



COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. The first meeting of every month is at 9:30AM while the second meeting of every month takes place at 5:30PM. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 7/28/2022 Meeting Date: 8/4/2022

Name: Susan Heimer Department: BCC Administration

Approved By:

A handwritten signature in blue ink, appearing to be "SH", is written over a light blue horizontal line.

1. Nature and purpose of agenda item:

Meeting Minutes - Regular Meeting - July 21, 2022

2. Recommended Motion/Action:

Approve

3. Fiscal impact on current budget.

This item has no effect on the current budget.

Columbia County
Board of County Commissioners

Minutes of
July 21, 2022

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. The meeting opened with prayer and the Pledge of Allegiance to the Flag of the United States of America.

Commissioners in Attendance: Chairman Robby Hollingsworth, Timothy Murphy, Toby Witt, Rocky Ford and Ronald Williams

Others in Attendance: County Manager David Kraus ("CM")
Assistant County Manager Kevin Kirby ("ACM")
County Attorney Joel Foreman
Deputy Clerk Susan Heimer

Agenda Additions/Deletions

Additions:

- 2022 millage rate
- Declaration of surplus property Solid Waste

Deletions:

None.

MOTION by Commissioner Williams to approve the agenda as amended. SECOND by Commissioner Ford. The motion carried unanimously.

Public Hearings

Jennifer Dubose, Code Compliance Officer

- (1) CPA 0245 - Ordinance 2022-07 - A Request by Carol Chadwick, P.E., Agent for Trenton Medical Center, Inc., Owner, to Amend the Future Land Use Plan Map of the Comprehensive Plan by Amending the Future Land Use Classification from Residential, Low Density to Commercial for Tax Parcel Numbers 20-3S-17-5405-001 - District 1 - Commissioner Williams

The public hearing opened and closed without comment.

MOTION by Commissioner Williams to adopt Ordinance 2022-07, CPA 0245. SECOND by Commissioner Murphy. The motion carried unanimously.

- (2) Z 0607 - Ordinance 2022-08 - A Request by Carol Chadwick, P.E., Agent for Trenton Medical Center, Inc, Owner, to Amend the Official Zoning Atlas of the Land Development Regulations by Amending the Zoning District from Residential, Single Family/Mobile Home-2 ("RSF/MH-2") to Commercial, General ("CG") for Tax Parcel Number 20-3S-17-05405-001 - District 1 - Commissioner Williams

The public hearing opened and closed without comment.

MOTION by Commissioner Williams to adopt Ordinance 2022-08, Z 607. SECOND by Commissioner Witt. The motion carried unanimously.

- (3) Z 0608 - Ordinance 2022-09 - A Request by Bethany Hair, Owner, to Amend the Official Zoning Atlas of the Land Development Regulations by Amending the Zoning District from Residential, Single Family-2 ("RSF-2") to Residential, Single Family/Mobile Home-2 ("RSF/MH-2") for Tax Parcel Numbers 09-45-17-08301-055 - District 5 - Commissioner Murphy

The public hearing opened and closed without comment.

MOTION by Commissioner Murphy to adopt Ordinance 2022-09, Z 608. SECOND by Commissioner Ford. The motion carried unanimously.

Consent Agenda:

MOTION by Commissioner Williams to approve the consent agenda. SECOND by Commissioner Hollingsworth. The motion carried unanimously.

(1) BCC Administration - Report on Recent Sale of Surplus Real Property

(2) BCC Finance - Bills and Vouchers - 7/6/2022 - \$1,267,231

(3) BCC Finance - Bills and Vouchers - 7/7/2022 - \$500

(4) BCC Finance - BA 22-79 Budget Donation from Richardson Community Center \$8,500

(5) BCC Finance - BA 22-80 - Emergency Management Funding For The Annual All Hazards Guide

(6) Building Department - Special Family Lot Permit Application - SFLP 2219 – Phyllis Johns Deeding 1.09 Acres to Her Daughter, Lisa Bridges

(7) Clerk of Court - Meeting Minutes - Budget Workshop - 5/19/2022

(8) Clerk of Court - Meeting Minutes - Regular Meeting - 6/2/2022

(9) Clerk of Court - Meeting Minutes - Budget Workshop - 6/2/2022

(10) Public Works - SCRAP & SCOP Applications for FY 26 Funding

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

Discussion and action items

Kevin Kirby, Assistant County Manager

(1) Building & Zoning Department - Request to Create "Assistant Building & Zoning Director" Position

Staff requested to create an "Assistant Building and Zoning Director" position within the Building and Zoning department. The "Assistant Building and Zoning Director" will working directly under the Building and Zoning Director and will manage daily functions for the Building and Planning Division of the department. The position will be classified as an "Exempt-Administrative" position, with a pay scale of 142, and have a pay range of \$61,089.60 to \$85,862.40 annually.

MOTION by Commissioner Williams to approve the “Assistant Building & Zoning Director” position and the revised General Pay Grade Schedule; and authorize the creation of the new position in the HTE System. SECOND by Commissioner Murphy. The motion carried unanimously.

(2) Acquisition of Real Property

The subject property is located at 167 NW McCall Terrace and is situated to the north west of the Public Work Department. The last remaining 1 + acre adjacent to the county-owned property was attempted to acquire few years ago by County representatives. The owner is now ready to sell. Dicks realty, who handles real estate acquisition on behalf of the County, has successfully negotiated a tentative price of \$19,999 for the lot. The negotiated price falls within the requirements of the County's Purchasing Policies.

MOTION by Commissioner Williams to approve the offer in the amount of \$19,999 and to move forward with the acquisition of 167 NW McCall Terrace. SECOND by Commissioner Murphy. The motion carried unanimously.

(3) Preliminary Rate Resolution No. 2022R-37 - Solid Waste Collection and Disposal Services

The Board reviewed the preliminary rate resolution utilizing the current Solid Waste Assessment rate \$198.06.

MOTION by Commissioner Ford to adopt Preliminary Rate Resolution No. 2022R-37 utilizing the current Solid Waste Assessment of \$198.06. SECOND by Commissioner Witt. The motion carried unanimously. See attached Resolution.

David Kraus, County Manager

(1) Preliminary Rate Resolution No. 2022R-31 - Carolyn Heights Street Lighting MSBU

The Board considered Resolution No. 2022R-31, a resolution establishing a rate for Carolyn Heights Street Lighting MSBU for FY 2023 at current rate of \$74.00 per dwelling unit. Estimated revenue generated \$2,442. No rate change.

MOTION by Commissioner Williams to approve Preliminary Rate Resolution No. 2022R-31 for Carolyn Heights Street Lighting MSBU. SECOND by Commissioner Ford. The motion carried unanimously. See attached Resolution.

(2) Preliminary Rate Resolution No. 2022R-32 - Emerald Lakes Street Lighting MSBU

The Board considered Resolution No. 2022R-32, a resolution establishing a rate for Emerald Lakes Street Lighting MSBU for FY 2023 at current rate of \$46.04 per dwelling unit. Estimated revenue generated \$8,978. No rate change.

MOTION by Commissioner Ford to approve Preliminary Rate Resolution No. 2022R-32 for Emerald Lakes Street Lighting MSBU. SECOND by Commissioner Witt. The motion carried unanimously. See attached Resolution.

(3) Preliminary Rate Resolution No. 2022R-33 - Laurel Lakes Street Lighting MSBU

The Board considered Resolution No. 2022R-33, a resolution establishing a rate for Laurel Lake Street Lighting MSBU for FY 2023 at current rate of \$118.53 per dwelling unit. Estimated revenue generated \$4,149. No rate change.

MOTION by Commissioner Witt to approve Preliminary Rate Resolution No. 2022R-33 for Laurel Lake Street Lighting MSBU. SECOND by Commissioner Williams. The motion carried unanimously. See attached Resolution.

(4) Preliminary Rate Resolution No. 2022R-35 - Spring Hollow Street Lighting MSBU

The Board considered Resolution No. 2022R-35, a resolution establishing a rate for Spring Hollow Street Lighting MSBU for FY 2023 at current rate of \$55.50 per dwelling unit. Estimated revenue generated \$2,109. No rate change.

MOTION by Commissioner Williams to approve Preliminary Rate Resolution No. 2022R-35 for Spring Hollow Street Lighting MSBU. SECOND by Commissioner Ford. The motion carried unanimously. See attached Resolution.

(5) Preliminary Rate Resolution No. 2022R-34 - Pine Ridge Court MSBU
The Board considered Resolution No. 2022R-34, a resolution establishing rates for Pine Ridge Court MSBU for FY 2023 at current rates of \$90.10 per dwelling unit for the Capital Improvements and \$130.17 per dwelling unit for Maintenance. Estimated revenue generated \$2,072 for the Capital Improvements and \$2,994 for Maintenance. No rate changes.

MOTION by Commissioner Ford to approve Preliminary Rate Resolution No. 2022R-34 for Pine Ridge Court MSBU. SECOND by Commissioner Williams. The motion carried unanimously. See attached Resolution.

(6) Preliminary Rate Resolution No. 2022R-36 - Fire Protection Services

The Board considered Resolution No. 2022R-36, a resolution establishing an estimated rate for fire protection services for FY 2023. The Preliminary Rate Resolution establishes the maximum assessment rate that the Board could approve. The Board has the ability to lower the assessment at the Public Hearing scheduled for September 8, 2012. Estimated revenue generated from preliminary rates is \$8,915,876. The new rates schedule is included in the resolution for FY 2023.

MOTION by Commissioner Williams to approve Preliminary Rate Resolution No. 2022R-36 for Fire Services. SECOND by Commissioner Murphy. The motion carried unanimously. See attached Resolution.

(7) Design of a Bethlehem Park Community Center

Request by Commissioner Witt to design a standard Community Center for future grant funded construction at Bethlehem Park. Board discussed the need for attritional Center locations including Watertown. The County could use Continuing Service Contract or proceed with RFQ.

Tomi Brown, Supervisor of Elections, spoke in favor of the community center. The community center would offer an additional voting location to the citizens of Columbia County.

MOTION by Commissioner Witt to authorize staff to use Continuing Service Contract to proceed with design. SECOND by Commissioner Ford. The motion carried unanimously.

(8) Proposed Columbia City Park Inclusive Trail

Columbia County constructed and Inclusive playground funded by FRDAP grant in Columbia City as Phase 1 of the park. The County would like to discuss seeking funding to construct an inclusive trail with picnic pavilions as Phase II and to seek FRDAP funding for the Construction.

MOTION by Commissioner Murphy to authorize staff to seek funding to construct an inclusive trail with picnic pavilions as Phase II. SECOND by Commissioner Ford. The motion carried unanimously.

(9) Resolution No. 2022R-30 - Providing Extension for the 2022 Tax Roll

The Tax Collector's Office requests' that the Board authorizes the extension of the 2022 Assessment Rolls. Because of the statutory changes, completion of the Value Adjustment Board (VAB) hearings for the 2022 tax year will delay the issuance of tax notices beyond November 1st. Changes include, petitioners being entitled to receive notice from at least 25 days prior to the scheduled hearing as opposed to 10 days and the petitioners also are entitled to have their hearing date rescheduled upon written request.

MOTION by Commissioner Ford to approve Resolution No. 2022R-30. SECOND by Commissioner Murphy. The motion carried unanimously. See attached Resolution.

(10) Resolution No. 2020R-29 - Rescheduling the September Regular Meetings

The board directed Staff, during the July 7, 2022 Regular Meeting, to reschedule the September 2022 regular Board of County Commissioner meetings to comply with the Florida Department of Revenue Truth In Millage (TRIM) law requirements. Moving the meeting date and time requires a Resolution of the Board.

MOTION by Commissioner Ford to approve Resolution 2020R-29 which will reschedule the first September meeting to September 8, 2022 at 5:30 P.M and the second September meeting to September 20, 2022 at 5:30 P.M. SECOND by Commissioner Williams. The motion carried unanimously. See attached Resolution.

Additions

David Kraus, County Manager

(11) 2022 Millage Rate

Staff proposes the Board to consider adopting the current Millage rate of 7.8150 per \$1,000 for the upcoming budget. This Millage rate will generate \$27,807,013, which increases revenues by \$2,623,962.

MOTION by Commissioner Williams to adopt the millage rate of 7.8150 for 2022. SECOND by Commissioner Murphy. The motion carried unanimously. See attached Resolution.

(12) Solid Waste – County Property Declarations Request.

The Solid Waste department is going to surplus vehicles on the weekend of 7/23/2022. A clerical mistake was discovered where one vehicles was left off. It was a pick-up truck from a land fill.

MOTION by Commissioner Williams to declare land fill pick-up truck surplus. SECOND by Commissioner Ford. The motion carried unanimously. See attached surplus list.

Open Public Comments and/or Questions:

Citizen Leelah Williams offered comment.

Staff Comments:

David Kraus would like to add a budget discussion at the August 4th workshop.

Commissioner Comments:

Commissioner Witt advised the Board that the Senior Housing program funding has been exhausted. There have been citizens receiving the CARES funding that live in the county and not the city. Commissioner Witt proposed to have Geraldine Feagle, who is the Columbia CARES Agent, calculate and produce a number that would represent any citizens that did not receive any funding from the program, in order to better assist them.

Adjournment

There being no further business, the meeting adjourned at 6:23 p.m.

ATTEST:

Robby Hollingsworth, Chairman
Board of County Commissioners

James M. Swisher, Jr.
Clerk of Circuit Court