

COLUMBIA COUNTY ECONOMIC DEVELOPMENT ADVISORY BOARD

**259 NE Franklin, Suite 101
Lake City, FL 32055**

**MEETING LOCATION: LAKE SHORE HOSPITAL AUTHORITY
259 NE Franklin, Suite 102, Lake City, FL 32055**

**MEETING DATE & TIME: JUNE 19, 2013
8:30 A.M.**

AGENDA

- 1. Call to Order: Commissioner Stephen Bailey**
- 2. Pledge to U.S. Flag**
- 3. Roll Call**
- 4. Request Guest to Sign In**
- 5. *Approve Minutes from Board Meeting Held May 1, 2013**
- 6. *Accept the Financials for the Month Ending April 2013**
- 7. Old Business**
- 8. New Business**
 - a. Bell Road Update-Dale Williams, County Manager**
 - b. Next Level Community Competitiveness Study (Enterprise Florida)**
 - c. Tax Abatement Appeal- Hunter Panels**
 - d. Columbia High School Teacher Externship Program-Rebecca Golden**
- 9. Director's Report – Jesse Quillen**
- 10. Other Discussion**
- 11. Next Advertised Meeting: August 7, 2013 8:30 a.m.
July 3rd meeting cancelled due to July 4th Holiday**
- 12. Adjournment**

***DENOTES BOARD ACTION REQUIRED**



Economic Development Board

May 01, 2013

The Economic Development Board (“EDB”) met in a regularly scheduled meeting. The meeting came to order at 8:30 a.m. at the Lake Shore Hospital Authority Building.

Committee Members Present:

Chairman Stephen Bailey
Terry Dicks
Marc Vann

Jeff Simmons
Glenn Owens
Stephen Douglas

Charles Hall
Gus Rentz

Committee Members Absent:

Wendell Johnson

Others Present:

Economic Development Director Jesse Quillen
Sandy Markham as Board Secretary
Attorney Joel Foreman
Administrative Manager Lisa Roberts

Minutes of March 20, 2013

There was a MOTION and a SECOND to approve the minutes. The motion carried unanimously.

Financial Report ending for the month of February and March 2013.

There was a MOTION and a SECOND to approve the report. The motion carried unanimously.

Old Business

None.

New Business

(a) **North Florida Intermodal Park “NFIP”.** Allison Megrath gave an update on the NFIP, formerly referred to as the Catalyst site, and Inland Port Site. Some of the highlights were:

- A history relating to the 26,022 acre industrial park on East U.S. 90.

- Site is approved for up to 8,000,000 square feet of industrial use, 100,000 square feet of commercial use, and 300 residential dwelling units.
- An effort is underway to have a rail spur with a dual connection (Norfolk Southern and CSX). If this happens the NFIP will be considered a dual rail site even though there will not be a separate rail spur running to the site.
- The majority of the housing will most likely be workforce housing.
- This is an excellent location with the two interstates, two rail lines, and an airport.
- There is available water infrastructure in existence at U.S. Hwy. 90 area. There is also power, natural gas, and limited wastewater in the area.
- The site is 60 miles from the port of Jacksonville.
- This being a catalyst site there will be state funding that will assist in the project.
- There is an Enterprise Zone Designation on the catalyst site and with that comes additional incentives. This site will also have a Foreign Trade Zone Designation, Magnet Site Designation, and it will have the McCallum Sweeney third party certification as a Mega Industrial Park.
- The only other certified Mega Industrial Park in the state of Florida is Cecil Field.
- The progress made on this project has been an impressive 3 year's worth of work being accomplished in approximately 18 month thanks to the support of the stakeholders and assistance from the state.
- A review of testing done and data collected on the site.
- Plum Creek entered into a joint venture partnership with Rockefeller Development Group relating to this project. The Rockefeller Group is a known leader in industrial development, and who have partners throughout the United States and internationally who will be very beneficial in drawing business into the NFIP.
- The Rural Area of Economic Concern designation is up for renewal in June 2013.

(b) N.W. Bell Street Project update by Administrative Manager Lisa Roberts.

- The Department of Transportation has allocated funding to Columbia County in the amount of \$1,165,836 for this project. Funds will be administered through the County's Incentive Grant Project scheduled for the fiscal year of 2015, and funds should be available after July 2014.
- The County has established the required right-of-way necessary for the construction of the roadway.
- Nine landowners have been identified who will be asked to donate land for the needed additional right-of-way that is required. The approximate right-of-way is 100 foot wide. The County has already met with the property owners regarding improvement plans for N.W. Bell Street.
- The estimated construction cost is \$2,331,672. This figure excludes the cost of designing, permitting, and storm water acquisition.
- There was a review of how water and wastewater could be

Director's Report

- (a) The *Columbia County Industrial Park* sign that faces SR 100 has fallen into a state of disrepair over the years. Jeff Simmons asked if it would be possible to ask the county to correct the problem and be in charge of maintenance. There was discussion.

It was agreed that Chum O'neal would be asked to inspect the sign to determine what it will take to repair it. There was further discussion that perhaps the Committee 100 should be responsible for bringing the sign up to standards, and then discussing with the County the possibility of having them assist with general sign maintenance and mowing around the sign.

- (b) FPL Buildings and Sites database is being compiled and can be viewed soon at: www.ccfledd.com. Director Quillen asked the Board to submit suggestions for other properties that maybe be added, ideas for improvements, etc.
- (c) Director Quillen and the Chamber of Commerce met with the Gibson Group, owners of the Gleason's Corner Mall and with Retails Strategies, a consulting group. The meeting included discussion on pursuing a vision for retail in Lake City, Columbia County.

Other

Director Quillen reported a productive and encouraging meeting last week with **Norfolk Southern**, which transports to the North and South. He said that he would continue to pursue and work with Norfolk on a spur, as well as working with CSX. Director Quillen will report as things develop. If it is possible, having a second railway could prove to be extremely beneficial to Columbia County.

There was a consensus to cancel the **April 03 meeting**. The Economic Development Board will meet again on **May 01 at 8:30 a.m.**

Adjournment

There being no further business, the meeting adjourned at 9:30 a.m.

Attest:

Stephen Bailey, Chairman
Economic Development Board

P. DeWitt Cason
Clerk of Circuit Court

Expense Account Transactions

Error

<u>PO NMB.</u>	<u>ACCT PER.</u>	<u>VENDOR/DESC</u>	<u>DATE</u>	<u>CD</u>	<u>ENC.</u>	<u>TRANS AMOUNT</u>	<u>ACCRUING BALANCE</u>
ECONOMIC DEVELOPMENT							
304-2000-552.10-12 ECONOMIC DEVELOPMENT / SALARIES							
	BEGINNING BALANCE		9/12/2012	BB	0.00		137,851.00
	PAYROLL SUMMARY		4/4/2013	AJ	0.00	-4,230.77	73,907.41
	TEMP. LABOR	WAL-STAF PERSONAL SERVICE	4/16/2013	AP	0.00	-651.50	73,255.91
	PAYROLL SUMMARY		4/30/2013	AJ	0.00	-5,194.85	68,061.06
304-2000-552.10-13 ECONOMIC DEVELOPMENT / TEMPORARY LABOR							
	BEGINNING BALANCE		1/2/2013	BB	0.00		-4,048.35
	TEMP LABOR	WAL-STAF PERSONAL SERVICE	4/5/2013	AP	0.00	-602.33	-11,952.46
	TEMP LABOR	WAL-STAF PERSONAL SERVICE	4/9/2013	AP	0.00	-532.68	-12,485.14
	TEMP LABOR	WAL-STAF PERSONAL SERVICE	4/12/2013	AP	0.00	-903.94	-13,389.08
	HR ADMIN ASST	WAL-STAF PERSONAL SERVICE	4/16/2013	AP	0.00	375.36	-13,013.72
	TEMP LABOR	WAL-STAF PERSONAL SERVICE	4/29/2013	AP	0.00	-352.39	-13,366.11
304-2000-552.10-21 ECONOMIC DEVELOPMENT / FICA TAXES							
	BEGINNING BALANCE		9/12/2012	BB	0.00		10,546.00
	PAYROLL SUMMARY		4/4/2013	AJ	0.00	-301.13	5,969.64
	PAYROLL SUMMARY		4/30/2013	AJ	0.00	-397.41	5,572.23
304-2000-552.10-22 ECONOMIC DEVELOPMENT / RETIREMENT							
	BEGINNING BALANCE		9/12/2012	BB	0.00		12,195.00
	PAYROLL SUMMARY		4/4/2013	AJ	0.00	-266.54	8,171.93
	PAYROLL SUMMARY		4/30/2013	AJ	0.00	-316.48	7,855.45
304-2000-552.10-23 ECONOMIC DEVELOPMENT / HEALTH & LIFE INSURANCE							
	BEGINNING BALANCE		9/12/2012	BB	0.00		11,126.00
	PAYROLL SUMMARY		4/4/2013	AJ	0.00	-231.79	7,880.94
304-2000-552.10-24 ECONOMIC DEVELOPMENT / WORKERS COMP							
	BEGINNING BALANCE		9/12/2012	BB	0.00		248.00
	WC	PREFERRED GOVERNMENTAL INS. TRT	4/30/2013	AP	0.00	-15.45	75.61
304-2000-552.30-31 ECONOMIC DEVELOPMENT / PROFESSIONAL SERVICES							
	BEGINNING BALANCE		9/12/2012	BB	0.00		10,000.00
	PROF. SERV.	FOREMAN, MCINNIS & DOUGLAS, PA	4/5/2013	AP	0.00	-273.00	4,927.00
304-2000-552.30-40 ECONOMIC DEVELOPMENT / TRAVEL & PER DIEM							
	BEGINNING BALANCE		9/12/2012	BB	0.00		20,000.00

<u>PO NMB.</u>	<u>ACCT PER.</u>	<u>VENDOR/DESC</u>	<u>DATE</u>	<u>CD</u>	<u>ENC.</u>	<u>TRANS AMOUNT</u>	<u>ACCRUING BALANCE</u>
F52027	MEALS/LODGING	BANK OF AMERICA	4/23/2013	AP	170.68	-170.68	18,199.21
F52027		BANK OF AMERICA MEALS/LODGING	4/23/2013	EN	170.68	0.00	18,028.53
020732	PO ENTRY	ENTERPRISE FLORIDA INC. MISC. NOT CLASSIFIED	4/26/2013	EN	1,300.00	0.00	16,728.53
020732	DALLAS CONS. EVENTS	ENTERPRISE FLORIDA INC.	4/29/2013	AP	1,300.00	-1,300.00	16,728.53
304-2000-552.30-41 ECONOMIC DEVELOPMENT / COMMUNICATIONS							
	BEGINNING BALANCE		9/12/2012	BB	0.00		10,000.00
	VERIZON	VERIZON WIRELESS	4/23/2013	AP	0.00	-89.24	9,387.22
304-2000-552.30-44 ECONOMIC DEVELOPMENT / RENTAL & LEASES							
	BEGINNING BALANCE		9/12/2012	BB	0.00		15,000.00
	COPER RENTAL/ COPIES	MCCRIMON'S OFFICE SUPPLY	4/2/2013	AP	0.00	-104.99	6,934.18
	SERVICE ECONOMIC DEVEL.	WASTE PRO - LAKE CITY	4/9/2013	AP	0.00	-22.00	6,912.18
	.RENTAL COPIER	GREAT AMERICA FINANCIAL SVCS	4/9/2013	AP	0.00	-100.23	6,811.95
	RENTAL COPIER/ COPY	MCCRIMON'S OFFICE SUPPLY	4/29/2013	AP	0.00	-59.30	6,752.65
	RENT COPIER	GREAT AMERICA FINANCIAL SVCS	4/29/2013	AP	0.00	-200.46	6,552.19
304-2000-552.30-47 ECONOMIC DEVELOPMENT / PRINTING							
	BEGINNING BALANCE		9/12/2012	BB	0.00		2,000.00
F52027	PRINTING	BANK OF AMERICA	4/23/2013	AP	44.95	-44.95	2,000.00
F52027		BANK OF AMERICA PRINTING	4/23/2013	EN	44.95	0.00	1,955.05
	NOTICE INTEN	LAKE CITY REPORTER, INC.	4/30/2013	AP	0.00	-101.64	1,853.41
	NOTICE INTEN	LAKE CITY REPORTER, INC.	4/30/2013	AP	0.00	-90.42	1,762.99
304-2000-552.30-51 ECONOMIC DEVELOPMENT / OFFICE SUPPLIES							
	BEGINNING BALANCE		9/12/2012	BB	0.00		3,000.00
F52027	OFFICE SUPPLIES	BANK OF AMERICA	4/23/2013	AP	135.99	-135.99	964.09
F52027		BANK OF AMERICA OFFICE SUPPLIES	4/23/2013	EN	135.99	0.00	828.10
304-2000-552.30-54 ECONOMIC DEVELOPMENT / DUES & SUBSCRIPTIONS							
	BEGINNING BALANCE		9/12/2012	BB	0.00		5,000.00
	QUATERLY CLUB DUES	ROTARY CLUB OF LAKE CITY	4/5/2013	AP	0.00	-200.00	-844.40
F52027	BACKGROUND CHECK ECO DEV.	BANK OF AMERICA	4/23/2013	AP	24.00	-24.00	-844.40
F52027		BANK OF AMERICA BACKGROUND CHECK ECO DEV.	4/23/2013	EN	24.00	0.00	-868.40
304-2000-552.30-55 ECONOMIC DEVELOPMENT / TRAINING							
	BEGINNING BALANCE		9/12/2012	BB	0.00		2,000.00
F52027	TRAINING	BANK OF AMERICA	4/23/2013	AP	92.22	-92.22	1,835.02
F52027		BANK OF AMERICA TRAINING	4/23/2013	EN	92.22	0.00	1,742.80

Scope of Work

Overview

Economic prosperity is a key component of quality of life. The structure of Columbia County's economy influences the County's physical development and determines the County's capacity to fund essential services. There have been dramatic changes in the structure of our economy in the last several decades, from a production-based economy to one increasingly based on creativity and innovation. The 21st Century economy requires flexibility. Recognizing that the County operates within the broader context of a regional and statewide economic setting, the County must strengthen its competitive position by creating an environment and infrastructure where industries for which the County is competitive can create, respond, and adjust rapidly.

Enterprise Florida Incorporated (EFI) is developing the 'Next Level' program to raise the job creation capacity of Florida communities. The Department of Economic Opportunity (DEO) has been working closely with Columbia County to increase the County's economic development capacity through the catalyst site program and other initiatives. The Columbia County Economic Development Office has volunteered to participate in a pilot with DEO and Enterprise Florida for testing the implementation of the 'Next Level' program. The purpose of this grant will be to assist the County in completing the 'Next Level' self assessment to better position Columbia County for economic development and to provide EFI with feedback on how to improve the 'Next Level' program.

Scope of Work

Columbia County will use the attached draft 'Next Level' process (see Attachment 1 – Draft Next Level Raising the job creation capacity of Florida communities) to assess the County's job readiness, create a strategic plan for economic development, and complete two other tasks from the Job Readiness Criteria List. The Economic Development Strategic Plan will be based on the draft 'Ten Easy Steps to Creating a Strategic Plan for Economic Development' developed by EFI (see Attachment 2 Ten Easy Steps to Creating a Strategic Plan for Economic Development'). The County will form a stakeholder committee that will oversee the process and be designed to continue the implementation of the Economic Development Strategic Plan after this contract has been completed. The committee will meet at least five (5) times over the course of the planning process and at least two of the meetings should be public workshops or visioning charettes designed to gain as much input as possible from citizens to factor into the development of future economic growth goals and priorities of the community.

The Economic Development Strategic Plan must include at the minimum the following components:

1. A summary of the County's current workforce to include: the number of employees in the workforce; the types of jobs available; the age of the workforce; the educational level; and information on under-employment and over-employment.
2. Identification of the major employers and small to medium employers.
3. A summary of the stakeholder self evaluation of the 21 Job Readiness Self-Evaluation Criteria List identified in the 'Next Level' program.
4. A SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis that identifies the County's problems and opportunities.
5. From the SWOT Analysis, a description of the County's greatest strengths to highlight for economic development.

6. A succinctly worded vision statement. The vision statement should include the County's overall goal for economic development as well as providing a means and timeframe to measure success towards the goal.
7. Specific objectives and policies that will either eliminate an identified weakness or maximize an identified strength from the above SWOT Analysis. These objectives and policies should include milestones to measure the success of the plan as it is implemented.
8. An action plan with specific tasks, timeframes, and potential funding sources, and responsible parties for completion by the stakeholders to implement the above objectives and policies.
9. A realistic budget of the costs associated with implementing the strategic plan.
10. A maintenance plan that describes how the community will ensure continued coordination over the next three years to implement the plan.
11. A proposed future date for updating or rewriting the strategic plan

Deliverables:

- 1a. Draft list of stakeholders, with contact information including addresses, email and phone numbers.
- 1b. Final list of stakeholders, incorporating input from DEO and EFI.
2. Draft self assessment of the 21 Job Readiness Self-Evaluation Criteria List identified in the 'Next Level' program with 2 items identified for the County to address as part of this grant.
3. Draft SWOT Analysis as described above and in the 'Next Level' program.
4. Draft Vision Statement and implementing objectives and policies as described above and in the 'Next Level' program.
5. Draft Action Plan as described above and in the 'Next Level' program.
6. Draft Action Plans for the two (2) Selected Areas of Improvement from the Job Readiness Criteria List items identified by the Stakeholders. The action plan should identify specific tasks, timeframes, and potential funding sources, and responsible parties for completion.
7. Draft Columbia County Strategic Economic Development Plan that includes the ten components included in the Scope of Work above.
8. Final Action Plans for the two (2) Selected Areas of Improvement from the Job Readiness Criteria List items identified by the Stakeholders that addresses comments identified by DEO during draft reviews.
9. A Final Columbia County Strategic Economic Development Plan that includes the ten components included in the Scope of Work above and addresses comments identified by DEO during draft reviews.

Payment Plan

Columbia County Schedule of Deliverables, Payments and Due Dates			
	Deliverables	Payment	Due Date
1	List of stakeholders, with contact information including addresses, email and phone numbers, incorporating input from DEO and EFI.	\$3000	August 15, 2013
2	Draft self assessment of the 21 Job Readiness Self-Evaluation Criteria List identified in the 'Next Level' program with 2 items identified for the County to address as part of this grant.	\$4000	September 15, 2013
3	Draft SWOT Analysis as described above and in the 'Next Level' program.	\$5000	October 1, 2013
4	Draft Vision Statement and implementing objectives and policies as described above and in the 'Next Level' program.	\$5000	December 1, 2013
5	Draft Action Plan as described above and in the 'Next Level' program.	\$5000	February 1, 2014
6	Draft Action Plans for the two (2) Selected Areas of Improvement from the Job Readiness Criteria List items identified by the Stakeholders. The action plan should specific tasks, timeframes, and potential funding sources, and responsible parties for completion.	\$7000	March 1, 2014
7	Draft Columbia County Strategic Economic Development Plan that includes the ten components included in the Scope of Work above.	\$4000	April 1, 2014
8	Final Action Plans for the two (2) Selected Areas of Improvement from the Job Readiness Criteria List items identified by the Stakeholders that address comments identified by DEO during draft reviews.	\$4000	May 1, 2014
9	A Final Columbia County Strategic Economic Development Plan that includes the ten components included in the Scope of Work above and addresses comments identified by DEO during draft reviews.	\$3000	May 15, 2014