COLUMBIA COUNTY CHARTER REVIEW COMMISSION

AGENDA

Monday, August 26, 2019, 6:00 PM
Columbia County School Board Administrative Complex, Auditorium
372 West Duval Street, Lake City, FL 32055

I. Call to Order (R. Lane)

II. Invocation

III. Pledge of Allegiance

IV. Roll Call

V. Approval of Minutes of Previous Meeting
   a. August 12, 2019 Meeting

VI. Introduction of Invited Guests (if any) and Presentations
   a. None.

VII. Remarks of Interested Citizens

VIII. Report of Chairperson (if any)
   a. None

IX. Reports of Committees (if any)
   a. None

X. Unfinished Business
   a. Update on letters to elected county officials (R. Lane)
   b. Committee assignments (R. Lane)
      i. Approve forms for Committee fact-finding process
   c. Update on facility audio improvements (B. Scott)
   d. Proposals for court reporters (D. Cason)
   e. Update on CRC Consultant (B. Scott)

XI. New Business
   a. None

XII. Set Next Meeting and Adjournment
   a. September 30, 2019, 6:00 pm; School Board Admin. Complex Auditorium
The Charter Review Commission ("CRC") met at the School Board Administrative Complex at 6:00 p.m. on August 12, 2019.

Charter Commissioners in Attendance:

District 1: Glenel Bowden, Mario A. Coppock, Sandra Smith
District 2: Bradley N. Dicks, Wally Germany, John W. O’Neal
District 3: Jody DuPree, Ronald Foreman, Tom Ottum
District 4: Robert G. Lane, Robert Sheppard, Kimberly I. Skinner
District 5: Stephen A. Douglas, Charles G. Keith, Glenn Owens

Charter Commission Alternates in Attendance:

District 1: Linard Johnson
District 3: Sandra Buck-Camp
District 5: Colton Brewer

Charter Commission Alternates Absent:

District 2: Hunter Peeler
District 4: Lance Hill

Others Officials in Attendance:

Columbia County Board of County Commissioners:
Rocky Ford and Tim Murphy
County Manager Ben Scott ("CM")
County Attorney Joel Foreman
Deputy Clerk Katrina Vercher

Minutes

MOTION by Commissioner DuPree to approve the minutes as amended. SECOND by Commissioner Foreman. The motion carried unanimously.

Public Comments
Alternate Commissioner Buck-Camp spoke about her role as an alternate and that she felt her input was being ignored, the number of persons on CRC attended Board of County Commissioner meetings and she stated that the City Manager had offered to allow the CRC to meet in the City Council meeting room.

Citizen Stewart Lilker spoke about the Chair answering emails in a timely manner, the City Manager offering the City Council meeting room, a municipal complex, the ability to hear what is being said in the CRC meetings, that audios should be legible, the County Attorney and discussion outside of meetings between CRC members.

Revised Bylaws

County Attorney Foreman presented the Bylaws with the changes that were voted on at the July 29, 2019 meeting.

MOTION by Commissioner Owens to approve the Bylaws as revised. SECOND by Commissioner Coppock. The motion carried unanimously.

Letter to County Officials

Chairman Lane requested approval of a letter requesting input from all County-level Elected Officials.

MOTION by Commissioner DuPree to approve the letter with the change that it be clarified about the official needing to come before the Commission at a later date. SECOND by Commissioner O’Neal. The motion carried unanimously.

Committee Structure

Chairman Lane presented the Commission with the following proposed committees and requested they be established:

1. Financial – dealing with budget and spending issues within the County government
2. Administrative – dealing with the administrative oversight of the County
3. Operational – dealing with operational issues for the County
4. Safety – dealing with issues related to public safety within the County
5. CRC Compliance – dealing with the operation of the Charter Review process and how the Commission is fulfilling its mission

MOTION by Commissioner Germany to accept commission structure as presented. SECOND by Commissioner Foreman. The motion carried unanimously.

CRC Consultant
CM Scott reported the status of the RFP for a CRC Consultant and asked the Commission for further direction. He also requested a budget be adopted.

MOTION by Commissioner Foreman to send out an RFP for a firm that has both consulting and attorney services. SECOND by Commissioner Keith.

Citizen Stewart Lilker offered comment.

The Chairman called for the vote. The motion carried unanimously.

**Meeting Location**

CM Scott gave an update on negotiations with Florida Gateway College for a meeting location.

MOTION by Commissioner Germany to stay at the current location and improve the sound system. SECOND by Commissioner Ottum.

Citizens Stewart Lilker and Donald J. Moody offered comment.

The Chairman called for the vote. The motion carried unanimously.

**Commissioner Comments**

Commissioner DuPree would like County Attorney Foreman to prepare an outline that would help the committees gather and report information.

Commissioner Bowdin inquired about the RFP for a court reporter.

Alternate Commissioner Johnson inquired about the function of a consultant versus an attorney.

**Next Meeting**

Next meeting to be held at the School Board Administrative Complex on the following date barring any conflicts:

August 26, 2019 at 6:00 p.m.

**Adjournment**

There being no further business, the meeting adjourned at 7:30 p.m.
Minutes approved and adopted this _____ day of August, 2019.

______________________________  _______________________________
Robert Lane, Chairman         Stephen Douglas, Vice-Chair
Charter Review Commission      Charter Review Commission
August 16, 2019

District 1 Commissioner Ron Williams  
Columbia County Board of County Commissioners  
VIA HAND DELIVERY  
BCC Administration Mailbox  

RE: Invitation for Submission to the Columbia County Charter Review Commission  

Dear Mr. Williams:

On behalf of the Columbia County Charter Review Commission, I am writing to request your input for the 2019-2020 Charter Review process.

As an elected official serving the people of Columbia County, you are uniquely situated to provide the Commission with suggestions for ways you believe County government can or should be improved through the Charter amendment process. Your experience and feedback as a public servant will undoubtedly be invaluable to the Commission as we begin this process, so we would like to hear from you.

Because the Commission understands the significant demands already made upon your schedule, I have been asked to reach out and request an initial written submission for our consideration. As we are only in the beginning stages of our review, we are not yet requesting in-person presentations. The Commission wishes to assure you that you will be invited to present your concerns in person at a later date.

If I can help you with any questions or concerns about this request, I am available for a phone call at (386) 965-6338. We look forward to receiving your comments.

Sincerely,

Robert Lane, Chairman

For more information, search “Charter” at www.columbiacountyfla.com
Columbia County Charter Review Commission
135 NE Hernando Avenue, Suite 203  Lake City, Florida 32055

August 16, 2019

District 3 Commissioner Bucky Nash
Columbia County Board of County Commissioners
VIA HAND DELIVERY
BCC Administration Mailbox

RE: Invitation for Submission to the Columbia County Charter Review Commission

Dear Mr. Nash:

On behalf of the Columbia County Charter Review Commission, I am writing to request your input for the 2019-2020 Charter Review process.

As an elected official serving the people of Columbia County, you are uniquely situated to provide the Commission with suggestions for ways you believe County government can or should be improved through the Charter amendment process. Your experience and feedback as a public servant will undoubtedly be invaluable to the Commission as we begin this process, so we would like to hear from you.

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Sincerely,

[Signature]

Robert Lane, Chairman

For more information, search “Charter” at www.columbiacountyfla.com
August 16, 2019

District 4 Commissioner Toby Witt  
Columbia County Board of County Commissioners  
VIA HAND DELIVERY  
BCC Administration Mailbox

RE: Invitation for Submission to the Columbia County Charter Review Commission

Dear Mr. Witt:

On behalf of the Columbia County Charter Review Commission, I am writing to request your input for the 2019-2020 Charter Review process.

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Sincerely,

Robert Lane, Chairman

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Columbia County Charter Review Commission
135 NE Hernando Avenue, Suite 203  Lake City, Florida 32055

August 16, 2019

District 5 Commissioner Tim Murphy
Columbia County Board of County Commissioners
VIA HAND DELIVERY
BCC Administration Mailbox

RE: Invitation for Submission to the Columbia County Charter Review Commission

Dear Mr. Murphy:

On behalf of the Columbia County Charter Review Commission, I am writing to request your input for the 2019-2020 Charter Review process.

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Sincerely,

Robert Lane, Chairman

For more information, search “Charter” at www.columbiacountyfla.com
August 16, 2019

Sheriff Mark Hunter
Columbia County Sheriff’s Office
4917 US Highway 90 East
Lake City, FL 32055

RE: Invitation for Submission to the Columbia County Charter Review Commission

Dear Sheriff Hunter:

On behalf of the Columbia County Charter Review Commission, I am writing to request your input for the 2019-2020 Charter Review process.

As an elected official serving the people of Columbia County, you are uniquely situated to provide the Commission with suggestions for ways you believe County government can or should be improved through the Charter amendment process. Your experience and feedback as a public servant will undoubtedly be invaluable to the Commission as we begin this process, so we would like to hear from you.

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Sincerely,

Robert Lane, Chairman

For more information, search “Charter” at www.columbiacountyfla.com
August 16, 2019

Hon. Ronnie Brannon  
Columbia County Tax Collector  
135 NE Hernando Avenue, Suite 125  
Lake City, FL 32055

RE: Invitation for Submission to the Columbia County Charter Review Commission

Dear Mr. Brannon:

On behalf of the Columbia County Charter Review Commission, I am writing to request your input for the 2019-2020 Charter Review process.

As an elected official serving the people of Columbia County, you are uniquely situated to provide the Commission with suggestions for ways you believe County government can or should be improved through the Charter amendment process. Your experience and feedback as a public servant will undoubtedly be invaluable to the Commission as we begin this process, so we would like to hear from you.

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Sincerely,

Robert Lane, Chairman

For more information, search “Charter” at www.columbiacountyfla.com
August 16, 2019

Hon. Jeff Hampton  
Columbia County Property Appraiser  
135 NE Hernando Avenue, Suite 238  
Lake City, FL 32055

RE: Invitation for Submission to the Columbia County Charter Review Commission

Dear Mr. Hampton:

On behalf of the Columbia County Charter Review Commission, I am writing to request your input for the 2019-2020 Charter Review process.

As an elected official serving the people of Columbia County, you are uniquely situated to provide the Commission with suggestions for ways you believe County government can or should be improved through the Charter amendment process. Your experience and feedback as a public servant will undoubtedly be invaluable to the Commission as we begin this process, so we would like to hear from you.

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Sincerely,

Robert Lane, Chairman

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August 16, 2019

Hon. DeWitt Cason
Columbia County Clerk of Courts
173 NE Hernando Avenue
Lake City, FL 32055

RE: Invitation for Submission to the Columbia County Charter Review Commission

Dear Clerk Cason:

On behalf of the Columbia County Charter Review Commission, I am writing to request your input for the 2019-2020 Charter Review process.

As an elected official serving the people of Columbia County, you are uniquely situated to provide the Commission with suggestions for ways you believe County government can or should be improved through the Charter amendment process. Your experience and feedback as a public servant will undoubtedly be invaluable to the Commission as we begin this process, so we would like to hear from you.

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Sincerely,

Robert Lane, Chairman

For more information, search “Charter” at www.columbiacountyfla.com
August 16, 2019

Hon. Elizabeth "Liz" Horne  
Columbia County Supervisor of Elections  
971 W. Duval Street, Suite 102  
Lake City, FL 32055

RE: Invitation for Submission to the Columbia County Charter Review Commission  

Dear Mrs. Horne:  

On behalf of the Columbia County Charter Review Commission, I am writing to request your input for the 2019-2020 Charter Review process.  

As an elected official serving the people of Columbia County, you are uniquely situated to provide the Commission with suggestions for ways you believe County government can or should be improved through the Charter amendment process. Your experience and feedback as a public servant will undoubtedly be invaluable to the Commission as we begin this process, so we would like to hear from you.  

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Sincerely,  

Robert Lane, Chairman

For more information, search “Charter” at www.columbiacountyfla.com
August 16, 2019

Hon. Joel Foreman  
Columbia County Attorney  
164 NW Madison Street, Suite 103  
Lake City, FL 32055

RE: Invitation for Submission to the Columbia County Charter Review Commission

Dear Mr. Foreman:

On behalf of the Columbia County Charter Review Commission, I am writing to request your input for the 2019-2020 Charter Review process.

As an elected official serving the people of Columbia County, you are uniquely situated to provide the Commission with suggestions for ways you believe County government can or should be improved through the Charter amendment process. Your experience and feedback as a public servant will undoubtedly be invaluable to the Commission as we begin this process, so we would like to hear from you.

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Sincerely,

Robert Lane, Chairman

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FINANCIAL COMMITTEE
Stephen Douglas, Chair
Glenel Bowden
Glenn Owens
Tom Ottum
Ronald Foreman

OPERATIONS COMMITTEE
Jody DuPree, Chair
John O’Neal
Robert Lane
Bradley Dicks
Wally Germany

ADMINISTRATION/SAFETY COMMITTEE
Sandra Smith, Chair
Charlie Keith
Robert Lane
Robert Sheppard
Tom Ottum

CHARTER COMPLIANCE COMMITTEE
Ronald Foreman, Chair
Jody DuPree
Kim Skinner
Mario Coppock
Stephen Douglas
**Committee Investigation Forms**

The following forms have been approved by the Charter Review Commission for use by the Commission’s various committees and subcommittees in gathering information and reporting findings back to the Charter Review Commission. The chairs of the respective committees are directed to pose questions, gather records, and report findings using these forms and to submit all records for submission with any committee reports.
COLUMBIA COUNTY CHARTER REVIEW COMMISSION

FORM 1
Request for information through written questions.

Date: [Date form is mailed or emailed]

To: [Name of individual or department question will be directed to]

From: [Name of Committee] [Chairperson initials here]

Re: Request for information

On behalf of the [Name of Committee] of the Columbia County Charter Review Commission, I am requesting that you or your office provide a written response to the following question(s). While you are under no legal obligation to respond to this request, this committee believes your assistance will help us to better understand the operations of our County’s government and how changes to the County’s Charter might address concerns that have been presented to this committee for further consideration. Your responses will be reviewed by this committee and will be a part of our record with any findings we report to the Charter Review Commission. In addition to your written response, please feel free to provide us with additional documentation that you believe would be responsive.

Should you have any questions or require clarification of our question, please contact the committee chairperson at [email and phone]. I thank you for your anticipated cooperation in this effort.

QUESTION:

RESPONSE:
Date: [Date form is mailed or emailed]

To: [Name of individual or department question will be directed to] or Records Custodian

From: [Name of Committee] [Chairperson initials here]

Re: Public Records Request

Pursuant to Chapter 119 Florida Statutes, we request that a copy of the public records below be made available for inspection or copying or alternatively be produced in hard copy or electronic format. Please forward this request to the appropriate person if you are not responsible for responding to public records requests.

If any exemption is claimed, please produce a remainder of the unredacted document, specify the basis of the exemption claimed, and state in writing and with particularity the reasons for the conclusion that the record is exempt and confidential. Please do not dispose of any record for which an exemption is claimed for a period of at least 30 days from this request. Finally, please inform us of any intended imposition of a special service charge for extensive use of information or technology resources or extensive clerical or supervisory assistance by agency personnel. If charged, we will pay the copying costs.

Should you have any questions about this request, or to coordinate inspection or copying of records, please contact the committee chairperson at [email and phone number] as soon as possible.

RECORDS REQUESTED:

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________
Please use additional pages if necessary or attach your response separately.

COLUMBIA COUNTY CHARTER REVIEW COMMISSION

FORM 3
Report of Committee Findings

Date:  [Date form is mailed or emailed]

To:  Columbia County Charter Review Commission

From:  [Name of Committee] [Chairperson initials here]

Re:  Report of Committee Findings
  [Describe issue that is being reported on]

The [name of committee] has completed its investigation of the above-referenced issue(s). All supporting materials gathered by the committee are attached hereto. In addition to review of the attached materials, the committee interviewed [number] individuals with knowledge of this issue. Although these witnesses were not obligated to appear before the committee and were not placed under oath, the committee nevertheless has taken their responses into consideration in reaching the findings below. This report has been approved by a majority vote of the committee and is submitted to the Commission for further consideration.

FINDINGS

[This section will require the committee to deliberate and determine the truth of any matter in dispute. The committee should determine if the concern giving rise to the investigation is a valid concern. The committee should determine whether any viable solutions were offered in testimony. The committee should state whether the issue investigated merits further attention or raised other questions. This section will necessarily be very fluid, as will the next]

RECOMMENDATION

[This section will also vary widely from committee to committee. This section could read “None” or may reach into several pages if the committee believes that much explanation is necessary]