

COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS

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

COLUMBIA COUNTY SCHOOL BOARD ADMINISTRATIVE COMPLEX

**372 WEST DUVAL STREET
LAKE CITY, FLORIDA 32055**

AGENDA

FEBRUARY 7, 2013

7:00 P.M.

Invocation (Commissioner Bucky Nash)

Pledge to U.S. Flag

Staff Agenda Additions/Deletions

Adoption of Agenda

Public Comments

Stephen E. Bailey, Chairman

- (1) Presentation – Proclamation No. 2013P-1 – National FFA Week
2/18/2013 through 2/22/2013**

Stephen E. Bailey, Chairman

Report on Meeting with Columbia Youth Soccer Association

- (1) Request to Release Annual Funding (\$12,500 through
December 31, 2012)**
- (2) Approval for TOPS Program (\$13,000)**

STAFF MATTERS:

HONORABLE STEPHEN E. BAILEY, CHAIRMAN

- (1) Consent Agenda**

DISCUSSION AND ACTION ITEMS:

- (1) Florida Association of Counties 2013 Legislative Day**
- (2) Vacancy on the Board of Adjustment/Planning and Zoning Board Member**
- (3) Citizen Complaint – Debra Friedrich – CDBG Program**
- (4) Mr. & Mrs. Jimmy Lipscomb – Cleanup Assistance – Tropical Storm Debby**
- (5) Memorandum of Understanding – Events Center**

***** COMMISSIONERS COMMENTS**

ADJOURNMENT

PROCLAMATION 2013P-1

**A PROCLAMATION BY THE CHAIRMAN OF THE COLUMBIA
COUNTY BOARD OF COUNTY COMMISSIONERS DESIGNATING
THE WEEK OF FEBRUARY 18 THROUGH FEBRUARY 22, 2013 AS
NATIONAL FFA ORGANIZATION WEEK IN COLUMBIA COUNTY.**

WHEREAS, Columbia County has a rich heritage in agriculture; and

WHEREAS, the National FFA Organization has been present in Columbia County for the past 78 years; and

WHEREAS, the National FFA Organization provides a strong foundation for the youth of Columbia County and the future of food, fiber and natural resource systems; and

WHEREAS, the National FFA Organization promotes leadership, personal growth and career success among its members; and

WHEREAS, agriculture education and the National FFA Organization ensure a steady supply of young professionals to meet the growing demands in the science, business and technology of agriculture; and

WHEREAS, the National FFA Organization motto-"learning to do, doing to learn, earning to live, living to serve"-gives direction of purpose to these students who take an active role in succeeding in agriculture education; and

WHEREAS, the National FFA Organization promotes citizenship, volunteerism, patriotism, and cooperation.

NOW THEREFORE, I hereby proclaim the week of February 18 through 22, 2013 as National FFA Organization week in Columbia County, Florida. Proclaimed this 7th day of February, 2013.

**BOARD OF COUNTY COMMISSIONERS
COLUMBIA COUNTY, FLORIDA**

**BY: _____
Stephen E. Bailey, Chairman**

ATTEST:

(SEAL)

**_____
P. DeWitt Cason, Clerk of Court**



Memorandum

To: Stephen Bailey Chairperson Columbia County Board of County Commissioners
CC: Dale Williams County Manager, File
From: Scott Everett President Columbia Youth Soccer Association
Date: 1/21/2013
Re: Meeting to Resolve Accounting Issue Questions.

On November 21, 2012 Powell & Jones C.P.A.'s provided the C.C.B.C.C. an audit which they conducted at the C.C.B.C.C.'s request. In the report they made a series of recommendations which can be found on page #'s 5 and 6 of the attached audit. In response to the recommendations Columbia Youth Soccer Association has implemented the following actions:

1. QuickBooks accounting system has been implemented effective September 01, 2012 and all transactions are utilized within this system. The system segregates different types of revenues and expenses. The program also separates each individual program provided by CYSA to account for income and expenses accrued by each. The program tracks 1099 forms for individuals who should receive them and assists in the preparation of CYSA's form 990 EZ.
2. Karen Swartz C.P.A. has been contracted to complete month end reports, balance the accounts and perform program audits to ensure all funds are accounted for and all local, state, and federal regulations are adhered to.
3. All participation fees are recorded in duplicate and copies are attached to deposits. This has always been done but back up documents were not digitally saved in case of the originals destruction.
4. Sponsor fees and governmental support is accounted for separately in QuickBooks.
5. A concessions change fund is set and concession receipts are deposited weekly.
6. ALL persons and organizations are paid with check. This will make every transaction easily reproducible.
7. Transportation is reimbursed by actual miles which has been done since 2011.
8. All 990 EZ forms have been submitted to the IRS for 2010, 2011, and 2012. The IRS granted exception to late filing fees for the 2010 and 2011 years. These forms are available to anyone online.
9. 1099's are issued to all who qualify to receive them.
10. Sales tax is paid semiannually.
11. CYSA has incorporated Neat Receipts to back up contracts, rosters, etc. to have in the event documents are destroyed.
12. CYSA submitted a signed contractual agreement on 2/28/2012 as requested by the C.C.B.C.C. and another for this fiscal year which was submitted in November 2012. This was misstated on the memo dated 11/27/2012.

Columbia Youth Soccer Association has complied with every recommendation provided by Powell & Jones C.P.A. and have done everything requested by the C.C.B.C.C.. Please review the attached documents which have been provided for your review and approval. We sincerely hope that this resolves any reservations you might have had so we can move forward with our partnership and continue to provide the youth of Columbia County with a safe and reliable place to play soccer.

Columbia Youth Soccer Association

P.O. Box 3138 • Lake City, Florida 32056 • Ph. (386) 288-2504
www.columbiayouthsoccerassociation.com

10:48 AM

01/25/13

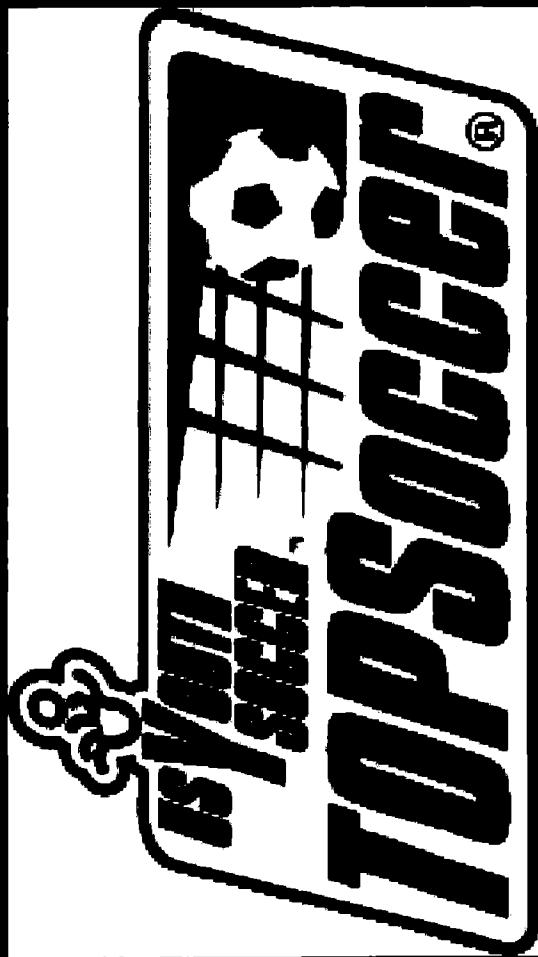
Accrual Basis

COLUMBIA YOUTH SOCCER ASSOCIATION, INC.

Balance Sheet

As of December 31, 2012

	<u>Dec 31, 12</u>
ASSETS	
Current Assets	
Checking/Savings	
First Fed Operating Acct #3192	13,530.82
First Federal-Tournament #6051	879.81
Total Checking/Savings	14,410.63
Other Current Assets	
DUE FROM SALE OF ASSET	-2,000.00
Total Other Current Assets	-2,000.00
Total Current Assets	12,410.63
Fixed Assets	
Office Equipment	757.01
Total Fixed Assets	757.01
TOTAL ASSETS	<u>13,167.64</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Yard Card	7,106.88
Sams Club Credit	2,283.39
Total Credit Cards	9,390.27
Total Current Liabilities	9,390.27
Total Liabilities	9,390.27
Equity	
Opening Balance Equity	-8,872.06
Net Income	12,649.43
Total Equity	3,777.37
TOTAL LIABILITIES & EQUITY	<u>13,167.64</u>



Program Overview

TOPSoccer (The Outreach Program for Soccer) is a community based program that is designed to meet the needs of children and young adults that have physical and/or intellectual disabilities.

The program is geared towards player development rather than to competition.

Many US Youth Soccer Association affiliated leagues and clubs have TOPSoccer programs that are run in conjunction with their Recreation and Select soccer programs.

Any such affiliated league or club can do the same.

US Youth Soccer purports to be the "Game for all Kids" this program allows us to include this largely overlooked segment of our population in our already established leagues/clubs.

These children are already in your program ... they are sitting on sideline benches and chairs watching their siblings play!

Age of Child	With one disability	With multiple disabilities
3-5	597,000	75,000
6-14	2,062,000	412,000
15-17	933,000	309,000
18-24	2,537,000	n/a

Any person that has an interest in starting such a program should be encouraged to do so!

While it is helpful to have some experience with children that have disabilities it is not a prerequisite.

The teams/groups are coached and administered in much the same way as any recreational team.

Any child/young adult with a disability.
Disabilities might include:

Autism

Down Syndrome

Muscular Dystrophy

Cerebral Palsy

Sight or Hearing Impaired

Traumatic Brain Injury (TBI)

That it will be a fun and meaningful experience for their child.

That the games and activities will be adapted in ways that ensure the child will learn at his/her own pace.

Practices and games will be organized.

The program will improve the overall fitness, self-esteem and social skill of the child.

The TOPSoccer athlete will develop a sense of belonging to a community and will learn the value of being part of a team.

The athlete will experience an increase in self-esteem, fitness and social skills. Success is based upon ability!

Contact your local school district.

If Adaptive PE is offered in your school system contact the teachers.

Contact local established groups for the disabled.

Word of mouth, family and co-workers.

Advertise in newspapers.

Through the already registered siblings that are playing in your program!

Procedures vary from state to state but costs are kept to a minimum so that they are affordable to all.

Registration fees include insurance and in most cases uniform and equipment costs.

Athletes are placed according to ability not by age.

At first you may not have enough players to form full-fledged teams but this should not be considered an impediment ... there are ways to facilitate the needs of small groups too!

- Use volunteers from the community and/or soccer teams from your league to form unified teams. These teams should include similar ratios of disabled and non-disabled participants.
- Play small-sided games. For some children as many as 1 VS 1 is perfectly appropriate.

Most TOPSoccer programs do not meet more than once per week. Many of the participants are in therapy or engaged in other activities.

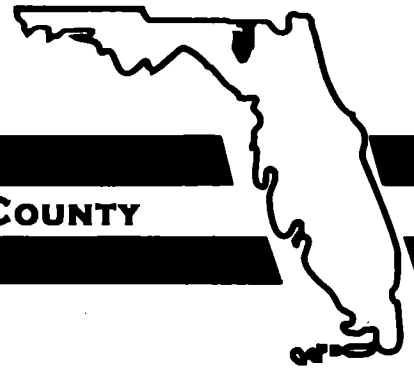
Schedule one 1 to 1.5 hour (depending on age) practice/games time per week. Sunday afternoons generally work best. Most TOPSoccer season run between 6 – 8 weeks.

End your season with a party including
trophies for all!

Visit the US Youth Soccer website at

District No. 1 - Ronald Williams
District No. 2 - Rusty DePratter
District No. 3 - Bucky Nash
District No. 4 - Stephen E. Bailey
District No. 5 - Scarlet P. Frisina

BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY



MEMORANDUM

TO: Board of County Commissioners
FROM: Lisa K.B. Roberts, Administrative Manager
DATE: January 22, 2013
SUBJECT: Florida Association of Counties 2013 Legislative Day

Please be advised that the Florida Association of Counties have scheduled the 2013 Legislative Day on Thursday, April 4, 2013. The event will begin with a Reception honoring the Florida Legislature on Wednesday evening (April 3). The majority of the Commission has expressed an interest in attending Legislative Day; however, this date conflicts with the Commission's regular scheduled meeting date of Thursday, April 4th. To accommodate the Board's attendance at Legislative Day, the Columbia County School Board Administrative Complex auditorium is available on Tuesday, April 2, 2013 at 5:30 p.m. if the Board wishes to change their meeting date for the above stated purpose.

Attached you will find Resolution Number 2013-2 setting the regular scheduled meeting of the Board on April 2, 2013 commencing at 5:30 p.m. for consideration.

XC: Dale Williams, County Manager
Marlin Feagle, County Attorney
Outgoing Correspondence

BOARD MEETS FIRST THURSDAY AT 7:00 P.M.
AND THIRD THURSDAY AT 7:00 P.M.

**COLUMBIA COUNTY, FLORIDA
RESOLUTION NUMBER 2013R-2**

**A RESOLUTION OF THE BOARD OF COUNTY
COMMISSIONERS OF COLUMBIA COUNTY, FLORIDA
SETTING THE REGULAR SCHEDULED MEETING OF
THE COLUMBIA COUNTY BOARD OF COUNTY
COMMISSIONERS ON APRIL 2, 2013, AND
PROVIDING NOTICE THEREOF.**

WHEREAS, the Columbia County, Florida Charter effective January 1, 2003,
provides the Board of County Commissioners shall provide by resolution for the location,
time, and place for holding all its regular meetings.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY
COMMISSIONERS OF COLUMBIA COUNTY, FLORIDA**, as follows:

1. The first regular meeting scheduled for the month of April of the Board of
County Commissioners shall be held on Tuesday, April 2, 2013 beginning at
5:30 p.m. at the Columbia County School Board Administrative Complex, 372 West
Duval Street, Lake City, Florida.

2. Notice of the time and place of this meeting shall be published in a newspaper of
general circulation in Columbia County at least one (1) week prior to such meeting.

UNANIMOUSLY PASSED AND ADOPTED at its regular meeting of the Board of
County Commissioners of Columbia County, Florida, on this 7th day of February 2013.

**BOARD OF COUNTY COMMISSIONERS
COLUMBIA COUNTY, FLORIDA**

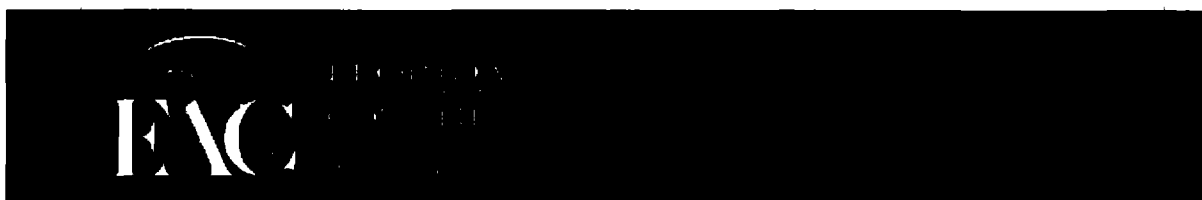
By: _____
Stephen E. Bailey, Chairman

ATTEST: _____
P. Dewitt Cason, Clerk of Court

Lisa Roberts

From: Florida Association of Counties [cragin@fl-counties.ccsend.com] on behalf of Florida Association of Counties [kwilliams@fl-counties.com]
Sent: Thursday, January 17, 2013 10:33 AM
To: Lisa Roberts
Subject: FAC Legislative Day - REGISTER TODAY!

Having trouble viewing this email? [Click here](#)



REGISTRATION NOW OPEN

Join us at the FSU Turnbull Conference Center, Thursday, April 4 for the Florida Association of Counties 2013 Legislative Day. As a participant, you will get up-to-date information on legislative actions affecting county government.

The event will start with a Reception honoring the Florida Legislature on Wednesday evening (April 3). Thursday, April 4 will start with a Legislative Briefing at the Conference Center. Following the morning briefing attendees will have the opportunity to meet with their legislators (appointments should be scheduled prior to arrival in Tallahassee for the event).

[CLICK HERE](#) to register online.

[Click here](#) for more Legislative Day information.

HOTEL INFORMATION

Residence Inn Universities

600 W. Gaines Street
(800) 922-3291 or (850) 329-9080
FAC rate: \$169 plus applicable taxes
Room block will close: Friday, March 8

Marriott Courtyard Capital

1018 Apalachee Parkway
(800) 321-2211 or (850) 222-8822
FAC rate: \$149 plus applicable taxes
Room block will close: Friday, March 8


CLICK HERE for a list of alternate hotels near the Capitol.

CCC WORKSHOPS

This year's Legislative Day offers an incredible opportunity to earn up to 13.5 hours of credit toward the County Commissioner Certification (CCC) Program. By simply attending Legislative Day, you will earn 1.5 hours of continuing education credit. On Wednesday and Friday, two core CCC Classes, Ethics and Financial Management, will be held at the FSU Turnbull Conference Center located at 555 West Pensacola Street in Tallahassee. Each course is worth 6 hours of core credit. **The Ethics course is mandatory to complete the CCC Certification.** The Ethics and Financial Management courses are NOT included in your Legislative Day registration fee.

- **CLICK HERE** to to register online
- To download printable registration forms, click below:

- Ethics 
- Financial Management 

If you have questions or need assistance regarding the CCC program, please contact Becky Berentsen at (850) 922-4300 or via email at bberentsen@fl-counties.com .

Forward email



All About Florida

2013 LEGISLATIVE DAY

FSU Turnbull Conference Center (Leon County)

PRELIMINARY AGENDA

Florida Association of Counties organizes a Legislative Day during the legislative session each year for county officials to obtain up-to-date information on legislative issues affecting counties. The day also provides an opportunity to meet with members of your legislative delegation to discuss FAC's legislative priorities and specific concerns from your area. An evening reception is also held honoring the Florida Legislature.

WEDNESDAY, APRIL 3

8:30 a.m. – 4:00 p.m.

CCC WORKSHOP – ETHICS (6 Core)

*FSU Turnbull Conference Center, 555 West Pensacola Street
Registration and Continental Breakfast 8:30 – 9:00 a.m.*

5:30 p.m. – 7:00 p.m.

LEGISLATIVE RECEPTION

Governor's Club, 2nd Floor, 202 ½ South Adams Street

THURSDAY, APRIL 4

8:00 a.m.

SHUTTLES BEGIN PICK-UP

Shuttles will pick-up at the two downtown hotels (Residence Inn and Courtyard Marriott).

8:15 a.m. – 9:00 a.m.

REGISTRATION & CONTINENTAL BREAKFAST

*FSU Turnbull Conference Center, 555 West Pensacola Street
Limited parking is available in the Conference Center garage free of charge.
You may also park at the Civic Center for \$6 per day.*

9:00 a.m. – 11:30 a.m.

LEGISLATIVE BRIEFING

Attendees will be briefed on the latest legislative activities and issues of importance to county government.

11:30 a.m. – 12:30 p.m.

SHUTTLES DEPART THE FSU CONFERENCE CENTER

Shuttles will take attendees to the Capitol and the two downtown hotels (Residence Inn and Courtyard Marriott).

12:30 p.m. – 5:00 p.m.

MEETINGS WITH LEGISLATORS

Please schedule appointments with your local legislators prior to arriving in Tallahassee.

FRIDAY, FEBRUARY 5

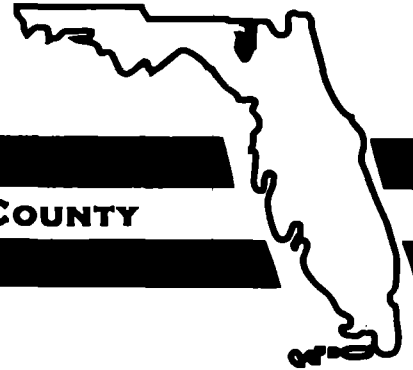
8:30 a.m. – 4:00 p.m.

CCC WORKSHOP – FINANCIAL MANAGEMENT (6 Core)

*FSU Turnbull Conference Center, 555 West Pensacola Street
Registration and Continental Breakfast 8:30 – 9:00 a.m.*

Hotels usually sell out before the cut off date to book immediately. Reservations requests received after the stated cut off date will be based on availability and prevailing rates.

District No. 1 - Ronald Williams
District No. 2 - Rusty DePratter
District No. 3 - Bucky Nash
District No. 4 - Stephen E. Bailey
District No. 5 - Scarlet P. Frisina



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

MEMORANDUM

Date: 23 January 2013
To: Lisa K.B. Roberts, Assistant County Manager
From: Brian L. Kepner, County Planner *BLK*
Re: Board of Adjustment/Planning and Zoning Board Member

Jock Phelps has resigned from the Columbia County Board of Adjustment/Planning and Zoning Board after many years of service. His resignation therefore creates a vacancy on those boards. Back in July there was a Mrs. Danielle VerPlanck who expressed interest in getting involved with the County's growth and development. She does appear to be qualified. However, the Commissioners may want to advertise to determine if there are other interested citizens thus giving them a group of people to choose from. The appointment of a new person would complete the term Mr. Phelps started and would expire 1 March 2015.

BOARD MEETS FIRST THURSDAY AT 7:00 P.M.
AND THIRD THURSDAY AT 7:00 P.M.

January 10, 2013

Brian Kepner, County Planner
Columbia County
P.O. Box 1529
Lake City, FL 32056

Brian,

The store has become a very full time job and with that I must regretfully resign from the Board of Adjustment and planning and Zoning Board. I have enjoyed serving on these boards for all these past many years.

Thank you


District No. 1 - Ronald Williams
District No. 2 - Rusty DePratter
District No. 3 - Jody DuPree
District No. 4 - Stephen E. Bailey
District No. 5 - Scarlet P. Frisina

BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

July 18, 2012


Danielle VerPlanck
116 N.W. Egret Lane
Lake City, FL 32055

RE: Your Letter Dated July 18, 2012
Interest in Columbia County

Dear Ms. VerPlanck:

Thank you for the above referenced letter. I appreciate your interest in Columbia County. By copy of this letter I am advising key county personnel for your education and work history. I am certain that an opportunity to serve will open soon. If I may be of further assistance, please feel free to call. Again, thank you for your interest in Columbia County.

Sincerely,


Dale Williams
County Manager

DW/cnb

XC: Lisa Roberts, Administrative Manager
Brian Kepner, County Planner
Harvey Campbell, Tourist Development Director
Board of County Commissioners

Danielle VerPlanck
116 NW Egret Lane
Lake City, FL 32055
(813) 992-0260

July 18, 2012

Dale Williams
County Manager
Columbia County
135 NE Hernando Avenue, Suite 203
Lake City, FL 32056

Dear Mr. Williams,

I am writing to express how I can be a valuable asset to the development of Columbia County. With my background in anthropology and leadership skills I believe that I can help Columbia County grow.

Recently, I was employed with the International Academy of Design and Technology as an Adjunct Instructor teaching the course "Physical Anthropology." My role as teacher required that I develop lesson plans, coursework, and examinations that were able to be understood by college students from all walks of life. I worked closely with my almost 50 students to ensure academic excellence. I also developed lesson plans and assignments, organized class time, and I used my problem-solving skills to ensure students with different needs were able to succeed.

Having graduated from the University of Central Florida with a Master's Degree in Anthropology I have enhanced my understanding of other cultures. This enables me to work easily with people from a wide variety of backgrounds and to understand their wants. While pursuing my Master's degree, I chose to specialize in Tourism development. Through personal experience, I have seen how travel destinations can benefit from an understanding of different cultures and how they interact. I believe that my background as an anthropologist will help further this growth in Columbia County.

I look forward to discussing with you how I can help Columbia County grow.

Sincerely,

Danielle VerPlanck

Danielle VerPlanck
116 NW Egret Lane
Lake City, Florida 32055
(813) 992-0260
DanielleVerPlanck@yahoo.com

SUMMARY OF QUALIFICATIONS

- Master's Degree in Anthropology with a specialization in Tourism Development.
- Able to work amid diverse groups and cultures to satisfy a wide range of needs.
- 10 years' work experience across various industries including: education, retail, office management, and office safety.
- Strong leadership skills honed by 2 years teaching high school and college level courses of more than 30 students per class.
- Dedicated customer service skills recognized by 2 *Employee of the Month* awards.

EDUCATION

University of Central Florida
Master of Arts, December 2010
Department of Anthropology
Specialization: *Tourism*

Orlando, FL

University of Florida
Bachelor of Arts, August 2002
Department of Anthropology
Major: Anthropology **Minor:** Classical Studies

Gainesville, FL

WORK EXPERIENCE

International Academy of Design and Technology
Adjunct Instructor

Tampa, FL
May 2011 – April 2012

- Inspirationally taught "Physical Anthropology" course for multiple 10 week terms.
- Created, developed, and prepared all course materials, lessons, and examinations.
- Evaluated the progress of more than 35 students per class through the use of in-class interactions and exams.
- Provided and sustained effective learning environments for every student through innovative approaches and projects.

Jared the Galleria of Jewelry
Repair Liaison / Office Administrator

Altamonte Springs, FL
November 2007 – December 2009

Awarded "Employee of the Month" February 2008 and October 2008

- Maintained office and repair paperwork and filings while maintaining a highly organized office environment.
- Oversaw multi-step repair and quality control process, ensuring deviations were quickly addressed.

Danielle VerPlanck

116 NW Egret Lane
Lake City, Florida 32055
(813) 992-0260

DanielleVerPlanck@yahoo.com

- Coordinated customer service contacts regarding repairs, promotions, and follow-up communications.
- Developed and implemented a direct marketing system for bi-annual customer service reminders.
- Continually met sales quota by tailoring sales approach for each customer.
- *Additional responsibilities:* Successfully sold fine jewelry and Swiss watches; took the lead in handling cash exchanges with banks; investigated inventory discrepancies.

School Board of Broward County

Fort Lauderdale, FL

Western High School

Pool-Substitute Teacher

November 2006 – June 2007

- Demonstrated tailoring of teaching approaches with all students, across a variety of subjects and grades for a school with over 2000 students.
- Managed strict adherence of standardized testing forms and procedures (FCAT).

Promoted to 9th Grade English Teacher

March 2007 – June 2007

Western High School

- Responsible for creating a positive, well-disciplined, challenging and successful learning environment for over 50 high school students during the final quarter of the school year.
- Introduced students to grammar, literature, and literary concepts that satisfied standardized state guidelines.
- Evaluated students' understanding of concepts through coursework and examinations.

National Safety Council

Deerfield Beach, FL

South Florida Chapter

Administrative Support

May 2003 – August 2003

- Designed and edited safety regulation manuals relating to the subject of ergonomics in the workplace.
- Assisted CEO and office staff with filing, office organization, and scheduling of appointments.
- Aided call center to receive incoming calls from clients, arranged class schedules, and accepted credit payments.
- Managed front desk; directed incoming phone calls and walk-in clients.

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 7:00 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: 1/30/2013

Meeting Date: 2/7/2013

Name: David Kraus, Safety Manager

Department: CDBG

1. Nature and purpose of agenda item: To review a citizen complaint from Debra Friedrich
concerning the CDBG program in accordance with the adopted CDBG Complaint and
Grievance Policy

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

Account: _____

Account: _____

\$ _____

For Use of County Manager Only:

☒ Consent Item ☐ Discussion Item

MEMORANDUM

TO: Columbia County Board of County Commissioners
From: David Kraus, Safety Manager
Date: January 30, 2013

RE: CDBG Complaint

Ms. Debra Freidrich applied for the County's CDBG housing rehabilitation program. Because of the grant is a forgiveness grant as long as the owner remains in the home, the County requires a title search and title insurance. The County issued an RFP for the title work for the CDBG program and the Board awarded it to Osceola Land and Title as the low bidder. In reviewing Ms. Friedrich's application, Osceola Land and Title refused to issue title insurance. While they discovered other issues in the title search, Osceola Land and Title stated that they could not prove clear title because Ms. Freidrich's mother's will was not probated. Without the title insurance, Ms. Friedrich did not receive CDBG assistance from Columbia County.

Ms. Freidrich has stated that she can provide title insurance. However, CDBG regulations require the County to follow our procurement policy and Osceola Land and Title has provided title insurance in all but 3 cases. Additionally, it is the County's policy to require title insurance on all CDBG rehabilitation projects.

Ms. Freidrich has discussed her concerns with the DEO, the North Central Florida Regional Planning Council and our County Attorney. As part of this process, Ms. Freidrich appealed to the County Manager. The Citizen Advisory Task Force will consider her grievance on January 31 and make a recommendation to the Board. Resolution 94-R5 provides the Board of County Commission with the final decision.

RESOLUTION NO. 94R-5

A RESOLUTION ADOPTING
COMPLAINT AND GRIEVANCE PROCEDURES
FOR COLUMBIA COUNTY

WHEREAS, the County recognizes the need to have procedures to address complaints and grievances arising under the Community Development Block Grant Program; and

WHEREAS, it is the intent of the County to provide responses to disputes arising under the Community Development Block Grant Program.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF COUNTY COMMISSIONERS hereby adopts Complaint and Grievance Procedures, dated February 17, 1994 a copy of which is attached hereto; and

RESOLVED, FURTHER, that the Chairman is authorized to execute said Procedures; and

RESOLVED, FURTHER, that the County Coordinator is designated to coordinate the implementation of said Procedures; and

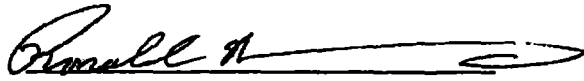
RESOLVED, FURTHER, that this Resolution shall become effective immediately upon adoption.

DULY ADOPTED in regular session this 17th day of February, 1994.

ATTEST:



P. DeWitt Cason
County Clerk



Ronald W. Williams
Chairman

colfy94/applicat\dispu2.res

COLUMBIA COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
COMPLAINT AND GRIEVANCE PROCEDURES
February 17, 1994


All disputes arising under the Community Development Block Grant Program shall be presented in writing to the County Coordinator within fifteen (15) working days of the commencement of the dispute. Such claim shall state the facts surrounding the claim in sufficient detail to identify the claim, together with its character and scope. The County Coordinator will contact the claimant and attempt to resolve the dispute. The County Coordinator will provide a written decision within fifteen (15) working days.


Any appeals of the County Coordinator's decision shall be presented in writing within fifteen (15) working days of receipt of the written decision by the claimant to the Citizens Task Force on Community Development. The Citizens Task Force on Community Development will make a recommendation to the Board of County Commissioners within fifteen (15) working days.

The Board of County Commissioners shall consider the recommendation at its next regularly scheduled meeting. A decision shall be made by the Board of County Commissioners at such meeting. The Board of County Commissioner's decision on the appeal will be provided in writing and will be the final authority in the dispute.

DULY ADOPTED in regular session this 17th day of February, 1994.

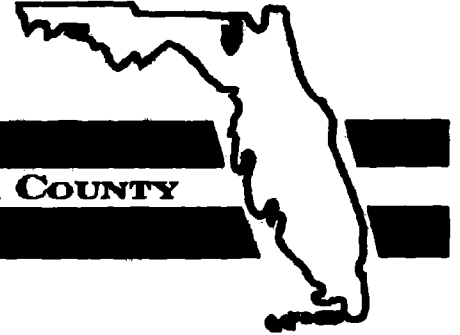
ATTEST:


P. DeWitt Cason
County Clerk


Ronald W. Williams
Chairman

colfy94/applicat\dispute.pro

District No. 1 - Ronald Williams
District No. 2 - Rusty DePratter
District No. 3 - Bucky Nash
District No. 4 - Stephen E. Bailey
District No. 5 - Scarlet P. Frislas



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

December 18, 2012

Ms. Debra Frederick
1758 SW Sebastian Circle
Lake City, FL 32024

CERTIFIED MAIL NO: 7008 1830 0000 9951 4168
RETURN RECEIPT REQUESTED

RE: Columbia County Fiscal Year 2009 CDBG Housing Program
DEO Contract No. 11DB-L4-03-22-01-H10
Complaint Letter - Community Development Block Grant Program

Dear Ms. Frederick:

The County is in receipt of your letter stating your concerns regarding your Community Development Block Grant application and the Suwannee River Economic Council, Inc.

As is required by the Community Development Block Grant Program Citizen Complaint Policy, I am responding on behalf of the County in reference to the Community Development Block Grant application. The issues with Suwannee River Economic Council, Inc., to which you refer, are separate from the Community Development Block Grant program.

Your first item stating that you were denied based on multiple DUI citations is not accurate. There are liens against your property and those were brought to your attention for your information. Those liens would not prevent you from being eligible for the program. The issue with your title has to do with the need to probate the property.

Based on your letter you are asking that the Citizens Advisory Task Force review the County's decision regarding your application, thereby making a recommendation to the Board of County Commissioners. A meeting of the Task Force will be scheduled and the issue will be reviewed. We will advise you as to when the meeting is scheduled.

If you have any further questions, concerning this matter, please feel free to contact Martha Orthoefer, Senior Planner, North Central Florida Regional Planning Council at 352.955.2200, ext. 112.

Sincerely,

Dale Williams
County Manager

xc: John Samuel Hollowman

BOARD MEETS FIRST THURSDAY AT 7:00 P.M.
AND THIRD THURSDAY AT 7:00 P.M.

P.O. BOX 1529



LAKE CITY, FLORIDA 32056-1529



PHONE (386) 755-4100

Board of County Commissioners
Columbia County, Florida

RECEIVED

NOV 28 2012

November 28, 2012

Board of County Commissioners
Columbia County

Mr. Dale Williams,

I am writing this letter as required in resolution 94R-5 that details the Complaint and Grievance Procedure for the Counties CDBG Program as funded in 2009.

Like I have informed you, I have been trying to get some type of assistance in getting repairs done to our home. SREC had placed a "new roof" on our home, that leaked on the FIRST Rainstorm, 2 days later. We called SREC and informed them of the Leak, they came out, looked at it, and said there was nothing wrong. I called Columbia County Building Inspectors Office to complain about sub-standard work. Building Inspector, Mr. Kearce came out, looked at it and said that he saw nothing wrong with it.

The problem with the installation was, Fascia Boards placed on the OUTSIDE of the Eavesdrip moulding, VALLEYS were TOO far apart, ALL RIDGE CAPS were installed approximately 1/2 inch apart instead of OVERlapping like they should have been. The front and rear porches leaked as if there was no roof there. Since that time we have spent several thousand dollars to try to correct the leak problems. Several of the contractors that came out would not go up on the roof to see what was needed after they saw the interior of the house BECAUSE of the Leakage, and told us that it would be BETTER TO BURN the house than repair it! These contractors are no longer available in Columbia County, Thank God!! We have a Fireplace, We CANNOT USE it, We have water Damage there also.

This was over 15 years ago and SREC Refuses to do anything about it, and with my pleadings to you on this matter, you had informed me of the upcoming CDBG Program and to get my application in as soon as possible, I thank you for this info and my Father and I had placed applications in for the program, I had been informed by Mr. David Kraus that both applications had been approved, and now have to go thru inspection and the title search...

THE TITLE SEARCH.. This is where all STOPS..

1. First we were denied the Title due to BAD INFORMATION..Martha Orthoefer, NCFRPC and David Kraus informed me that we are being turned down for Title

Insurance because my husband, supposedly, had been before the courts for multiple DUI citations, and his license was supposedly suspended, I informed them that this was false information. I called the Ocala Title Company, (the company that WON THE BID for the Title Search/Insurance for the County 2009 CDBG Program) spoke with Tracy and Cindy Ray and informed them that my husband, has never had any DUI as he does not drink, he is Diabetic, so they rechecked, We had the wrong person. How does someones driving record affect a Title to Property?

2. Next we are now refused Title AGAIN...When my Mother first purchased this land she placed it as Virginia I. Leonhart And/Or Assignees on the Articles of Agreement (Contract For Deed) BK 0838, PG 0152, and then she wrote an "Assignment of Assignees", BK 0875, PG 1982, where she placed Me as the Assignee, and her First Husband George E. Friedrich a Life Estate. We had the Assignment of Assignees Notorized at the Clerk of the Courts Office. I attempted to RECORD at that time. I was told by the Clerk of the Courts Office that I COULD NOT RECORD the Document. I inquired as to WHY. I was told that it could be recorded only if the land was paid off. The Lady told me that it could only be recorded at the time of my Mothers passing and it would have to be accompanied by my Mothers Death Certificate, RB 898, PG 60. When she Passed the Clerk of the Court accepted the Assignment of Assignees accompanied with my Mothers Certificate of Death. This Time there was No Problem. We have consistantly PAID Our Property Taxes, NO TAXES are owed until the 2013 billing cycle, TAX FORMS Arriving in My husband and my names, It is a matter of PUBLIC RECORD as to who owns the property,

OCEOLA TITLE says that they cannot give clear title because of the way we recorded the Assignment Of Assignees document. The Assignment was NOTORIZED before my Mother passed, everything is properly Notorized, as should be, Ocala Title told me that I should have had my Mothers Estate Probated...

I was made the Assignee, by my Mother, to maintain all the Articles of the Contract for Deed with Deas-Bullard Properties and Assigned my Father, George E. Friedrich with a Life Estate until the day of his Death ..There should be no trouble,,I then ask them...WHAT IF I DO THE PROBATE..answer..I DO NOT KNOW, AS THERE ARE MORE TROUBLE WITH THE DEAS PROPERTIES, they are questioning the Legalities of John and Betty Deas,,Trying to tell me that they did not Probate Betty Deas Will,,County Records show that her Will was recorded TWICE AND PROBATED!

Now Ocala Title is telling us that the Deed for Our Property is NOT WORTH

THE PAPER IT IS WRITTEN ON.

Oceola Title apparently does not know how to perform a Proper Title Search.

I have been to see Stephen Witt, Atty/Lake City Mayor, Marlin Feagle, County Atty., Eddy Anderson, Atty for Dease-Bullard Properties (Person who drew up Warranty Deed), Lawrence Marraffino, Atty, PH# 352-376-0102, and American Title Services of Lake City PH# 386-754-4026. All of these people that I have spoke with, looked at the paperwork and stated that they did not see any reason to have to Probate anything and all paperwork is in order.

We should be able to obtain CLEAR TITLE through American Title Services of Lake City.

The above Problems and Differences are the reason that I am filing this Grievance. I pray that you, the Citizens Task Force on Community Development and The Board of County Commissioners can see clear to approve the use of the Funds that have been allocated for this particular CDBG Program to do what's necessary to make our home livable, I do not know how much longer we can live in the Black Mold that is growing in our home.

Respectfully submitted;


Debra J. Friedrich

1758 SW Sebastian Circle

Lake City, FL 32024

386-755-0087



**COLUMBIA COUNTY BOARD OF
COUNTY COMMISSIONERS**

1000 DUNN ST., SUITE 100 • LAKE CITY, FLORIDA 32056-1329



**Rudy Crews, Director
Code Enforcement**

Office: (386) 758-1025
Cell: (386) 867-0126
Office: (386) 758-1038
Fax: (386) 719-7498

**DEPARTMENT OF CODE ENFORCEMENT
SAFETY & PROPERTY MANAGEMENT**

Email: Rudy_Crews@ColumbiaCountyFla.com

Ronald Williams - District No. 1
Rusty DePratter - District No. 2
Bucky Nash - District No. 3
Stephen E. Bailey - District No. 4
Dale Williams - County Manager
(386) 758-1005, (386) 755-4100

RECEIVED

JAN 22 2013

**Board of County Commissioners
Columbia County**

MEMO

To: Dale Williams, County Manager

From: Rudy Crews, Code Enforcement Director

**Re: Mr. & Mrs. Jimmy Lipscomb , Request for County's Assistance with Tropical
Storm Debbie Debris Cleanup for Parcel ID# 20-2S-16-01657-010**

The Code Enforcement Department recently received a request from Mr. and Mrs. Jimmy Lipscomb regarding parcel # 20-2S-16-01657-010 located at 1065 NW Everett Terrace, Lake City, FL. Due to circumstances beyond the property owners control from Tropical Storm Debbie, the owners of said parcel have experienced a large amount of debris that has washed onto their parcel from the surrounding area.

It is the property owner's intensions to bring the property into compliance and remove all storm debris. Mr. & Mrs. Lipscomb are requesting the assistance from the county to complete this project. The Code Enforcement Department is requesting permission from the Board of County Commissioners to enter private property at Parcel# 20-2S-16-01657-010, to obtain an inmate crew for cleanup of all debris and to provide a roll off container for debris removal.

RC/jmd

Attachment: GIS Map for Parcel ID#01657-010

XC: Steven Bailey, Chairman for CC BCC
Ron Williams, Commissioner D#1
David Kraus, Safety Manager
Kevin Kirby, Operations Manager
Mr. and Mrs. Jimmy Lipscomb
Code Enf CC BCC Approval Request File

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 7:00 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: 01/30/2013

Meeting Date: 02/07/2013

Name: David Kraus, Safety Manager

Department: BOCC

1. Nature and purpose of agenda item: To consider the Memorandum of Understanding
with Columbia County Resources

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

Account: _____

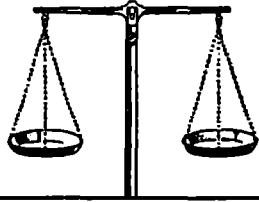
Account: _____

\$ _____

For Use of County Manager Only:

☒ Consent Item ☐ Discussion Item

FOREMAN
McINNIS &
DOUGLAS



Attorneys and Counselors at Law

JOEL F. FOREMAN
HEATHER HATCH MCINNIS
WESLEY R. DOUGLAS
JONATHAN S. BENSE

207 S. MARION AVENUE
POST OFFICE BOX 550
LAKE CITY, FLORIDA 32056
TEL. 386.752.8420
FAX 386.752.8431

December 21, 2012

David Kraus
P O Box 1529
Lake City, Florida 32056

Dear David,

Enclosed for your review is the original Memorandum of Understanding between Columbia County and Columbia County Resources Inc. I also enclose the original of Mr. Norris's letter transmitting same.

Please call me with any questions or concerns you may have. I see no reason this cannot be submitted to the County Commission for approval at the next regularly scheduled meeting.

Sincerely,

Joel F. Foreman

A handwritten signature in black ink, appearing to be 'JF Foreman', written over a large, stylized, handwritten 'X' or 'Z' mark.

Enclosure

JFF/hac

NORRIS & NORRIS, P.A.

ATTORNEYS AT LAW

253 N.W. MAIN BOULEVARD

P.O. DRAWER 2349

LAKE CITY, FL 32056-2349

www.norrisattorneys.com

John E. Norris
Guy W. Norris
Rima P. Patel

Tel: (386) 752-7240

Fax: (386) 752-1577

December 10, 2012

VIA EMAIL joel@northfloridajustice.com
And HAND DELIVERY

Joel Foreman, Esquire
Foreman & McGinnis, P.A.
207 S. Marion Avenue
Lake City, Florida 32055

Re: Proposed Memorandum of Understanding between Columbia County
Resources, Inc. and Columbia County

Dear Joel:

Enclosed is the original Memorandum of Understanding ("MoU") executed by the authorized officers of the Board of Directors of Columbia County Resources, Inc. ("CCR"). I have been authorized to deliver this to the County for final execution and have modified the first page to reflect a December date.

I have not checked to determine if Ms. Frisina is still the Chairperson for the Commission. If not please revise the County's signature page accordingly and substitute it for page 4 of the enclosed original.

With best regards, I am

Very truly yours,


Guy W. Norris

Cc: Dale Williams, County Manager
Members, Board of County Commissioners
Directors, Columbia County Resources, Inc.

**MEMORANDUM OF UNDERSTANDING
BETWEEN COLUMBIA COUNTY, FLORIDA
AND COLUMBIA COUNTY RESOURCES, INC.**

THIS MEMORANDUM OF UNDERSTANDING is entered into as of the ____ day of December 2012, between **COLUMBIA COUNTY, FLORIDA**, a political subdivision of the State of Florida, whose mailing address is Post Office Box 1529, Lake City, Florida 32056-1529, (herein “County”), and **COLUMBIA COUNTY RESOURCES, INC.**, a Florida not for profit corporation, whose mailing address is Post Office Box 1376, Lake City, Florida 32056-1376, (herein “Resources”).

RECITALS

A. The County is engaged in a fact-finding process to determine the feasibility of development and construction of an Event Center and related facilities (“Event Center”) within Columbia County to provide for the holding of various public events including, but not limited to, agricultural events and exhibitions, the County fair, rodeo shows, social events, and meetings.

B. The County’s fact-finding process seeks to determine whether the residents, businesses, and economy of Columbia County will benefit from increased job opportunities, tourism, or the attraction of businesses or investments to Columbia County through the development of an Event Center.

C. Resources owns and operates real property and improvements in Columbia County and sponsors and conducts various business activities which are open to the public including, but not limited to, the annual Columbia County Fair, rodeo, and other meetings and activities.

D. Resources supports the concept of an Event Center to promote economic development in Columbia County and is willing to participate in and support efforts to accomplish the development of the Event Center.

E. The County and Resources desire to memorialize their understanding of the purposes of the proposed project to locate, acquire, construct and operate an Event Center in Columbia County, and the efforts to be considered by the parties to accomplish such purposes.

NOW, THEREFORE, the parties agree as follows:

1. This Memorandum of Understanding is intended to be a non-binding document that expresses the parties' intention to move forward in an efficient and expeditious manner regarding the proposed development of an Event Center.

2. Any formal agreement between the parties pursuant to this Memorandum of Understanding shall provide:

- a. The County will engage in efforts to locate and acquire real property in Columbia County for the purpose of constructing and operating an Event Center thereon to provide a venue with sufficient capacity to accommodate the events and facilities currently provided by Resources, including the annual fair, rodeo, agricultural expositions, and other events similar in nature and scope, which will place an emphasis on tourism and supporting the Columbia County agricultural community.
- b. The Event Center may be owned, operated and maintained by County, and in any such event, the County will agree to implement an appropriate management plan for the Event Center subject to Resources' review and approval as to management of events Resources has traditionally managed.
- c. Resources will propose to its membership that Resources donate to the County all real property assets of Resources, and transfer and convey the fee simple title and all its right, title and interest, free of liens and encumbrances to all real property and improvements owned by Resources, for the purposes of the proposed project to locate, acquire, construct and operate an Event Center and related facilities in Columbia County.
- d. The County will use the real property, or the proceeds from the sale thereof, or an equivalent amount to be agreed by the County and Resources, for capital improvements and structures only, including land acquisition and preparation, building construction and improvements of an Event Center and related facilities. The assets received from Resources, or the sale proceeds therefrom, shall not be used for operational or maintenance expenses for any Event Center, the current improvements and facilities of Resources which may be conveyed to the County, or for any other expense

of the County.

- e. The proposed fee simple transfer of all Resources' right, title and interest to the real property and improvements to the County shall be subject to and conditioned upon an automatic reversion interest in favor of Resources if the County does not budget and appropriate the necessary funds to construct and begin construction of the Event Center within 30 months from the date of delivery of the formal agreement between the parties.
- f. Resources shall continue to conduct its regular course of business until such time as the parties enter into the formal agreement and transfer Resources assets. Thereafter, Resources shall maintain a reserve account of cash assets to maintain Resources' annual registration as an active business entity in the State of Florida for a period not to exceed 36 months or the conveyance and delivery of fee simple title by the County to Resources of all real property pursuant to the reversion interest, whichever shall first occur. If the County performs according to the terms of the formal agreement, all remaining assets of Resources shall be conveyed to the County or to other agricultural based charitable organizations pursuant to the dissolution plan of Resources approved by its membership.
- g. The County shall incur any and all expenses associated with the project, and reimburse, indemnify and hold harmless Resources for all expenses associated with the project including, but not limited to all attorneys' fees, costs and other expenses incurred by Resources related to this agreement, the negotiation and execution of any formal agreement and any transfer of title and closing, regardless of whether any formal agreement is consummated.

3. Any subsequent formal agreement approved by the County Commission and the membership of Resources shall govern the respective legal rights and obligations of the parties. Neither party shall be legally bound or obligated to perform with respect to the subject matter of this Memorandum of Understanding under any legal theory prior to the mutual execution and delivery of a formal agreement between the parties. Without limitation of the foregoing, neither party shall make a claim under this Memorandum of Understanding, nor otherwise, seeking to enforce this Memorandum of Understanding against the other based on "part performance," "detrimental reliance," "good faith," or any other cause of action whatsoever.

4. Either party may withdraw from negotiation of the formal agreement between the parties at any time in the party's sole discretion without liability until such time as the formal agreement been properly approved by the parties and executed by the authorized representatives of the parties.

IN WITNESS WHEREOF, the parties to this agreement have signed it in accordance with its terms and conditions.

Signed, sealed and delivered
in the presence of:

COLUMBIA COUNTY, FLORIDA

Witness

By: _____

Scarlet P. Frisina, Chair
Board of County Commissioners

Print or type name

ATTEST: _____

Witness

P. DeWitt Cason, Clerk of Courts

Print or type name

(SEAL)

**STATE OF FLORIDA
COUNTY OF COLUMBIA**

The foregoing instrument was acknowledged before me this _____ day of _____, 2012, by **SCARLET P. FRISINA**, as Chair of the **COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS**, and **P. DEWITT CASON**, as Clerk of Courts, who are personally known to me.

(**NOTARIAL
SEAL**)

Notary Public, State of Florida

My Commission Expires:

Signed, sealed and delivered
in the presence of:

[Signature]

Witness

Ricky Norris

Print or type name

[Signature]

Witness

Steve Briscoe

Print or type name

COLUMBIA COUNTY RESOURCES, INC.

By: [Signature]

Steve Briscoe, President

ATTEST: [Signature]

Mike Nelson, Secretary

(SEAL)

**STATE OF FLORIDA
COUNTY OF COLUMBIA**

The foregoing instrument was acknowledged before me this 26th day of
November, 2012, by **STEVE BRISCOE**, as President, and **MIKE NELSON**, as
Secretary, of **COLUMBIA COUNTY RESOURCES, INC.**, a Florida corporation, on
behalf of the corporation, who are personally known to me.

[Signature]

Notary Public, State of Florida

(NOTARIAL
SEAL)

My Commission Expires: Sept. 5, 2014

