

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: APRIL 5, 2017
8:30 A.M.**

AGENDA

- 1. Call to Order: Commissioner Ronald Williams**
- 2. Pledge to U.S. Flag**
- 3. Roll Call**
- 4. Request Guest to Sign In**
- 5. * Approve Minutes from Meeting Held February 1, 2017**
- 6. *Approve Minutes from Workshop Held February 14, 2017**
- 7. *Approve Minutes from Special Meeting Held February 14, 2017**
- 8. *Accept the Financials for the Month Ending January 2017**
- 9. *Accept the Financials for the Month Ending February 2017**
- 10. Old Business**
 - a. Website Active <http://www.edcolumbiacountyfl.com>**
- 11. New Business**
 - a. Quarterly reports (Strategic Plan)**
- 12. Next Advertised Meeting: May 3, 2017**
- 13. Adjournment**



***DENOTES BOARD ACTION REQUIRED**

Economic Development Advisory Board

February 1, 2017

The Economic Development Advisory Board ("EDAB") 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:

Terry Dicks, Stephen Douglas, Wendell Johnson, Glenn Owens, Jeff Simmons and Scott Ward.

Committee Members Absent:

Ronald Williams (meeting was Chaired by the Vice Chair Scott Ward)

Others Present:

EBAD Director Glenn Hunter and County Attorney Joel Foreman, Office Manager Debbie Motes and Deputy Clerk Katrina Vercher.

Minutes

MOTION and second to approve the EDAB minutes of January 4, 2016. The motion carried unanimously.

Financial Reports

MOTION and second to accept the Financial Reports for the month ending December 2016. The motion carried unanimously. The reports are attached to the original minutes.

Retail Strategies

Director Hunter presented the Board with the attached Professional Services Agreement to renew the contract for consulting services with Retail Strategies, LLC. Attached is a letter from the Chamber of Commerce recommending that the agreement be approved. Director Hunter recommended approval.

MOTION by Board Member Terry Dicks to take Director Hunter's recommendation. Second by Board Member Jeff Simmons.

Discussion ensued.

Vice Chair called for a vote. The motion carried unanimously.

Incentive Requests

Project 16-15

Using the attached project evaluation, Director Hunter scored the project and recommended the Board approve a six (6) year 75% tax rebate.

MOTION by Board Member Jeff Simmons to recommend approval to the Board of County Commissioners. Second by Board Member Gus Rentz.

Discussion ensued.

The Vice Chair called for a vote. The motion carried unanimously.

Project 17-1

Director Hunter stated that this project did not qualify for incentives under the Retail Incentive Guideline but they have requested consideration of impact fees. That would be a cost to the County of about \$53,000.

This item was tabled until a workshop can be held.

Other

Board Member Douglas requested an update on the website. Office Manager Moates responded.

Next Meeting

The next meeting will be held on March 1, 2017 at 8:30 a.m.

Adjournment

There being no further business, the meeting adjourned at 9:15 a.m.

Ronald Williams, Chairman
Economic Development Board

Attest:

P. DeWitt Cason,
Clerk of Circuit Court

Economic Development Advisory Board

Workshop
February 14, 2017

The Economic Development Advisory Board (“EDAB”) met in a workshop. The meeting came to order at 8:30 a.m. at the Economic Development Department Conference Room.

Committee Members Present

Ronald Williams, Terry Dicks, Stephen Douglas, Wendell Johnson, Glenn Owens and Scott Ward.

Committee Members Absent

Jeff Simmons

Others Present

Attorney Joel Foreman, Director Glenn Hunter, County Planner Brandon Stubbs, County Engineer Chad Williams, Deputy Clerk Katrina Vercher and Office Manager Debbie Motes

Meeting Overview

Chairman Williams and Director Hunter each gave a brief overview of the purpose of the workshop.

Proposed Ellisville Overlay District

Using the attached PowerPoint presentation, County Planner Stubbs presented the Board with the proposed Ellisville Overlay District plans.

Discussion ensued.

Proposed Informal Tax Increment Fund – Resolution

Assistant County Manager Ward spoke to the Board about a proposed resolution for a tax increment fund in the Ellisville Overlay District.

Discussion ensued.

Ellisville Utility Operations

Using the attached PowerPoint presentation, County Engineer Williams gave a brief update on the utilities in the Ellisville area.

Discussion ensued.

Adjournment

There being no further business, the meeting adjourned at 9:35 a.m.

Ronald Williams, Chairman
Economic Development Board

Attest:

P. DeWitt Cason
Clerk of Circuit Court

Economic Development Advisory Board

Special Meeting

February 14, 2017

The Economic Development Advisory Board ("EDAB") met in a special scheduled meeting. The meeting came to order at 12:00 a.m. at the Economic Development Department Conference Room. The meeting opened with the Pledge of Allegiance to the Flag of the United States of America.

Committee Members Present

Ronald Williams, Terry Dicks, Stephen Douglas, Wendell Johnson, Glenn Owens and Scott Ward.

Committee Members Absent

Jeff Simmons

Others Present

Attorney Joel Foreman, Director Glenn Hunter, County Planner Brandon Stubbs, County Engineer Chad Williams, Deputy Clerk Katrina Vercher and Office Manager Debbie Motes

Project 17-1

Director Hunter briefed the EDAB on the incentive request for Project 17-1.

Discussion ensued.

MOTION by EDAB Member Glenn Owens to recommend that the BOCC approve a six month moratorium on tap fees across the board in Ellisville.

AMENDED MOTION by EDAB Member Glenn Owens to recommend that the BOCC approve a ONE YEAR moratorium on tap fees across the board in Ellisville.
SECOND by City Manager Wendell Johnson.

SECOND AMENDED MOTION by EDAB Member Glenn Owens to recommend that the BOCC approve a one year moratorium on IMPACT FEES across the board in Ellisville. AMENDED SECOND by City Manager Wendell Johnson.

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

Discussion ensued.

Adjournment

There being no further business, the meeting adjourned at 10:00 a.m.

Ronald Williams, Chairman
Economic Development Board

Attest:

P. DeWitt Cason
Clerk of Circuit Court

Expense Account Transactions

Printed: 03-22-2017

Showing all transactions recorded between: 1/1/2017 and 1/1/2017

<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	8/24/2016	BB	0.00		116,931.00
		PAYROLL SUMMARY	1/5/2017	AJ	0.00	-4,497.33	86,798.73
		PAYROLL SUMMARY	1/19/2017	AJ	0.00	-4,497.36	82,301.37
304-2000-552.10-21 ECONOMIC DEVELOPMENT / FICA TAXES							
		BEGINNING BALANCE	8/24/2016	BB	0.00		8,945.00
		PAYROLL SUMMARY	1/5/2017	AJ	0.00	-313.57	6,844.08
		PAYROLL SUMMARY	1/19/2017	AJ	0.00	-313.57	6,530.51
304-2000-552.10-22 ECONOMIC DEVELOPMENT / RETIREMENT							
		BEGINNING BALANCE	8/24/2016	BB	0.00		21,054.00
		PAYROLL SUMMARY	1/5/2017	AJ	0.00	-809.77	15,628.55
		PAYROLL SUMMARY	1/19/2017	AJ	0.00	-809.77	14,818.78
304-2000-552.10-23 ECONOMIC DEVELOPMENT / HEALTH & LIFE INSURANCE							
		BEGINNING BALANCE	8/24/2016	BB	0.00		14,003.00
		PAYROLL SUMMARY	1/5/2017	AJ	0.00	-583.46	10,196.20
		STANDARD LIFE & SHORT TER	1/9/2017	AP	0.00	-143.68	10,052.52
		BCC - PAYROLL FUND	1/19/2017	AJ	0.00	-583.46	9,469.06
304-2000-552.10-24 ECONOMIC DEVELOPMENT / WORKERS COMPENSATION							
		BEGINNING BALANCE	8/24/2016	BB	0.00		364.00
		WC	1/5/2017	AP	0.00	-20.17	217.84
304-2000-552.30-40 ECONOMIC DEVELOPMENT / TRAVEL & PER DIEM							
		BEGINNING BALANCE	8/24/2016	BB	0.00		10,000.00
		D. KRAUS TRAVEL REIMB	1/23/2017	CR	0.00	2.00	9,469.99
		BANK OF AMERICAN	1/24/2017	AP	0.00	-134.18	9,335.81
		BANK OF AMERICAN	1/24/2017	AP	0.00	-136.18	9,199.63
		BANK OF AMERICAN	1/24/2017	AP	0.00	-183.58	9,016.05
304-2000-552.30-41 ECONOMIC DEVELOPMENT / COMMUNICATIONS							
		BEGINNING BALANCE	8/24/2016	BB	0.00		2,500.00
		DEPT. MANG. SERV.	1/4/2017	AP	0.00	-76.60	2,039.33

<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>
	VERIZON	VERIZON WIRELESS	1/20/2017	AP	0.00	-73.10	1,966.23
	SUNCOM	DEPT. OF MANAGEMENT SERVICES	1/27/2017	AP	0.00	-76.60	1,889.63
304-2000-552.30-44 ECONOMIC DEVELOPMENT / RENTAL & LEASES							
	BEGINNING BALANCE		8/24/2016	BB	0.00		15,000.00
024532	RENT JAN 2017	LAKE SHORE AUTHORITY	1/5/2017	AP	1,000.00	-1,000.00	2,218.47
F80722	COPIER USAGE FEES	MCCRIMON'S OFFICE SUPPLY	1/11/2017	AP	48.52	-48.52	2,218.47
F80723	COPIER CONTRACT 01/11/201	MCCRIMON'S OFFICE SUPPLY	1/11/2017	AP	31.95	-31.95	2,218.47
F80722		MCCRIMON'S OFFICE SUPPLY COPIER USAGE FEES	1/11/2017	EN	48.52	0.00	2,169.95
F80723		MCCRIMON'S OFFICE SUPPLY COPIER CONTRACT 01/11/201	1/11/2017	EN	31.95	0.00	2,138.00
	ECONOMIC DEV.	WASTE PRO - LAKE CITY	1/20/2017	AP	0.00	-12.20	2,125.80
	ECONOMIC DEV.	WASTE PRO - LAKE CITY	1/23/2017	AP	0.00	-12.20	2,113.60
304-2000-552.30-54 ECONOMIC DEVELOPMENT / DUES & SUBSCRIPTIONS							
	BEGINNING BALANCE		8/24/2016	BB	0.00		12,500.00
F80524	QUARTERLY DUES JUL- SEP 20	ROTARY CLUB OF LAKE CITY	1/6/2017	AP	200.00	-200.00	4,954.70
F80524		ROTARY CLUB OF LAKE CITY QUARTERLY DUES JUL-SEP 20	1/6/2017	EN	200.00	0.00	4,754.70
F80710	QUARTERLY DUES JAN- MAR 20	ROTARY CLUB OF LAKE CITY	1/12/2017	AP	200.00	-200.00	4,754.70
F80710		ROTARY CLUB OF LAKE CITY QUARTERLY DUES JAN-MAR 20	1/12/2017	EN	200.00	0.00	4,554.70
304-2002-552.30-31 ECONOMIC DEVELOPMENT / PROFESSIONAL SERVICES							
	BEGINNING BALANCE		3/8/2017	BB	0.00		0.00
304-2041-551.30-31 ECONOMIC DEVELOPMENT / PROFESSIONAL SERVICES							
	BEGINNING BALANCE		3/8/2017	BB	0.00		0.00
304-2041-551.30-34 ECONOMIC DEVELOPMENT / CONTRACTURAL SERVICES							
	BEGINNING BALANCE		3/8/2017	BB	0.00		0.00
304-2041-551.30-48 ECONOMIC DEVELOPMENT / ADVERTISING							
	BEGINNING BALANCE		3/8/2017	BB	0.00		0.00
304-2041-551.60-64 ECONOMIC DEVELOPMENT / EQUIPMENT PURCHASES							
	BEGINNING BALANCE		3/8/2017	BB	0.00		0.00
304-2042-551.30-31 ECONOMIC DEVELOPMENT / PROFESSIONAL SERVICES							
	BEGINNING BALANCE		3/8/2017	BB	0.00		0.00
304-2042-551.30-52 ECONOMIC DEVELOPMENT / OPERATING SUPPLIES							
	BEGINNING BALANCE		3/8/2017	BB	0.00		0.00

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304-2041-551.60-64 ECONOMIC DEVELOPMENT / EQUIPMENT PURCHASES							
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