documents or plans submitted herewith are true and accurate to the best of my knowledge and belief.

James Joshua Steele Jr. Kathryn Annette Steele

Applicant/Agent Name (Type or Print)

 Kathryn Annette Steele January 11, 2016
Applicant/Agent Signature Date

FAMILY RELATIONSHIP AFFIDAVIT

STATE OF FLORIDA
COUNTY OF COLUMBIA

BEFORE ME the undersigned Notary Public personally appeared James Joshua Jr ^q
~~Kathryn Annette Steele~~ the Owner of the parent parcel which has been subdivided for and
Dawnielle Cheran Burns, the Immediate Family Member of the Owner, which is
intended for the Immediate Family Members primary residence use. The Immediate Family
Member is related to the Owner as daughter. Both individuals being
first duly sworn according to law, depose and say:

1. Affiant acknowledges Immediate Family Member is defined as parent, grandparent, step-parent, adopted parent, sibling, child, step-child, adopted child or grandchild.
2. Both the Owner and the Immediate Family Member have personal knowledge of all matters set forth in this Affidavit.
3. The Owner holds fee simple title to certain real property situated in Columbia County, and more particularly described by reference with the Columbia County Property Appraiser Parent Tract Tax Parcel No. 36-2S-15-00119-000
4. The Immediate Family Member holds fee simple title to certain real property divided from the Owners' parent parcel situated in Columbia County and more particularly described by reference to the Columbia County Property Appraiser Tax Parcel No. _____.
5. No person or entity other than the Owner and Immediate Family Member to whom permit is being issued, including persons residing with the family member claims or is presently entitled to the right of possession or is in possession of the property, and there are no tenancies, leases or other occupancies that affect the property.
6. This Affidavit is made for the specific purpose of inducing Columbia County to recognize a family division for an Immediate Family Member being in compliance with the density requirements of the Columbia County's Comprehensive Plan and Land Development Regulations (LDR's).
7. This Affidavit and Agreement is made and given by Affiants with full knowledge that the facts contained herein are accurate and complete, and with full knowledge that the penalties under Florida law for perjury include conviction of a felony of the third degree.

We Hereby Certify that the facts represented by us in this Affidavit are true and correct and we accept the terms of the Agreement and agree to comply with it.

James Joshua Steele Jr.
Kathryn Annette Steele

Owner
James Joshua Steele Jr.
Kathryn Annette Steele
Typed or Printed Name

Dawnielle Cheran Burns
Immediate Family Member

Dawnielle Cheran Burns
Typed or Printed Name

Subscribed and sworn to (or affirmed) before me this 11 day of Jan, 2016
by James Joshua Steele Jr. (owner) who is personally known to me or has produced
FLDL as identification. (and Kathryn Annette Steele) owner -

Kristina Archer
Notary Public



Subscribed and sworn to (or affirmed) before me this 11 day of Jan, 2016
by Dawnielle Cheran Burns (Family Member) who is personally known to me or has
produced FLDL as identification.

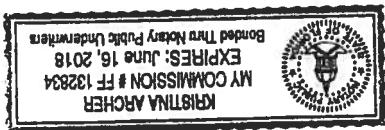
Kristina Archer
Notary Public

APPROVED:
COLUMBIA COUNTY, FLORIDA

By: Kristina Archer

Name: Kristina Archer

Title: Notary Public



THIS INSTRUMENT WAS PREPARED BY:

TERRY McDAVID
POST OFFICE BOX 1328
LAKE CITY, FL 32056-1328

0774 131174

RETURN TO:

OFFICIAL RECORD

TERRY McDAVID
POST OFFICE BOX 1328
LAKE CITY, FL 32056-1328

Grantee #1 S.S. No. [REDACTED]

Grantee #2 S.S. No. [REDACTED]

Property Appraiser's
Parcel Identification No.
36-2S-15-00119-000

WARRANTY DEED

THIS INDENTURE, made this 10th day of May, 1993, BETWEEN W. R. McLEOD and his wife, ELIZABETH McLEOD, whose post office address is Route 8, Box 434, Lake City, Florida 32055, of the County of Columbia, State of Florida, grantor*, and KATHRYN ANNETTE STEELE and her husband, JAMES JOSHUA STEELE, JR., whose post office address is 921 Lakeside Drive, Valdosta, Georgia 31602, of the County of Lowndes, State of Georgia, grantee*.

WITNESSETH: that said grantor, for and in consideration of the sum of Ten Dollars (\$10.00), and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained and sold to the said grantee, and grantee's heirs and assigns forever, the following described land, situate, lying and being in Columbia county, Florida, to-wit:

TOWNSHIP 2 SOUTH - RANGE 15 EAST

SECTION 36: Commence at the Southeast Corner of the SW 1/4 of the SW 1/4, Section 36, Township 2 South, Range 15 East, run N 88°06'01"E along the South Line of said Section 36 a distance of 375.11 feet to the Easterly maintained right-of-way line of County Road (Lower Springs Road); thence N 40°54'21"W along said maintained right-of-way line a distance of 864.39 feet to the POINT OF BEGINNING; thence continue N 40°54'21"W along said maintained right-of-way line a distance of 334.94 feet; thence N 49°05'39"E a distance of 144.61 feet; thence N 02°05'44"W a distance of 144.69 feet; thence N 87°54'16"E a distance of 953.56 feet to the East line of the W 1/2 of the SE 1/4 of the SW 1/4 of said Section 36; thence S 00°55'18"E along said East line a distance of 384.29 feet; thence S 80°22'40"W a distance of 855.86 feet to the POINT OF BEGINNING. COLUMBIA COUNTY, FLORIDA.

SUBJECT TO: Restrictions, easements and outstanding mineral rights of record, if any, and taxes for the current year.

DOCUMENTARY STAMP 70
INTANGIBLE TAX 00
P. DOWDY CLERK OF
COURTS, COLUMBIA COUNTY
BY T. K. Anderson

and said grantor does hereby fully warrant the title to said land,
and will defend the same against the lawful claims of all persons
whomsoever.

*"Grantor" and "grantee" are used for singular or plural, as
context requires.

IN WITNESS WHEREOF, grantor has hereunto set grantor's hand
and seal the day and year first above written.

Signed, sealed and delivered
in our presence:

DeEtte F. Brown
(First Witness)

DeEtte F. Brown
Printed Name

Myrtle Ann McElroy
(Second Witness)

Myrtle Ann McElroy
Printed Name

W. R. McLeod (SEAL)
W. R. McLeod

Elizabeth McLeod (SEAL)
Elizabeth McLeod

STATE OF FLORIDA
COUNTY OF COLUMBIA

The foregoing instrument was acknowledged before me this 10th
day of May, 1993, by W. R. McLEOD and his wife, ELIZABETH McLEOD,
who are personally known to me and who did not take an oath.

DeEtte F. Brown
Notary Public

(Print Or Type Name)
My Commission Expires: _____



DEETTE F. BROWN
MY COMMISSION # CC 057951 EXPIRES
October 22, 1994

93-05136

NOTARY PUBLIC
COUNTY OF COLUMBIA

1993 MAY 10 PM 2 02

RECORDED
INDEXED
B. D. Christie

0774 191175
OFFICIAL RECORD

generated on 1/5/2016 3:29:24 PM EST

Last Update: 1/4/2016 10:25:35 PM EST

Register for eBill

The information contained herein does not constitute a title search and should not be relied on as such.

http://fl-columbia-taxcollector.governmentmax.com/collectmax/tab_collect_mvptaxV5.65.asp?PrintView=True&r_nm=tab%5Freport&t_wc=%7Cparcelid%3D35374... 1/2

1/5/2016

Columbia County Tax Collector

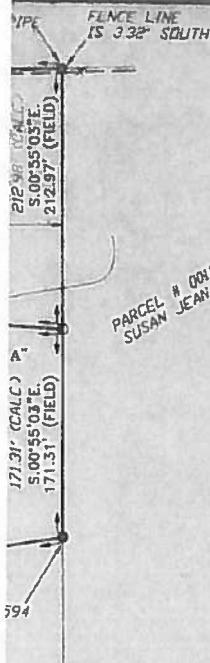
If Paid By	Amount Due
1/4/2016	\$185.98

Date Paid	Transaction	Receipt	Item	Amount Paid
7/31/2015	PAYMENT	3500011.0001	2015	\$186.34
9/30/2015	PAYMENT	1100009.0001	2015	\$169.48

Prior Years Payment History

Prior Year Taxes Due
NO DELINQUENT TAXES

This account currently uses the Installment method for payment. Please contact the Tax Department at (386)758-1077 for proper pay off of taxes.

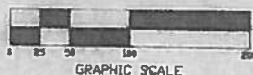


A BOUNDARY SURVEY IN SECTION 36, TOWNSHIP 2 SOUTH, RANGE 15 EAST, COLUMBIA COUNTY, FLORIDA.

SYMBOL LEGEND:

■ 4"x4" CONCRETE MONUMENT FOUND	⊕ CENTERLINE
□ 4"x4" CONCRETE MONUMENT SET	---E--- ELECTRIC LINES
● IRON PIPE FOUND	---X--- VIRE FENCE
○ IRON PIN AND CAP SET	---O--- CHAIN LINK FENCE
× "X" CUT IN PAVEMENT	---□--- WOODEN FENCE
+ CALCULATED PROPERTY CORNER	--- --- SECTION LINE
⊙ NAIL & DISK	(PLAT) AS PER A PLAT OF RECORD
⊕ POWER POLE	(DEED) AS PER A DEED OF RECORD
▲ WATER METER	(CALC.) AS PER CALCULATIONS
⊙ UTILITY BOX	(FIELD) AS PER FIELD MEASUREMENTS
* WELL	P.R.M. PERMANENT REFERENCE MARK
⊕ SANITARY MANHOLE	P.C.P. PERMANENT CONTROL POINT
+ SIGN POST	

SCALE: 1" = 100'



DESCRIPTION

PARCEL "A"

COMMENCE AT THE SOUTHEAST CORNER OF THE SW 1/4 OF THE SW 1/4, SECTION 36, TOWNSHIP 2 SOUTH, RANGE 15 EAST, COLUMBIA COUNTY, FLORIDA AND RUN N88°06'01"E, ALONG THE SOUTH LINE OF SAID SECTION 36, A DISTANCE OF 375.11 FEET TO THE EASTERLY RIGHT-OF-WAY LINE OF NW LOWER SPRINGS ROAD; THENCE N40°54'21"W, ALONG SAID MAINTAINED RIGHT-OF-WAY LINE A DISTANCE OF 999.08 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE N40°54'21"W, 200.25 FEET; THENCE N49°05'39"E, 144.61 FEET; THENCE N02°05'44"W, 144.69 FEET; THENCE N87°54'16"E, 953.56 FEET; THENCE S00°55'18"E, 212.89 FEET; THENCE N87°18'29"W, 649.61 FEET; THENCE S49°04'28"W, 371.03 FEET TO THE POINT OF BEGINNING CONTAINING 5.81 ACRES, MORE OR LESS.

PARCEL "B"

COMMENCE AT THE SOUTHEAST CORNER OF THE SW 1/4 OF THE SW 1/4, SECTION 36, TOWNSHIP 2 SOUTH, RANGE 15 EAST, COLUMBIA COUNTY, FLORIDA AND RUN N88°06'01"E, ALONG THE SOUTH LINE OF SAID SECTION 36, A DISTANCE OF 375.11 FEET TO THE EASTERLY RIGHT-OF-WAY LINE OF NW LOWER SPRINGS ROAD; THENCE N40°54'21"W, ALONG SAID MAINTAINED RIGHT-OF-WAY LINE A DISTANCE OF 864.39 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE N40°54'21"W, 194.69 FEET; THENCE N49°04'28"E, 371.03 FEET; THENCE S87°18'29"E, 649.61 FEET; THENCE S00°55'18"E, 171.13 FEET; THENCE S80°12'40"W, 853.86 FEET TO THE POINT OF BEGINNING CONTAINING 4.87 ACRES, MORE OR LESS.

INSERT "A"
SCALE: 1" = 30'

ALUMINUM SHED

SEPTIC TANK

MOBILE HOME

SURVEYOR'S NOTES:

1. BOUNDARY BASED ON MONUMENTATION FOUND IN ACCORDANCE WITH THE RETRACEMENT OF THE ORIGINAL SURVEY FOR SAID PLAT OF RECORD.
2. BEARINGS ARE BASED ON A DEED OF RECORD AND THE BEARING BASIS SHOWN HEREIN.
3. IT IS APPARENT THAT SOME PORTIONS OF THIS PARCEL ARE IN ZONE "A" AND MAY BE SUBJECT TO FLOODING. HOWEVER, NO BASE FLOOD ELEVATION HAS BEEN DETERMINED FOR ZONE "A". SOME PORTIONS OF THIS PARCEL ARE IN ZONE "X" AND ARE DETERMINED TO BE OUTSIDE THE 500 YEAR FLOOD PLAIN AS PER FLOOD INSURANCE RATE MAP, DATED 4 FEBRUARY, 2009 FIRM PANEL NO. 12023C0170C. HOWEVER, THE FLOOD INSURANCE RATE MAPS ARE SUBJECT TO CHANGE.
4. THE IMPROVEMENTS, IF ANY, INDICATED ON THIS SURVEY DRAWING ARE AS LOCATED ON DATE OF FIELD SURVEY AS SHOWN HEREIN.
5. IF THEY EXIST, NO UNDERGROUND ENCROACHMENTS AND/OR UTILITIES WERE LOCATED FOR THIS SURVEY EXCEPT AS SHOWN HEREIN.
6. THIS SURVEY WAS COMPLETED WITHOUT THE BENEFIT OF A TITLE COMMITMENT OR A TITLE POLICY.
7. DIMENSIONS SHOWN HEREIN ARE IN FEET AND DECIMAL PARTS THEREOF.
8. THIS SURVEY DOES NOT REFLECT OR DETERMINE OWNERSHIP.
9. THE ADJACENT OWNERSHIP INFORMATION AS SHOWN HEREIN IS BASED ON THE COUNTY PROPERTY APPRAISERS GIS SYSTEM, UNLESS OTHERWISE DENOTED.

LE CHARGE AND MEETS THE MINIMUM
ESSENTIAL SURVEYORS AND MAPPERS
ON 472.027, FLORIDA STATUTES.

Britt
T. BRITT, P.S.M.
CATION # 5757

A FLORIDA LICENSED SURVEYOR AND
DESIGNS ONLY AND IS NOT VALID.



BRITT SURVEYING & MAPPING, LLC

LAND SURVEYORS AND MAPPERS, L.B. # 8016

2086 SW MAIN BLVD, SUITE. 112

LAKE CITY, FLORIDA 32025

www.brittsurveying.com

TELEPHONE: (386) 752-7163 FAX: (386) 752-5578

WORK ORDER # L-23943

FIELD BOOK: 350 PAGE(S): 43

BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY



AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: January 22, 2016

Meeting Date: February 4, 2016

Name: Kevin Kirby

Department: Operations

Division Manager's Signature: 

1. Nature and purpose of agenda item: Approval of Interlocal Agreement with the Town of Baldwin for acceptance
of leachate.

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item?

☐ N/A

☒ Yes Account No. 40134005344444

☐ No Please list the proposed budget amendment to fund this request

Budget Amendment Number: _____

FROM

TO

AMOUNT

For Use of County Manger Only:

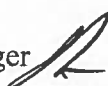
☒ Consent Item [] Discussion Item

District No. 1 - Ronald Williams
District No. 2 - Rusty DePratter
District No. 3 - Bucky Nash
District No. 4 - Everett Phillips
District No. 5 - Scarlet P. Frisina

BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY



MEMORANDUM

TO: Ben Scott, County Manager
FROM: Kevin Kirby, Assistant County Manager 
DATE: January 22, 2106
SUBJECT: Interlocal Agreement for Disposal of Leachate

Attached please find a new Interlocal Agreement with the Town of Baldwin for disposal of leachate.

The maximum gallons they will accept have been cut by 240,000 for a maximum of 1,440,000 annually. The rate of .05/gallon is the same as the previous agreement.

Due to the Town of Baldwin's limit restrictions on gallons per day (12,000) Quest Liner the transporter has informed us that rate will increase from .0491/gallon to .0725/gallon. Therefore, the cost per load will increase from \$594 to \$735.

I recommend that we accept the Interlocal Agreement with the Town of Baldwin and rebid the transportation contract in June, 2016 when it expires.

If you should need any additional information, please contact me.

**RENEWAL
INTERLOCAL AGREEMENT
FOR THE DISPOSAL OF LEACHATE**

THIS AGREEMENT by and between Columbia County Winfield Solid Waste Facility, a municipality in the State of Florida, hereinafter called "Winfield", and the Town of Baldwin, Florida, a municipality in the State of Florida, hereinafter called "the Town" agree as follows:

Winfield agrees to pay the Town a fee of \$0.05 per gallon to accept and treat sewage effluent known as landfill "leachate".

1. The leachate to be received by the Town's Wastewater Treatment Plant (WWTP) will be limited in amount and strength based on the following formula assuming 12,000 gallons per day (gpd) of the treatment capacity of the WWTP is reserved for treatment of the leachate:

$$\text{Volume} = \left(\frac{6.0}{1.4 \left(\frac{\text{BOD}_5}{30} \right) + 4.6 \left(\frac{\text{TKN}}{60} \right)} \right) \times 12,000 \text{ gallons}$$

Where BOD_5 = average 5-day biochemical oxygen demand of the leachate (in mg/l)
TKN = average Total Kjeldahl Nitrogen of the leachate (in mg/l)

The maximum amount of leachate that can be accepted at the WWTP shall be limited as follows: Per day = 12,000 gal; per week = 36,000 gal; per month = 120,000 gal; per year = 1,440,000 gal.

2. Winfield shall submit to the Town, prior to the Town's acceptance of leachate at the WWTP, a chemical analysis of leachate semiannually. No leachate will be accepted by the Town's WWTP when the average daily flow at the WWTP has exceeded 340,000 gpd in the previous 24 hours.
3. The leachate shall be discharged directly into the six-inch sewer tap provided on the south end of Higginbotham Street at a rate of ≤ 200 gallons per minute (gpm). A Town representative shall be present during all unloading of leachate between the hours of 7:30 a.m. and 4:30 p.m., Monday through Friday.
4. If the acceptance of leachate causes the Town's WWTP to exceed its effluent limits, then the Town reserves the right to refuse the acceptance of landfill leachate. The Town agrees to give 48 hours notice to Winfield in the event of a reduction or elimination of landfill leachate acceptance.

5. The Town will bill Winfield monthly for the flow of landfill leachate into the WWTP, and the leachate shall be accepted by the Town at a designated point that is mutually acceptable to each party.

Board of County Commissioners of
Columbia County, Florida

Bucky Nash, Chairperson

Date

ATTEST:

P. DeWitt Cason, Clerk of the Court

Town of Baldwin, Florida

Stan Totman, Mayor

Date

ATTEST:

Lula M. Hill, Town Clerk

9

BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: January 21, 2016

Meeting Date: February 4, 2016

Name: Kevin Kirby

Department: Operations

Division Manager's Signature: 

1. Nature and purpose of agenda item: Clear and sell timber to North Florida Timber Dealers, Inc. from parcel

#00047-000.

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item?

☒ N/A

☐ Yes Account No. _____

☐ No Please list the proposed budget amendment to fund this request

Budget Amendment Number: _____

FROM

TO

AMOUNT

For Use of County Manger Only:

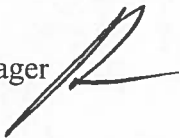
☒ Consent Item [] Discussion Item

District No. 1 - Ronald Williams
District No. 2 - Rusty DePratter
District No. 3 - Bucky Nash
District No. 4 - Everett Phillips
District No. 5 - Scarlet P. Frisina



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

MEMORANDUM

TO: Ben Scott, County Manager
FROM: Kevin Kirby, Assistant County Manager 
DATE: January 21, 2016
SUBJECT: Parcel #00047-000

The County owns a piece of property on Tiger Drain that was obtained for the purpose of establishing a borrow pit on the north end of the county.

We are in the process of acquiring the appropriate permit from the Building and Zoning Department for this purpose. Once the permit is obtained the property will need to be cleared.

Attached please find two (2) quotes from timber dealers that would remove and purchase the timber. A third (3rd) source was contacted but stated that they were too busy right now. A fourth (4th) source will not respond to our RFQ.

I am requesting permission to retain North Florida Timber Dealers, Inc. to clear and purchase the timber from the property.

If you should need additional information, please contact me.



NORTH FLORIDA TIMBER DEALERS, INC.

P.O. Box 1507 • LAKE CITY, FLORIDA 32056
(386) 752-6646 • (386) 752-7187

12/23/15

To: Justin Sykes

From: Herbert Thomas

Timber Prices - Suwannee Valley For - Columbia County

1. Pine Pulpwood — \$12.00 Per TON
2. Pine - Chip-N-SAW-LOGS — \$17.00 Per TON
3. Pine SAW LOGS - 8" Top — \$20.00 Per TON
4. HARD WOOD Pulpwood — \$5.00 Per TON
5. HARD WOOD LOGS — \$15.00 Per TON

Thanks

Herbert Thomas

BUTLER LOGGING, INC.
5570 Bulb Farm Road
Wellborn, FL 32094

TIMBER CONTRACT

Name _____ Phone Number _____

Address _____

City _____ State _____ Zip _____

Social Security # _____

(A 1099 form will be issued if amount of timber is \$600.00 or more)

Timber Located: County _____ Approximate Acres _____

Township _____ Range _____ Section _____

PRICES

Pine Pulpwood \$ 8.00 Per Ton (2000 lbs. = 1 ton)

Chip-N-Saw Logs \$ 12.00 Per Ton

Plywood/Premium Logs \$ 20.00 Per Ton

Hardwood Pulp \$ 3.00 Per Ton

Hardwood Logs \$ 10.00 Per Ton

Cypress Mulch \$ _____ Per Ton

Cypress Logs \$ _____ Per Ton

IT IS THE SELLER'S RESPONSIBILITY TO GET A TIMBER RELEASE IF THERE IS A MORTGAGE ON THE PROPERTY.

ARE THERE ANY HAZARDS ON PROPERTY? (septic tanks, water lines, cables, etc.)

NOTE: WE DO NOT CLEAN UP LIMBS, REMOVE STUMPS, LANDSCAPE OR FIX RUTS LEFT BY LOGGING CREWS. SELLER IS RESPONSIBLE FOR MOVING AUTOMOBILES, CAMPERs, BOATS, TRUCK TOPPERS, FENCES, PLAYGROUND EQUIPMENT, ETC. BEFORE HARVESTING OF TIMBER.

COMMENTS: _____

AUTHORIZED BY: _____ Property Owner _____

Date 12-29-15 Timber Buyer Larry Butler

Larry Butler
Cell # 386-208-2438
Home # 386-963-2720

BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

10

AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: January 15, 2016

Meeting Date: 2-4-16

Name: Kevin Kirby

Department: Operations

Division Manager's Signature: 

1. Nature and purpose of agenda item: Reclassification of Mechanic II position to Mechanic Helper

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item?

☒ N/A

☐ Yes Account No. _____

☐ No Please list the proposed budget amendment to fund this request

Budget Amendment Number: _____

FROM

TO

AMOUNT

For Use of County Manger Only:

[] Consent Item


[] Discussion Item

District No. 1 - Ronald Williams
District No. 2 - Rusty DePratter
District No. 3 - Bucky Nash
District No. 4 - Everett Phillips
District No. 5 - Scarlet P. Frisina



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

MEMORANDUM

TO: Ben Scott, County Manager
FROM: Kevin Kirby, Assistant County Manager 
DATE: January 15, 2016
SUBJECT: Reclassification

I am requesting that we reclassify the open Mechanic II position at Public Works to a Mechanic Helper position.

We have enough pieces of lawn maintenance equipment, i.e. mowers, blowers, trimmers, etc. to maintain that it warrants devoting one person to the task full-time. Due to the position requiring less skill than what is required to work on vehicles and heavy equipment it justifies reclassification.

If you should need any additional information, please contact me.

BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

AGENDA ITEM REQUEST FORM

11

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 1/27/2016

Meeting Date: 2/2/2016

Name: Ray Hill

Department: Purchasing

Division Manager's Signature: Ben Sco

1. Nature and purpose of agenda item: Approve bid award for Corrugated Metal Pipe 2016-B to Gulf Atlantic Culvert Co.

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item?

☐ N/A

☒ Yes Account No. 10142305413053

☐ No Please list the proposed budget amendment to fund this request

Budget Amendment Number: _____

FROM

TO

AMOUNT

For Use of County Manger Only:

[] Consent Item [] Discussion Item

District No. 1 - Ronald Williams
District No. 2 - Rusty DePratter
District No. 3 - Bucky Nash
District No. 4 - Everett Phillips
District No. 5 - Scarlet P. Frisina



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

Memo

Date: 1/27/2016

To: Board of Commissioners

From: Ray Hill, Purchasing Director

RE: Bid No. 2016-B Corrugated Metal Pipe

Only one bid was received for this project. After review with Public Works, Kevin Kirby, Assistant County Manager and I recommend award to Gulf Atlantic Culvert Co., Inc. We have previously contracted with this company and their pricing remains competitive.

BOARD MEETS FIRST THURSDAY AT 5:30 P.M.
AND THIRD THURSDAY AT 5:30 P.M.

COLUMBIA COUNTY BID FORM
2016-B

Company Name: Gulf Atlantic Culvert Co. Inc.
Address: P.O. Box 4002 Tallahassee, FL. 32315
Telephone: 850-562-2384

Corrugated Metal Round Pipe Mitered End Sections 4:1 Slope With Anchors			
Description	Est. Qty	Unit Cost	
18" Dia. Gauge 16, 8' Lenath	36	92.24	11.53 /LFT
24" Dia. Gauge 16, 10' Length	20	145.00	14.50 /LFT
30" Dia. Gauge 14, 12' Length	6	238.32	19.86 /LFT
36" Dia. Gauge 14, 14' Lenath	6	325.08	23.22 /LFT

NEW OLD

92.24 97.20
145.00 155.10
238.32 263.40
325.08 361.78

Corrugated Metal Round Pipe Asphalt Coated Mitered End Sections 4:1 Slope With Anchors			
Description	Est. Qty	Unit Cost	
18" Dia. Gauge 16, 8' Lenath	18	108.48	13.56 /LFT
24" Dia. Gauge 16, 10' Lenath	14	170.40	17.04 /LFT
30" Dia. Gauge 14, 12' Length	4	275.16	22.93 /LFT

NEW OLD

108.48 105.84
170.40 168.70
275.16 283.68

Corrugated Metal Round Pipe Plain Galvanized			
Description	Est. Qty	Unit Cost	
18" Dia. Gauge 16, 14-30' Lenath	20	8.46	/LFT
24" Dia. Gauge 16, 16-30' Lenath	12	11.20	/LFT
30" Dia. Gauge 14, 20-30' Length	6	16.41	/LFT
36" Dia. Gauge 14, 20-30' Length	2	19.64	/LFT
42" Dia. Gauge 12, 20-30' Lenath	2	31.20	/LFT
48" Dia. Gauge 12, 20-30' Length	2	35.82	/LFT
54" Dia. Gauge 12, 20-30' Length	2	43.76	/LFT
60" Dia. Gauge 10, 20-30' Lenath	2	64.66	/LFT

OLD

9.90
13.11
19.45
23.27
38.75
43.67
49.07
77.30

Corrugated Metal Round Pipe Asphalt Coated			
Description	Est. Qty	Unit Cost	
18" Dia. Gauge 16, 14-30' Lenath	18	10.49	/LFT
24" Dia. Gauge 16, 16-30' Length	8	13.74	/LFT
30" Dia. Gauge 14, 20-30' Length	4	19.48	/LFT

OLD

10.98
14.47
21.14

Signature Bill Hill - Sales Rep

COLUMBIA COUNTY BID FORM
2016-B

Company Name: Gulf Atlantic Culvert Co. Inc.
Address: P.O. Box 4002 Tallahassee, Fl. 32315
Telephone: 850-562-2384

Corrugated Metal Arch Pipe Asphalt Coated Mitered End Sections 4:1 Slope With Anchors				
Description	Est. Qtv	Unit Cost		
21" Dia.x15", Gauge 16, 8' Length	20	123.44	15.43	/LFT
28" Dia.x20", Gauge 16, 9' Length	8	178.29	19.81	/LFT
35" Dia.x24", Gauge 14, 11' Length	4	287.32	26.12	/LFT
42" Dia.x29", Gauge 14, 12' Length	4	370.20	30.85	/LFT

NEW

OLD

123.44	119.68
178.29	172.95
287.32	285.20
370.20	368.50

Corrugated Metal Arch Pipe Plain Galvanized				
Description	Est. Qtv	Unit Cost		
21" Dia.x15", Gauge 16, 14-30' Length	40	10.31	/LFT	
28" Dia.x20", Gauge 16, 16-30' Length	20	13.60	/LFT	
35" Dia.x24", Gauge 14, 20-30' Length	6	19.30	/LFT	
42" Dia.x29", Gauge 14, 20-30' Length	6	23.11	/LFT	

OLD

10.55
13.84
19.87
23.83

Corrugated Metal Arch Pipe Mitered End Sections				
Description	Est. Qtv	Unit Cost		
21" Dia.x15", Gauge 16, 8' Length	14	107.04	13.38	/LFT
28" Dia.x20", Gauge 16, 9' Length	6	155.43	17.27	/LFT
35" Dia.x24", Gauge 14, 11' Length	4	253.77	23.07	/LFT
42" Dia.x29", Gauge 14, 12' Length	4	327.48	27.29	/LFT

NEW

OLD

107.04	102.40
155.43	148.50
253.77	248.50
327.48	321.90

Corrugated Metal Arch Pipe Asphalt Coated				
Description	Est. Qtv	Unit Cost		
21" Dia.x15", Gauge 16, 14-30' Length	12	12.36	/LFT	
28" Dia.x20", Gauge 16, 16-30' Length	4	16.14	/LFT	
35" Dia.x24", Gauge 14, 20-30' Length	4	22.35	/LFT	

OLD

12.71
16.55
23.20

Signature _____

Bill Hib - Sales Rep

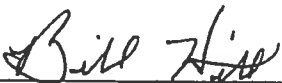
CERTIFICATION PAGE
BID NO. 2016-B
CORRUGATED METAL PIPE

I certify that this bid meets or exceeds the County specifications and that the undersigned bidder declares that I have carefully examined the specifications, term and conditions of this bid and I am thoroughly familiar with its provisions. The undersigned bidder further declares that he/she has not divulged, discussed or compared his bid with any other bidders and has not colluded with any other bidders or parties to a bid whatsoever for any fraudulent purpose.

COMPANY: Gulf Atlantic Culvert Co. Inc. DATE: 1/12/16

ADDRESS: P.O. Box 4002 Tallahassee, FL. 32315

PHONE NO: 850-562-2384

SIGNATURE: 

PRINT NAME/TITLE: Bill Hitt/ Sales Representative

BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

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AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 1/29/2016

Meeting Date: 2/4/2016

Name: Ray Hill

Department: Purchasing

Division Manager's Signature: Ren Sca

1. Nature and purpose of agenda item: Approve contract negotiations for Continuing Architectural Services with the top 3 ranked firms: Kail Partners, CRA Architects, and Skinner Vignola, McLean, Inc.

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item?

☐ N/A

☒ Yes Account No. 10142305413053

☐ No Please list the proposed budget amendment to fund this request

Budget Amendment Number: _____

FROM

TO

AMOUNT

For Use of County Manger Only:

[] Consent Item [] Discussion Item

District No. 1 - Ronald Williams
District No. 2 - Rusty DePratter
District No. 3 - Bucky Nash
District No. 4 - Everett Phillips
District No. 5 - Scarlet P. Frisina



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

Memo

Date: 1/27/2016

To: Board of Commissioners

From: Ray Hill, Purchasing Director

RE: Approve Ranking RFQ 2015-N Continuing Architectural Services

On Wednesday January 27, 2016 the ranking committee for the above referenced project met and evaluated the RFQ's we received. I have tabulated the scoring and have attached that information for your review.

It is our recommendation that contracts be awarded to the highest 3 ranked firms. They are Kail Partners, CRA Architects, and Skinner Vignola McLean, Inc.

BOARD MEETS FIRST THURSDAY AT 5:30 P.M.
AND THIRD THURSDAY AT 5:30 P.M.

**EVALUATION SHEET
ARCHITECTURAL SERVICES
RFQ 2015-N**

FIRM	Tommy Matthews	Donny DuPree	Chad Williams	Average Rank
PDS Architecture	5	4	7	5.33
Age Wave Solutions	5	5	7	5.66
Brame Heck	4	3	4	3.66
SVM	3	3	2	2.66
Akel Logan Schager	5	5	6	5.33
CRA Architects	2	1	3	2.00
Kail Partners	1	1	1	1.00
MLD Architects	5	5	5	5.00

Final Ranking:

1. Kail Partners
2. CRA Architects
3. SVM
4. Brame Heck
5. MLD Architects
6. Akel Logan Schager and PDS Architecture
8. Age Wave Solutions

EVALUATION SHEET
FOR RANKING ARCHITECTURAL SERVICE
RFQ 2015-N

Columbia County, Florida
Board of County Commissioners
Criteria for Ranking:

Firm	Qualifications and Expertise	References	Proposed Staffing Plan	Location and Local Knowledge				Total Score	
								0-100	
	40	35	15	10					
PDS Architecture	30	30	15	5				80	α
Age Wave Solutions	30	30	10	5				75	ς
Brame Heck	35	35	15	10				95	η
SVM	40	30	15	10				95	η
Akel Logan Schafer	30	30	10	5				75	β
CRA Architects	40	35	15	10				100	ι
Kail Partners	40	35	15	10				100	ι
MLD Architects	30	30	10	5				75	ς
Signature of Pater									

Signature of Rater: [Signature] Print Name: Danny Dutree

EVALUATION SHEET
FOR RANKING ARCHITECTURAL SERVICE
RFQ 2015-N

Columbia County, Florida
Board of County Commissioners
Criteria for Ranking:

Firm	Qualifications and Expertise	References	Proposed Staffing Plan	Location and Local Knowledge	Total Score 0-100
	40	35	15	10	
PDS Architecture	10	10	10	1	31
Age Wave Solutions	10	10	10	1	31
Brame Heck	25	20	10	6	61
SVM	25	25	11	6	67
Akel Logan Schafer	10	10	10	1	31
CRA Architects	40	35	15	3	93
Kail Partners	40	35	15	10	100
MLD Architects	10	10	10	1	31

Signature of Rater: [Signature]


Print Name: Tommy Matthews

5 5 4 3 5 2 1 5

**EVALUATION SHEET
FOR RANKING ARCHITECTURAL SERVICE
RFQ 2015-N**

Columbia County, Florida
Board of County Commissioners
Criteria for Ranking:

Firm	Qualifications and Expertise	References	Proposed Staffing Plan	Location and Local Knowledge	Total Score 0-100
	40	35	15	10	
PDS Architecture	28	30	12	6	76
Age Wave Solutions	29	29	11	7	76
Brame Heck	31	28	12	8	79
SVM	34	29	12	8	83
Akel Logan Schafer	33	27	11	6	77
CRA Architects	34	29	12	6	81
Kail Partners	34	28	13	10	85
MLD Architects	33	28	11	6	78

Signature of Rater: 

Print Name: CHAD WILLIAMS

⑦ ⑦ ④ ② ⑥ ③ ① ⑤

BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: January 26, 2016

Meeting Date: February 4, 2016

Name: Kevin Kirby

Department: Operations

Division Manager's Signature:  _____

1. Nature and purpose of agenda item: Approval of SCRAP, SCOP, and CIGP recommendations.

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item?

☒ N/A

☐ Yes Account No. _____

☐ No Please list the proposed budget amendment to fund this request

Budget Amendment Number: _____

FROM

TO

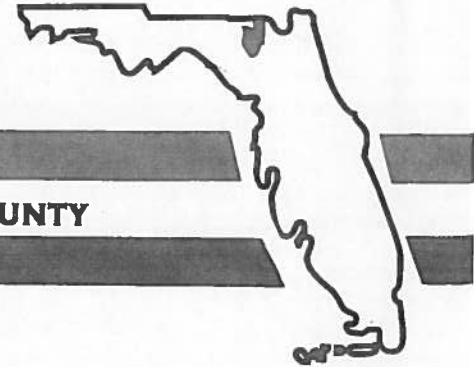
AMOUNT

For Use of County Manger Only:

[] Consent Item


[] Discussion Item

District No. 1 - Ronald Williams
District No. 2 - Rusty DePratter
District No. 3 - Bucky Nash
District No. 4 - Everett Phillips
District No. 5 - Scarlet P. Frisina



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

MEMORANDUM

TO: Ben Scott, County Manager
FROM: Kevin Kirby, Assistant County Manager 
DATE: January 26, 2016
SUBJECT: FDOT Funding

As we do each year, below are the projects we wish to recommend to FDOT for the SCRAP, SCOP, and CIGP funds:

SCRAP:

1. Wester/Finley Little---3 miles / Full Depth Reclamation / \$1,200,000
2. Arrowhead/Cannon Creek/Kicklighter---2.5 miles / Full Depth Reclamation / \$1,000,000

SCOP:

1. Birley Rd.---4 miles / Full Depth Reclamation / \$1,600,000
2. LM Aaron/English---1.9 miles / New Construction / \$1,900,000

CIGP

1. Arlington Rd.---.9 miles / Full Depth Reclamation / \$360,000
2. NW Dicks Rd.---1.3 miles / New Construction / \$1,300,000

If you should need any additional information, please contact me.

2016 SCRAP/SCOP/CIGP POSSIBILITIES

SCRAP	Length (Miles)	Type Construction	Cost per Mile	ESTIMATED PROJECT COST
2 Arrowhead/CannonCreek/Kicklighter	2.5	FDR	\$ 400,000.00	\$ 1,000,000.00
1 Wester/Finley Little	3	FDR	\$ 400,000.00	\$ 1,200,000.00
Gabe-	1.5	FDR	\$ 400,000.00	\$ 600,000.00
Gum Swamp	7.9	Mill/Resurf	\$ 250,000.00	\$ 1,975,000.00
SCOP				
Alfred Markham (CR 133c)	1.9	FDR	\$ 400,000.00	\$ 760,000.00
1 Birley	4	FDR	\$ 400,000.00	\$ 1,600,000.00
2 LM Aaron/English/Churchill	1.9	Dirt/Paved	\$ 1,000,000.00	\$ 1,900,000.00
CIGP				
1 Arlington	0.9	FDR	\$ 400,000.00	\$ 360,000.00
2 NW Dicks	1.3	Dirt/Paved	\$ 1,000,000.00	\$ 1,300,000.00

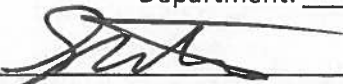
BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 1.28.2016 Meeting Date: 2.4.2016

Name: Paula Vann Department: TDC

Division Manager's Signature: 

1. Nature and purpose of agenda item: Appoint Paula Vann to Natural North Florida Council to represent Columbia
County. The Natural North Florida Council is a division of the North Central Florida Regional Planning Council that promotes
tourism for thirteen North Florida Counties.

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item? ☒ N/A
☐ Yes Account No. _____
☐ No Please list the proposed budget amendment to fund this request

Budget Amendment Number: _____

FROM TO AMOUNT

For Use of County Manger Only:

[] Consent Item [] Discussion Item



971 West Duval Street, Suite 145
Post Office Box 1847
Lake City, Florida 32056-1847
(386) 758-1312
www.SpringsRUs.com

Memorandum

DATE: 1.28.2016

TO: Scott Ward, Assistant County Manager

FROM: Paula Vann, TDC Director 

RE: Natural North Florida Council—Appoint Paula Vann to Council

Columbia County is a member of Natural North Florida, a tourism-marketing group for the north Florida area. The council promotes north Florida through traditional marketing, digital marketing, public relations and at tourism trade-shows around the world. Thirteen Counties are represented in the council and the TDC director from each county sits as a council member. This is a formal request to the Columbia County Board of County Commissioners to appoint Paula Vann, Columbia County TDC Director, to the Natural North Florida Council.

BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

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AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 1.28.2016

Meeting Date: 2.4.2016

Name: Paula Vannoy

Department: TDC

Division Manager's Signature: 

1. Nature and purpose of agenda item: Requesting approval of Visit Florida grant applications (Advertising Matching Grant and Cultural, Heritage, Rural, and Nature (CHRN) Grant). Additionally, requesting permission to digitally sign the grants on behalf of the BOCC on the Visit Florida Web Portal.

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item?

☐ N/A

☒ Yes Account No. 107-5260-552.30-47 & 107-5260-552.30-48

☐ No Please list the proposed budget amendment to fund this request

Budget Amendment Number: _____

FROM

TO

AMOUNT


For Use of County Manger Only:

[] Consent Item [] Discussion Item



971 West Duval Street, Suite 145
Post Office Box 1847
Lake City, Florida 32056-1847
(386) 758-1312
www.SpringsRUs.com

Memorandum

DATE: 1.28.2016
TO: Scott Ward, Assistant County Manager
FROM: Paula Vann, TDC Director 
RE: 2016-2017 Visit Florida Grant Applications

Columbia County TDC is eligible for two Visit Florida grants for the 2016-2017 fiscal year, the Cultural, Heritage, Rural and Nature (CHRN) Grant and the Advertising Matching Grant. The TDC has completed applications for both grants and requests permission to sign the grant applications on behalf of the BOCC on the Visit Florida web portal.

The grant projects are described below.

Advertising Matching Grant (\$2,500) #GetSocial Columbia County

Our mission for the #GetSocial Columbia County project is to enrich our marketing efforts by highlighting events and attractions in Columbia County through social media. Creating a social media management hub that can be easily managed and tracked from a desktop and/or mobile device will add value to our objective by marketing to segmented audiences through various social media platforms.

Cultural, Heritage, Rural, and Nature (CHRN) Grant (\$5,000) Lake City-Columbia County Mobile App Phase II

The CHRN Matching Grant would assist in the enhancement and implementation of Phase II of the Lake City-Columbia County Tourism App. This app highlights cultural, heritage and nature activities in the Suwannee River Valley region. The additional marketing efforts to promote the mobile app will increase awareness in regards to all of the things to do in our region, specifically, to festivalgoers and travelers stopping to eat and purchase gas in our area.

Application: Lake City-Columbia County Mobile App Phase II | 1148

Started at: 1/13/2016 10:38 AM - Finalized at: N/A

Round: Main

Page: General Information

Question	Answer
	<p>This page is the START of your application. Be sure to read all the guidelines and eligibility requirements before selecting the best grant for your organization.</p> <p>You don't have to complete the application at one time. You can start and stop it, as needed. If you are missing any required information, the program will not allow you to submit your application until those fields are completed.</p> <p>1. Applicants can only submit one application per grant category.</p> <p>Example: an applicant may apply for a Small Business grant for one project, and a CHRN-Marketing grant for another project. So long as the projects are in no way related to one another.</p> <p>Example: The applicant CANNOT apply for two Small Business grants, even if they are for different projects.</p> <p>2. In-kind must be from 3rd party vendors, for services or goods provided.</p> <p>3. Marketing efforts CANNOT include VISIT FLORIDA opportunities, i.e. Welcome Center brochure distribution or VISIT FLORIDA produced publications.</p> <p>4. Staff salaries are NOT eligible toward matching funds.</p> <p>5. Total dollar values for the Budget-Expenses and Budget-Income pages, must be a summation of all the dollar values listed on the page. The Expense and Income total values must match.</p> <p>Please be sure to check out our Frequently Asked Questions (FAQ's) page in our Grants Toolkit, for more assistance on the program and questions.</p>

Application Requirements and Eligibility Confirmation

Application Confirmation	Paula Vann
Please type your name in the space below, to confirm that you have read, understand and will adhere to all the	

requirements and eligibility guidelines for the VISIT FLORIDA grant program.

To review the eligibility, selection criteria and reimbursement requirements for all grants, click on the "Grant Category" link at the top of the page, before confirming.

Grant applications and any materials included in the applications are subject to Chapter 119, F.S., Florida's public records law. These laws grant the right to any person to inspect any non-exempt public record.

Applicants are responsible for familiarizing themselves with the application of Florida's public records law and properly declaring, substantiating and defending any confidentiality claim or exemption concerning any submitted information as required by Florida Law.

If the application contains information that the applicant believes constitutes trade secrets, intellectual property, proprietary information, or information protected by a specific statutory exemption, the information should be clearly identified with particularity and marked confidential. If a public records request is made involving documents with declarations of confidentiality, VISIT FLORIDA will notify the applicant so that the applicant may substantiate and defend the claim. VISIT FLORIDA will not provide legal representation to assert a confidentiality claim.

Page: Organizational Designation

Question	Answer
Company Name	Columbia County TDC
First Name	Paula
Last Name	Vann
Email Address	pvann@columbiacountyfla.com
Office Phone Number	386.758.1312
Cell Phone Number	386.365.1762
Project/Program/Event Name	Lake City-Columbia County Mobile App Phase II

<p>Mission/Purpose of project/program/event</p> <p>Provide a mission/purpose statement about the project/program/event that you are planning on doing, NOT the company mission statement.</p>	<p>Our mission for Phase II of our mobile App project is to enhance our target marketing efforts by highlighting cultural, heritage and nature activities in the Suwannee River Valley region. We will accomplish this goal by adding personalized features such as segmented media feeds and segmented calendars.</p>
<p>Grant Selection</p>	<p>Cultural Heritage Rural Nature > CHRN - Marketing</p>
<p>CHRN-Marketing Grant Amount Requested</p> <p>Please provide the amount you are requesting from VISIT FLORIDA for your grant application.</p> <p>Enter whole numbers only. Do not use commas. Do not use the \$.</p>	<p>5000</p>
<p>Available Grant Max Amounts</p> <ul style="list-style-type: none"> • Advertising (Max of \$2,500) • CHRN-Education (Max of \$2,000) • CHRN-Marketing (Max of \$5,000) • Minority (Max of \$40,000) • Small Business (Max of \$5,000) 	
<p>VISIT FLORIDA Active Marketing Partner</p> <p>Are you a current VISIT FLORIDA Marketing Partner?</p>	<p>Yes</p>
<p>501(C)(3) Not-for-Profit Tax-Exempt Florida</p>	<p>No</p>

Corporation	
Public entity governed by a county, municipality, school district, community college, college, university or an agency of state government	Yes
Local Government	Columbia, Hamilton, Suwannee
List the County(ies) that your project/program/event will take place in.	

Page: Required Vendor Forms

Question	Answer
All applicants must submit a current W-9 form, and completed Vendor Minority Letter with their application. If you do not have a current W-9 form, please go here for the current form.	
W-9 Attach a copy of your completed and signed W-9 Form. Be sure that your legal name is listed in field #1.	Download File
We are required to report to the Governor's Office the name, address and amount of expenditure which we have with any minority vendor. Under Chapter 288 Section 703, Florida Statutes, minority vendors include organizations owned at least 51% by a person or persons in one of the following minority categories: African American, Asian American, Hispanic American, Native American, and Non-Minority women. We are also required to report the name, address and amount of expenditure which we have with any Service-Disabled Veteran Business. Under Chapter 295 Section 187, Florida Statutes, a service-disabled veteran business is at least 51% owned by one or more service disabled veterans. Please complete the section below that applies to your company.	
Legal Name	Columbia County Board of County Commissioners
This must match line	

1 on your W-9 form	
D.B.A. (if different than above)	
This must match line 2 on your W-9 form.	
Address	CountryCode: United States State: Florida City: Lake City Street: PO Box 1529 Zip: 32058-1529 Line2:
Is the business shown above a Service-Disabled Veteran Business?	No
Select Only One If the business shown above is owned by a minority vendor, check your qualifying minority status. Otherwise select "Not a Minority Owned Business."	Not A Minority Owned Business
Signature By typing your name in this field, you hereby certify that the information contained above is true and correct to the best of your knowledge.	Paula Vann
Title	Executive Director
Date Signed	1/13/2016

Question	Answer
<p>Enter the start and end dates of your project/program/event. All project/program/event expenditures must be completed during the period of July 1, 2016 through June 15, 2017. VISIT FLORIDA will not reimburse any expenditure prior to July 1, 2016.</p> <p>If you are hosting a two day event, please enter the start and end date of that event.</p>	
Start Date	10/1/2016
End Date	5/31/2017
Are you applying for any other grants through VISIT FLORIDA?	Yes
Is this other grant project/program/event related to THIS project/program/event?	No
Is this a repeat of a project/program/event?	Yes
<p>Return on Investment (ROI)</p> <p>Provide your ROI for this project/program/event most recent years results.</p>	<p>The original Lake City-Columbia County Mobile App project is currently underway. We will have data and ROI available at the end of this fiscal year, as 2015-2016 is the first year the Columbia County TDC has implemented this initiative. Phase II will provide the opportunity to gather year-over-year data to further measure the effectiveness and success of the project.</p>
<p>Attachment</p> <p>If you wish to upload your ROI documentation, be sure to include "See below" in the section above.</p>	No File Uploaded

Page: Project/Program/Event Information & Details

Question	Answer

<p>Briefly describe the project/program/event in clear and concise terms.</p>	<p>Project Description</p> <p>If awarded, the CHRN Matching Grant would assist in the enhancement and implementation of Phase II of the Lake City-Columbia County Tourism App. This app highlights cultural, heritage and nature activities in the Suwannee River Valley region. The additional marketing efforts to promote the mobile app will increase awareness in regards to all of the things to do in our region, specifically, to festivalgoers and travelers stopping to eat and purchase gas in our area.</p>
<p>Attachment</p> <p>You may choose to attach a copy of your project/program/event description here. However, be sure to put "See attached" in the section above.</p>	<p>No File Uploaded</p>
<p>Detail your strategy for marketing the proposed project/program/event.</p>	<p>Marketing Strategy</p> <p>To raise visitor awareness about the attractions and events in our area by increasing the number of mobile app downloads which is a mobile traveler's guide during visitors stay in our area.</p>
<p>Attachment</p> <p>You may choose to attach a copy of your Marketing strategy plan here. However, be sure to put "See attached" in the section above.</p>	<p>No File Uploaded</p>
<p>Detail your plan for implementing the proposed project/program/event.</p>	<p>Implementation Plan</p> <p>Since the main component of our project is already in place (the Mobile App), our first step in phase two is to develop a marketing distribution plan for our additional marketing efforts. Step two is to develop and order artwork and print materials to be used for distribution. Third, would be the ongoing effort to distribute the marketing materials and educate area restaurants and gas stations about the mobile app. Last, would be distributing marketing materials at area festivals and events.</p> <p>We will monitor the success of the project throughout the year and compile year-end results with the number of downloads. Additionally, we will calculate and compare year one and year two success. The data collected will be utilized to provide ROI, evaluate success, and assess pitfalls and act as a map to improve our efforts moving forward.</p>

	<p>The app will continue to be marketed on the Columbia County TDC website, social media, in area hotels, on local billboards, and on signage at our sports complex.</p> <p>The cost of the app, which includes management for one year, is \$7,000. The additional cost is the expanded advertising and marketing materials cost which is approximately \$5,000.</p>
<p>Attachment</p> <p>You may choose to attach a copy of your implementation plan here. However, be sure to put "See attached" in the section above.</p>	<p>No File Uploaded</p>
<p>Provide a timeline and marketing plan with expected goals.</p>	<p>Timeline</p> <p>We would begin October 1.</p> <ul style="list-style-type: none"> • Week 1-3: Develop Marketing Distribution Plan • Week 4-6: Develop Artwork and print materials • Week 5-7: Print and order promotional materials • Week 8-10: Distribute marketing materials and educate area restaurants and gas stations • Week 11-52: Distribute marketing materials at area festivals and events <p>Marketing Plan</p> <p>The main goal of Phase II of the Mobile App project is to reach more festival-attendees and restaurant and gas station patrons to encourage travelers to visit our website and download the Mobile App from the App Store.</p> <p>Currently, the app is marketed on the Columbia County TDC website, social media, in area hotels, local billboards, and signage at our sports complex. We have partnered with area restaurants and gas stations to act as area ambassadors to provide information and direct visitors tools available to educate patrons on things to do in our region. The Mobile App is a valuable tool and easy to use so that everyone with a mobile device can access information easily. Additionally, we will utilize print marketing materials, such as, rack cards, banners, napkins, balloons, and cups at area festivals and in restaurants and gas stations as a way to build awareness about our website and app. Again, our target market are current Florida visitors with the intent to attract them back to Columbia County, or to extend their current vacation by staying an extra day in Florida to experience our nature and cultural leisure activities, such as: Ichetuckee Springs, Stephen Foster State Park, O'Leno State Park, Suwanee River Wildemess trail, Historic Downtown Lake City, and dozens of other outdoor activities.</p>
<p>Attachment</p> <p>You may choose to upload a copy of your Timeline and Marketing Plan here.</p>	<p>No File Uploaded</p>

However, be sure to put "See attached" in the section above.

Describe your project/program/event's economic impact in the community.

Economic Impact

Columbia County is very fortunate to be located at the I-75 and I-10 interchange in the heart of natural north Florida, which provides the opportunity to promote our area to the enormous amount of travelers en route to other destinations within Florida that stop to rest for a night at one of our hotels, eat at our restaurants, or purchase fuel at one of our gas stations. Additionally, we have a high volume of visitors to Lake City for youth sports tournaments and festivals, moreover, these visitors use idle time between games and events to purchase gas or eat at area restaurants. This idle time is an excellent opportunity to reach current visitors to promote the Mobile App to help visitors plan "what to do" in our area, during free-time. This free-time, which is otherwise used at the hotel pool or in the hotel room, could be utilized as fun activity time. The money spent at various state parks, outdoor recreation outfitters, and historic downtown businesses add value to our economic environment by increasing business revenue and tax revenue. Additionally, the larger economic impact will be realized in Columbia County businesses, hotels, restaurants and gas stations when new travelers visit or current visitors stay an extra day to visit these unique cultural, natural and historic sites.

Attachment

You may choose to upload a copy of your Economic Impact here. However, be sure to put "See attached" in the section above.

No File Uploaded

Letters of Support

Attach up to three letters of support below.

[Download File](#)

FileUpload 4ec3b8a9-f4a6-494f-aa43-3a5531789847

No File Uploaded

FileUpload 5a5f16fe-2c88-423c-b063-fe7c2f8bd4b8

No File Uploaded

Will this project/program/event

No

happen without VISIT FLORIDA funding?	
Give an explanation as to why this funding is needed.	As you may know, Columbia County financial resources are limited, and we do not have the funds available to fully support the cost of this advanced technology opportunity year-over-year at this time. While Columbia County can commit a portion of the cost, the overall cost is too large of an investment for the marketing technology and advertising.

Page: Marketing Budget-Expenses

Question	Answer
Provide all expenses including description of services and costs needed for marketing efforts to support your project/program/event below.	
Expense Type #1	3rd Party Contracted Services
Expense Description #1 Describe the services/goods to be provided. For Example: Advertising (print, broadcast, digital, social media, or out of home), direct mail, brochure production, and/or website development.	Mobile App
Expense Amount #1 Anticipated amount to be spent. NOTE: Enter whole numbers only. Do not use comas, or decimal points. Do not enter the \$ symbol.	7000
Would you like to add another expense?	Yes
Expense Type #2	Advertising

Expense Description #2	Print
Describe the services/goods to be provided.	
Expense Amount #2	5000
Anticipated amount to be spent. NOTE: Enter whole numbers only. Do not use comas, or decimal points. Do not enter the \$ symbol.	
Would you like to add another expense?	No
Total Estimated Expenses	12000
Provide a total for all the expense categories estimated above. NOTE: Enter whole numbers only. Do not use comas, or decimal points. Do not enter the \$ symbol.	

Page: Marketing Budget-Income

Question	Answer
Enter anticipated VISIT FLORIDA Grant Funds	5000
Please list the dollar value of the grant funding request. NOTE: Enter whole	

numbers only. Do not use comas, or decimal points. Round up if necessary.

Additional Income #1 Government Support-Local/County Funds

Income Description #1 Columbia County TDC

Include name/company, and brief description of the goods/services to be received.

Income Amount #1 7000

Anticipated Income Amount.
NOTE: Enter whole numbers only. Do not use comas, or decimal points. Do not enter the \$ symbol.

Would you like to add another income field? No

Non-Profit & In-Kind Donations N/A

Provide details for in-kind Services Donated or Other (if applicable).

Total Anticipated Income for Marketing of project/program/event 12000

Provide a **total** for the anticipated income from the list of categories listed above. **NOTE:** Enter whole numbers only. Do not use comas,

or decimal points.
Do not enter the \$
symbol.

Page: Certification Page

Question	Answer
Authorized Signature	
I certify that the information contained in this application, including all attachments and support materials, is true and correct to the best of my knowledge and that I will abide by all legal, financial and reporting requirements as outlined in the Grant Program Guidelines.	
Title	
Title of Authorized Signature	
Date	
Date that this certification was signed.	

Grant applications and any materials included in the applications are subject to Chapter 119, F.S., Florida's public records law. These laws grant the right to any person to inspect any non-exempt public record. Applicants are responsible for familiarizing themselves with the application of Florida's public records law and properly declaring, substantiating and defending any confidentiality claim or exemption concerning any submitted information as required by Florida Law.

If the application contains information that the applicant believes constitutes trade secrets, intellectual property, proprietary information, or information protected by a specific statutory exemption, the information should be clearly identified with particularity and marked confidential. If a public records request is made involving documents with declarations of confidentiality, VISIT FLORIDA will notify the applicant so that the applicant may substantiate and defend the claim. VISIT FLORIDA will not provide legal representation to assist a confidentiality

claim.

VISIT FLORIDA

Attn: Grants

2540 W. Executive Center Circle, Suite 200

Tallahassee, FL 32301

Email: grants@VISITFLORIDA.org

Partnership Hotline: (877) 435-2872 Option #5 for Grants

Page: Additional Supporting Documents

Question	Answer
If you have additional documents you would like to submit with your application, please use the section below to upload them. If not, please go to the next page.	
Additional Supporting Documentation Please use this opportunity to upload any additional documentation for your grant application.	No File Uploaded
Upload Option	No File Uploaded
Upload Option	No File Uploaded
Upload Option	No File Uploaded
If you have more than 4 documents to be uploaded, please email: grants@VISITFLORIDA.org to request additional upload capabilities.	

Application: #GetSocial Columbia County | 1156

Started at: 1/14/2016 5:23 PM - Finalized at: N/A

Round: Main

Page: General Information

Question	Answer
	<p>This page is the START of your application. Be sure to read all the guidelines and eligibility requirements before selecting the best grant for your organization.</p> <p>You don't have to complete the application at one time. You can start and stop it, as needed. If you are missing any required information, the program will not allow you to submit your application until those fields are completed.</p> <p>1. Applicants can only submit one application per grant category.</p> <p>Example: an applicant may apply for a Small Business grant for one project, and a CHRN-Marketing grant for another project. So long as the projects are in no way related to one another.</p> <p>Example: The applicant CANNOT apply for two Small Business grants, even if they are for different projects.</p> <p>2. In-kind must be from 3rd party vendors, for services or goods provided.</p> <p>3. Marketing efforts CANNOT include VISIT FLORIDA opportunities, i.e. Welcome Center brochure distribution or VISIT FLORIDA produced publications.</p> <p>4. Staff salaries are NOT eligible toward matching funds.</p> <p>5. Total dollar values for the Budget-Expenses and Budget-Income pages, must be a summation of all the dollar values listed on the page. The Expense and Income total values must match.</p> <p>Please be sure to check out our Frequently Asked Questions (FAQ's) page in our Grants Toolkit, for more assistance on the program and questions.</p>

Application Requirements and Eligibility Confirmation

Application Confirmation	Paula Vann
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Please type your name in the space below, **to confirm** that you have read, understand and will adhere to all the

requirements and eligibility guidelines for the VISIT FLORIDA grant program.

To review the eligibility, selection criteria and reimbursement requirements for all grants, click on the "Grant Category" link at the top of the page, before confirming.

Grant applications and any materials included in the applications are subject to Chapter 119, F.S., Florida's public records law. These laws grant the right to any person to inspect any non-exempt public record.

Applicants are responsible for familiarizing themselves with the application of Florida's public records law and properly declaring, substantiating and defending any confidentiality claim or exemption concerning any submitted information as required by Florida Law.

If the application contains information that the applicant believes constitutes trade secrets, intellectual property, proprietary information, or information protected by a specific statutory exemption, the information should be clearly identified with particularity and marked confidential. If a public records request is made involving documents with declarations of confidentiality, VISIT FLORIDA will notify the applicant so that the applicant may substantiate and defend the claim. VISIT FLORIDA will not provide legal representation to assert a confidentiality claim.

Page: Organizational Designation

Question	Answer
Company Name	Columbia County TDC
First Name	Paula
Last Name	Vann
Email Address	pvann@columbiacountyfla.com
Office Phone Number	3867581312
Cell Phone Number	3863651762
Project/Program/Event Name	#GetSocial Columbia County

<p>Mission/Purpose of project/program/event</p> <p>Provide a mission/purpose statement about the project/program/event that you are planning on doing, NOT the company mission statement.</p>	<p>Mission</p> <p>Our mission for the #GetSocial Columbia County project is to enrich our marketing efforts by highlighting events and attractions in Columbia County through social media. Creating a social media management hub that can be easily managed and tracked from a desktop and/or mobile device will add value to our objective by marketing to segmented audiences through various social media platforms.</p>
<p>Grant Selection</p>	<p>Advertising</p>
<p>Advertising Grant Amount Requested</p> <p>Please provide the amount you are requesting from VISIT FLORIDA for your grant application.</p> <p>Enter whole numbers only. Do not use comas. Do not use the \$.</p>	<p>2500</p>
<p>Available Grant Max Amounts</p> <ul style="list-style-type: none"> • Advertising (Max of \$2,500) • CHRN-Education (Max of \$2,000) • CHRN-Marketing (Max of \$5,000) • Minority (Max of \$40,000) • Small Business (Max of \$5,000) 	
<p>Is your business located in a Municipality with population of 50,000 persons or less, or county with an unincorporated area having a population of 200,000 or less?</p>	<p>Yes</p>
<p>List the</p>	<p>Columbia</p>

Municipality/County that your project/program/event will be impacting.	
Provide your county population	67,857
Enter whole numbers only. Do not use comas, or decimal points. Round up if necessary.	
Using the link here , please find your county population.	
Select Organization Designation:	Local Government

Page: Required Vendor Forms

Question	Answer
All applicants must submit a current W-9 form, and completed Vendor Minority Letter with their application. If you do not have a current W-9 form, please go here for the current form.	
W-9 Attach a copy of your completed and signed W-9 Form. Be sure that your legal name is listed in field #1.	Download File
<p>We are required to report to the Governor's Office the name, address and amount of expenditure which we have with any minority vendor. Under Chapter 288 Section 703, Florida Statutes, minority vendors include organizations owned at least 51% by a person or persons in one of the following minority categories:</p> <p>African American, Asian American, Hispanic American, Native American, and Non-Minority women. We are also required to report the name, address and amount of expenditure which we have with any Service-Disabled Veteran Business. Under Chapter 295 Section 187, Florida Statutes, a service-disabled veteran business is at least 51% owned by one or more service disabled veterans. Please complete the section below that applies to your company.</p>	
Legal Name	Columbia County Board of County Commissioners

This must match line 1 on your W-9 form	
D.B.A. (if different than above)	
This must match line 2 on your W-9 form.	
Address	CountryCode: United States State: Florida City: Lake City Street: PO Box 1529 Zip: 32056 Line2:
Is the business shown above a Service-Disabled Veteran Business?	No
Select Only One If the business shown above is owned by a minority vendor, check your qualifying minority status. Otherwise select "Not a Minority Owned Business."	Not A Minority Owned Business
Signature By typing your name in this field, you hereby certify that the information contained above is true and correct to the best of your knowledge.	Paula Vann
Title	Executive Director
Date Signed	1/28/2016

Question	Answer
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Enter the start and end dates of your project/program/event. All project/program/event expenditures must be completed during the period of July 1, 2016 through June 15, 2017. VISIT FLORIDA will not reimburse any expenditure prior to July 1, 2016.

If you are hosting a two day event, please enter the start and end date of that event.

Start Date	10/1/2016
------------	-----------

End Date	5/31/2017
----------	-----------

Are you applying for any other grants through VISIT FLORIDA?	Yes
--	-----

Is this other grant project/program/event related to THIS project/program/event?	No
--	----

Is this a repeat of a project/program/event?	No
--	----

Page: Project/Program/Event Information & Details

Question	Answer
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Briefly describe the project/program/event in clear and concise terms.	<p>Project Description</p> <p>If awarded, the Advertising Matching Grant would assist in the development and management costs of the #GetSocial social media management hub. The social media management hub will allow the Columbia County TDC to:</p> <ul style="list-style-type: none"> • COLLECT AND MANAGE <ul style="list-style-type: none"> o Accept or reject content with user-friendly dashboard o Access and receive fresh user-generated content 24/7 o Create a social hub by combining #hashtags, keywords and GPS co-ordinance o Search application with sorting by date published o Auto update - All content is updated on an hourly basis on our dashboard o Automated filters allow us to receive relevant content • PUBLISH AND ENGAGE <ul style="list-style-type: none"> o Our Site: Easily integrate user generated Tweets, photos and videos throughout our website. o Our Social Channels: Use third-party generated Instagram photos and videos on our Facebook and Twitter accounts. o Content Streams: Use custom designed widget to display content on our homepage and other third party sites.
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	<ul style="list-style-type: none"> o "Word-of-Mouth": Engage with our visitors and brand champions • ANALYTICS <ul style="list-style-type: none"> o Social Impact Analytics. How many people have participated in contributing content to our Social Media Hub o Engagement Analytics. How many people have participated in engaging with our Social Media Hub o Social Channel of Choice. What is the preferred channel of choice for our audience?
<p>Attachment</p> <p>You may choose to attach a copy of your project/program/event description here. However, be sure to put "See attached" in the section above.</p>	<p>Download File</p>
<p>Detail your strategy for marketing the proposed project/program/event.</p>	<p>Marketing Strategy</p> <p>To increase the number of tourists visiting our region by utilizing target-marketing strategies through social media channels.</p>
<p>Attachment</p> <p>You may choose to attach a copy of your Marketing strategy plan here. However, be sure to put "See attached" in the section above.</p>	<p>No File Uploaded</p>
<p>Detail your plan for implementing the proposed project/program/event.</p>	<p>Implementation Plan</p> <p>Columbia County TDC currently utilizes four social media platforms. We have a two-part goal for our implementation plan: 1) to engage social media promoters and 2) to drive traffic to our website. Additionally, we want to focus on the quality of our followers and users, and not quantity. (i.e. true outdoor and nature enthusiast followers are more valuable than "likes") Our first step in organizing our social media is to conduct an audit of our current social media platforms, and determine where we fall short in engagement, content, and lead conversions. Second, we will research additional social media channels and define which ones add the most value to our goals. Third, we will create a content strategy and layout a plan for the upcoming year. Last, we will implement the #GetSocial hub and begin our venture into true social media marketing and management initiative.</p>
<p>Attachment</p>	

<p>You may choose to attach a copy of your implementation plan here. However, be sure to put "See attached" in the section above.</p>	<p>No File Uploaded</p>
<p>Provide a timeline and marketing plan with expected goals.</p>	<p>Timeline</p> <p>We will begin this project in December 2016 and work in conjunction with ITI Marketing to accomplish this timeline.</p> <p>Week 1-4: Current Social Media Audit</p> <p>Week 5-7: Research additional social media platforms to engage</p> <p>Week 8-12: Develop and create a content strategy</p> <p>Week 13-14: Launch #GetSocial</p> <p>Marketing Plan</p> <p>Our goal is to increase awareness about our region and create social media buzz during events and festivals.</p> <p>Our marketing plan has three main distribution channels:</p> <ol style="list-style-type: none"> 1. Promote our social media outlets through our print and digital marketing campaigns and materials. 2. Utilize paid social media advertisement to target market travelers with special interests in outdoor adventure activities and history. 3. Partner with social media promoters with a high number of outdoor enthusiast followers to help build our base and expand our reach through a social media take-over and other marketing campaigns.
<p>Attachment</p> <p>You may choose to upload a copy of your Timeline and Marketing Plan here. However, be sure to put "See attached" in the section above.</p>	<p>No File Uploaded</p>
<p>Describe your project/program/event's economic impact in the community.</p>	<p>Economic Impact</p> <p>Columbia County is very fortunate to be Florida's Gateway since 1832. Our County is home to the world famous Ichetucknee Springs, Historic Downtown Lake City and the Olustee Festival. As the major marketing arm for our county, it is our duty to keep up to date and implement the most effective and efficient marketing tools. Social Media is the fastest growing marketing medium, and</p>

	<p>vital to all destination's existence and future. The economic impact will be realized through our expanded marketing reach and travelers' active engagement through social sharing and discussion on social media about our attractions and festivals. The value of this reach and engagement is multiplied when travelers inspire social media friends and followers with similar interests to visit Columbia County</p>
<p>Attachment</p> <p>You may choose to upload a copy of your Economic Impact here. However, be sure to put "See attached" in the section above.</p>	No File Uploaded
<p>Will this project/program/event happen without VISIT FLORIDA funding?</p>	No
<p>Give an explanation as to why this funding is needed.</p>	<p>Why funds are needed</p> <p>As you may know, Columbia County financial resources are limited, and we do not have the funds available to fully support the cost of this advanced technology opportunity. While Columbia County can commit a portion of the cost, the overall cost is too large of an investment for new marketing technology.</p>

Page: Marketing Budget-Expenses

Question	Answer
Provide all expenses including description of services and costs needed for marketing efforts to support your project/program/event below.	
Expense Type #1	3rd Party Contracted Services
<p>Expense Description #1</p> <p>Describe the services/goods to be provided. For Example: Advertising (print, broadcast, digital, social media, or out of home), direct mail, brochure production,</p>	Social Media Management Hub

and/or website development.	
Expense Amount #1 Anticipated amount to be spent. NOTE: Enter whole numbers only. Do not use comas, or decimal points. Do not enter the \$ symbol.	6000
Would you like to add another expense?	Yes
Expense Type #2	Advertising
Expense Description #2 Describe the services/goods to be provided.	Social Media Marketing
Expense Amount #2 Anticipated amount to be spent. NOTE: Enter whole numbers only. Do not use comas, or decimal points. Do not enter the \$ symbol.	2400
Would you like to add another expense?	No
Total Estimated Expenses Provide a total for all the expense categories estimated above. NOTE: Enter whole numbers only. Do not use comas, or decimal points.	8400

Do not enter the \$
symbol.

Page: Marketing Budget-Income

Question	Answer
Enter anticipated VISIT FLORIDA Grant Funds	2500
Please list the dollar value of the grant funding request. NOTE: Enter whole numbers only. Do not use comas, or decimal points. Round up if necessary.	
Additional Income #1	Government Support-Local/County Funds
Income Description #1	Columbia County TDC - Budgeted line item
Include name/company, and brief description of the goods/services to be received.	
Income Amount #1	5900
Anticipated Income Amount. NOTE: Enter whole numbers only. Do not use comas, or decimal points. Do not enter the \$ symbol.	
Would you like to add another income field?	No
Non-Profit & In-Kind	N/A

<p>Donations</p> <p>Provide details for in-kind Services Donated or Other (if applicable).</p>	
<p>Total Anticipated Income for Marketing of project/program/event</p> <p>Provide a total for the anticipated income from the list of categories listed above. NOTE: Enter whole numbers only. Do not use comas, or decimal points. Do not enter the \$ symbol.</p>	8400

Page: Certification Page

Question	Answer
<p>Authorized Signature</p> <p>I certify that the information contained in this application, including all attachments and support materials, is true and correct to the best of my knowledge and that I will abide by all legal, financial and reporting requirements as outlined in the Grant Program Guidelines.</p>	
<p>Title</p> <p>Title of Authorized Signature</p>	

Date	
------	--

Date that this certification was signed.	
--	--

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VISIT FLORIDA

Attn: Grants

2540 W. Executive Center Circle, Suite 200

Tallahassee, FL 32301

Email: grants@VISITFLORIDA.org

Partnership Hotline: (877) 435-2872 Option #5 for Grants

Page: Additional Supporting Documents

Question	Answer
If you have additional documents you would like to submit with your application, please use the section below to upload them. If not, please go to the next page.	
Additional Supporting Documentation	No File Uploaded
Please use this opportunity to upload any additional documentation for your grant application.	
Upload Option	No File Uploaded

Upload Option

No File Uploaded

Upload Option

No File Uploaded

If you have more than 4 documents to be uploaded, please email: grants@VISITFLORIDA.org to request additional upload capabilities.



SHARE THE LOVE

#GETSOCIAL
SOCIAL MEDIA MANAGEMENT HUB

Take control and be part of the conversation.

52% OF TRAVELERS CHANGE THEIR TRAVEL PLANS DUE TO SOCIAL MEDIA.

Shouldn't this work in your favor?



HOW IT WORKS



COLLECT AND MANAGE

Manage and publish only user-generated content that has been approved by YOU.

- **Accept or reject content** with user-friendly dashboard
- Access and receive fresh user-generated content 24/7
- **Create a social hub** by combining #hashtags, keywords and GPS co-ordination
- **Search application** with sorting by date published
- **Auto update** - All content is updated on an hourly basis on your dashboard.
- **Automated filters** allow you to receive relevant content



PUBLISH AND ENGAGE

- **Your Site:** Easily integrate user generated Tweets, photos and videos throughout your website.
- **Your Social Channels:** Use third-party generated Instagram photos and videos on your Facebook and Twitter accounts.
- **Content Streams:** Use our custom designed widget to display content on your homepage or other third party sites.
- **"Word-of-Mouth":** Engage with your visitors and brand champions
- **Anywhere Else!** Use our API to display content on big screens or in any other format you choose.



ANALYTICS

- **Social Impact Analytics.** How many people have participated in contributing content to your Social Media Hub
- **Engagement Analytics.** How many people have participated in engaging with your Social Media Hub
- **Social Channel of Choice.** What the preferred channel of choice for your audience is



Had an amazing view of the sunset tonight. Completely breathtaking

each day my



Happy, happy!

#proudtohold #proudtohold #proudtohold #proudtohold #proudtohold

be able to



ACCESS

A NEVER-ENDING SUPPLY OF USER-GENERATED CONTENT

VIRTUAL VISITOR CENTER

CONNECT 24/7 WITH YOUR VISITORS

ONE PLATFORM

MANAGE YOUR SOCIAL CAMPAIGNS - TRACK HASHTAGS AND ENGAGE

ALL PACKAGES INCLUDE:

- Auto-update
- Advanced content filters
- Comprehensive analytics tool
- Control your content: add or remove keywords
- Custom dashboard and management platforms
- Custom #GetSocial design and website integration
- GPS location search
- Hashtag campaigns - manage your social contest entries and embed to your site
- Hosting and tech support
- Search, approve and publish social posts filtering by date and channel

STANDARD

- 25 feeds*
- Posts updated twice daily
- Features as outlined above

\$ 4,000 annual licensing fee
\$ 2,000 one-time setup fee

CLASSIC

- 50 feeds*
- 60-minute update time
- Features as outlined above

\$ 6,000 annual licensing fee
\$ 2,000 one-time setup fee

PREMIUM

- 90 feeds*
- 15-minute update time
- Features as outlined above
- #ImGoing - Events Calendar

\$ 10,000 annual licensing fee
\$ 2,000 one-time setup fee

NEED MORE POWER?

We offer customized packages that will work best for organizations with a larger social media presence.

CONTACT US

www.itigetssocial.com

*Feeds are: Accounts (Facebook, Twitter, Instagram, Youtube and Pinterest) • Hashtags (Instagram and Twitter) • Keywords (Youtube) Boards (Pinterest) • GPS Locations (Instagram and Twitter) • Instagram Places

AGENCY REPRESENTATIVE: FRANCHI EDGERLY

FRANCHI@ITI-MARKETING.COM

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INTERACTIVE TECHNOLOGY SOLUTIONS

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BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

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AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month at 5:30 p.m. in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 01-15-2016

Meeting Date: 02-04-2016

Name: Scott Ward

Department: Administration

Division Manager's Signature: 

1. Nature and purpose of agenda item: Approval of BOCC Minutes - Workshop and BOCC Meeting of
January 21, 2016

Attach any correspondence information, documents and forms for action i.e., contract agreements, quotes, memorandums, etc.

2. Fiscal impact on current budget.

Is this a budgeted item?

☒ N/A

☐ Yes Account No. _____

☐ No Please list the proposed budget amendment to fund this request

Budget Amendment Number: _____

FROM

TO

AMOUNT

For Use of County Manger Only:

[] Consent Item

[] Discussion Item

Columbia County
Board of County Commissioners
Workshop

Minutes of
January 21, 2016

The Columbia County Board of County Commissioners met in a workshop at the auditorium of the School Board Administrative Complex at 4:30 p.m. The workshop opened with prayer and the Pledge of Allegiance to the Flag of the United States of America.

Commissioners in Attendance: Chairman Bucky Nash, Scarlet Frisina, Ronald Williams, Rusty DePratter and Everett Phillips.

Others in Attendance: County Manager Ben Scott ("CM")
Assistant County Manager Scott Ward ("ACM")
Assistant County Manager Kevin Kirby ("ACM")
County Attorney Joel Foreman
Deputy Clerk Katrina Vercher

Second Contract Renewal Workshop:

CM Scott gave brief recap of the January 7, 2016 workshop.

Using the attached PowerPoint presentation, CM Scott gave the highlights for each contract for service:

- Ambulance Service
- Solid Waste Collection
- Mowing and Litter Pickup

There was discussion with the Commission after the highlights of each service.

Adjournment

There being no further business, the meeting adjourned at 5:10 p.m.

ATTEST:

Bucky Nash, Chairman
Board of County Commissioners

P. DeWitt Cason
Clerk of Circuit Court

Columbia County
Board of County Commissioners

Minutes of
January 21, 2016

The Columbia County Board of County Commissioners met in a regular meeting at the auditorium of the School Board Administrative Complex at 5:30 p.m.

Commissioners in Attendance: Chairman Bucky Nash, Scarlet Frisina, Ronald Williams, Rusty DePratter and Everett Phillips.

Others in Attendance: County Manager Ben Scott ("CM")
Assistant County Manager Scott Ward ("ACM")
Assistant County Manager Kevin Kirby ("ACM")
County Attorney Joel Foreman
Deputy Clerk Katrina Vercher

Agenda Additions/Deletions

Additions:

- Amendment to Service Agreement
- Permission to Enter Private Property

Deletions:

- None

MOTION by Commissioner Frisina to approve the agenda as amended.
SECOND by Commissioner Phillips. The motion carried unanimously.

Public Comment on Discussion and Action Items:

No public comments were offered.

MOTION by Commissioner Frisina to approve the consent agenda unless there are items to be pulled. SECOND by Commissioner Williams. The motion carried unanimously.

Consent Agenda:

- (1) Building and Zoning – Requesting Approval of Special Family Lot Permit – Everett & Amanda Langford, Son and Daughter in Law – Eldon & Dorothy Langford, Property Owner – 2749 SW Fry Avenue
- (2) Purchasing Department – Declaration of Junk Property – Columbia County Health Department (see attached list)
- (3) Operations Department – Utility Permit – City of Lake City Utilities Department – Tunsil Road
- (4) Operations Department – Fort White High School Requesting Assistance – Move Clay and Roll in on the Softball Field
- (5) External Budget Amendment – Landscape & Parks Department – BA # 16-26 – To Designate Capital Projects Fund Accounts for Tournament Fees Collected, Facilitating an Interfund Transfer for Fees Collected in prior Years, and Appropriate Current Year Fees Collected to Date - \$70,746.00
- (6) External Budget Amendment – Administration - BA # 16-27 – Budget Health Care Responsibility Act Claim - \$9,025.00
- (7) Administration – Approval of Minutes – Board of County Commissioners – Regular Meeting and Workshop – January 7, 2016
- (8) Operations Department – Requesting Approval for Residency Exception – David McCormick – Top Candidate for Drainage Foreman Position
- (9) Administration – Requesting Approval of Multi-State Settlement Agreement – Stericycle, Inc. - \$3,117.48

MOTION by Commissioner Williams to adopt the consent agenda.
SECOND by Commissioner DePratter. The motion carried unanimously.

Discussion and Action Items:**Director of Financial Management**

CM Scott recommended amending the job description for the Director of Financial Management position to remove the County residency requirement. The purpose is to open the job to a wider range of qualified applicants.

MOTION by Commissioner Williams to approve staff recommendation.
SECOND by Commissioner Phillips. The motion carried unanimously.

ESRI Mapping

CM Scott asked the Commission to approve ESRI Mapping for 911 Dispatch, specifically related to the Sheriff's Office.

MOTION by Commissioner Frisina to approve ESRI Mapping for 911 Dispatch. SECOND by Commissioner DePratter. The motion carried unanimously.

Leave Buyback Program

CM Scott gave the Commission an update on the program.

Discussion ensued.

WORXTIME, LLC Service Agreement

CM Scott recommended approval of an Amendment to the Service Agreement with WORXTIME, LLC to allow WORXTIME, LLC to prepare and mail the 1095C forms to all benefit eligible employees.

MOTION by Commissioner DePratter to approve. SECOND by Commissioner Williams. The motion carried unanimously.

Permission to Enter Private Property

Commissioner Williams stated that water from the road has caused a problem with the driveway of Citizen Vera Mayo. The property is located on Lake Jeffrey Road. Commissioner Williams will provide Kevin (ACM Kirby) with the address.

MOTION by Commissioner Williams to allow "Kevin" to do so. SECOND by Commissioner DePratter. The motion carried unanimously.

Open Public Comments:

Citizen Jeffrey Hill offered comment on a drainage easement. The location of that easement was not mentioned. Commissioner Williams responded.

Citizen Terry Phelan requested that the Board put Fort White City meetings on the County website.

Citizen Lee Ann commented that Commissioners Frisina and Depratter were not looking at the citizens that were speaking.

Citizen Charlie Trowbridge informed the Commission that the American Flag flying at the sub-station in Fort White is flying at night without being lit.

Citizen Stewart Lilker offered comment on AG3 zoning and fracking. He also commented on his resent public records request and the proposed change to the public records law. Mr. Lilker suggested that the Commission lobby the Legislature for changes to AG3 zoning.

Citizen Ralph Kitchens offered his opinion on the statement "if you don't like it you can leave".

Citizen Sandra Smith inquired if the Commission had a plan in place should there be an outbreak of Bird Flu. Commissioner Williams responded that there was a plan.

Representatives of the following organizations spoke in opposition to the poultry farm and requested a change to AG3 zoning:

Our Santa Fe River (Historian Jim Tatum & Policy Director Merrillee Malwitz-Jipson)

Three Rivers Estates Property Owners (Laura Dailey)

The following Citizens spoke in opposition to the poultry farm:

Karen Mullins

Charlie Trowbridge

Terry Phelan

Collette Jacono

Kathleen Koeppel

Edith Karcher

Lee Ann

Celia Shenise

Marshall Morper

Laverne Hodge

The Commissioners directed CM Scott to schedule a workshop to address this issue.

County Attorney Joel Foreman addressed the poultry farm issue and explained why the Commission does not have the right to restrict any farming activity. He also spoke on the zoning laws.

Discussion ensued.

Staff Comments:

CM Scott requested that the Commission have him schedule the workshop as a special meeting. The Commission was in agreement.

Commissioner Comments:

Commissioners Frisina and DePratter responded to Lee Ann's comment that they are paying attention to what the citizens are saying and were busy making notes of their concerns.

Commissioner Phillips stated that he wants to make sure that there is a way that the Commission and the Citizens can be made aware when things like the "chicken farm" are being built.

Adjournment

There being no further business, the meeting adjourned at 7:20 p.m.

ATTEST:

Bucky Nash, Chairman
Board of County Commissioners

P. DeWitt Cason
Clerk of Circuit Court