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2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

# MEETING NOTICE

## EXECUTIVE COMMITTEE

There will be a meeting of the Executive Committee of the North Central Florida Regional Planning Council on **October 26, 2023**. The meeting will be held as a hybrid meeting in-person at the **Holiday Inn Hotel and Suites, Suwannee Room, 213 Southwest Commerce Boulevard, Lake City, Florida**, and via Communications Media Technology at **5:30 p.m.**

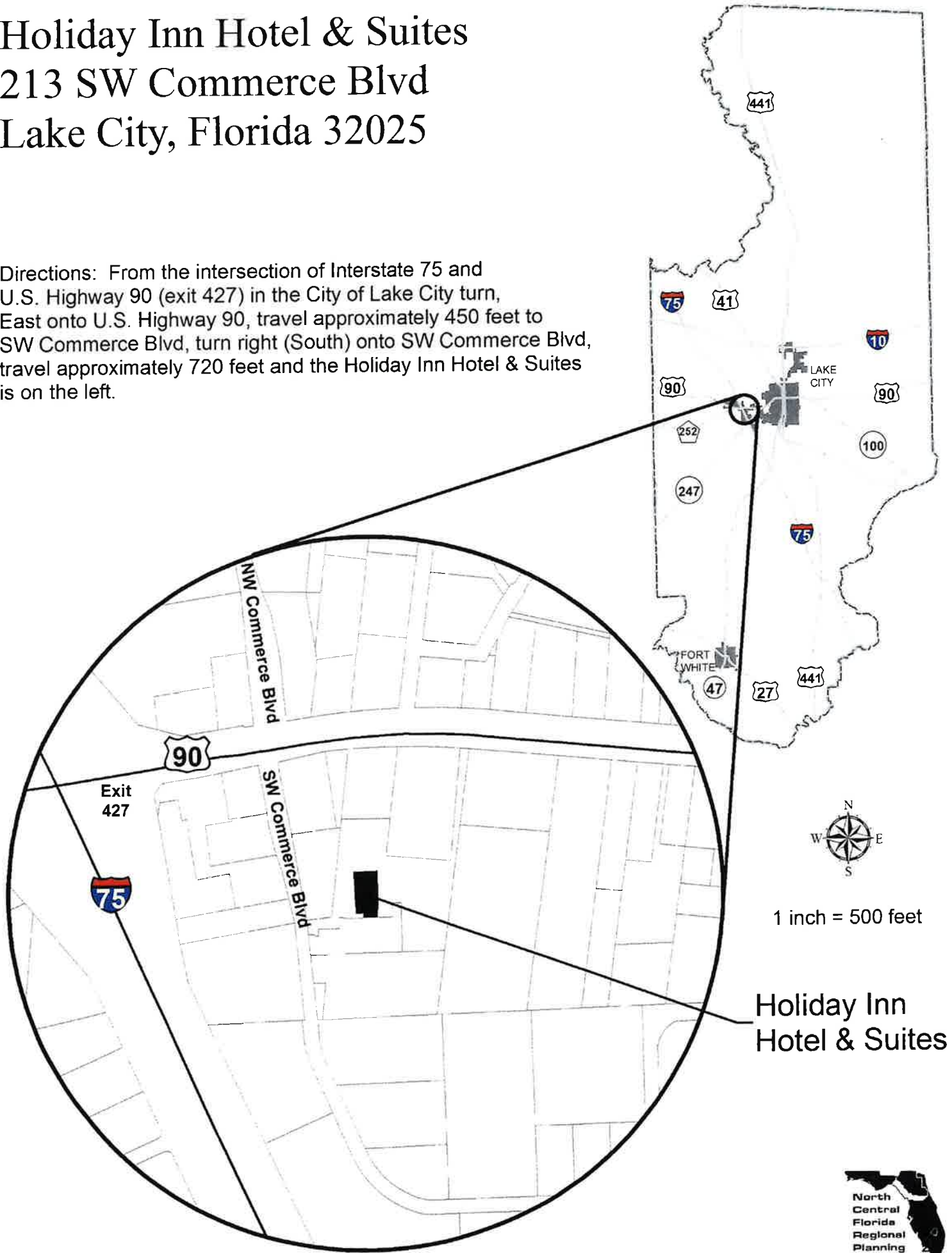
**DIAL IN NUMBER: Toll Free 1.888.585.9008**

**CONFERENCE CODE: 568 124 316**

# Holiday Inn Hotel & Suites

213 SW Commerce Blvd  
Lake City, Florida 32025

Directions: From the intersection of Interstate 75 and U.S. Highway 90 (exit 427) in the City of Lake City turn, East onto U.S. Highway 90, travel approximately 450 feet to SW Commerce Blvd, turn right (South) onto SW Commerce Blvd, travel approximately 720 feet and the Holiday Inn Hotel & Suites is on the left.



Holiday Inn  
Hotel & Suites





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## AGENDA

### EXECUTIVE COMMITTEE

Hybrid Public Meeting  
 Holiday Inn Hotel & Suites  
 213 Southwest Commerce Boulevard  
 Lake City, Florida and  
 Via Communications Media Technology

October 26, 2023  
 5:30 p.m.

Page

5

\* I. APPROVAL OF MINUTES - September 28, 2023

II. CONTRACTS AND APPLICATIONS - None

III. PROGRAM REPORT - None

IV. GENERAL ADMINISTRATION

\* A. Assigned Fund Balance - Capital Reserve

9

V. OTHER BUSINESS - None

VI. PUBLIC COMMENTS

The Committee welcomes you to this meeting. This time is set aside for our citizens and general public to address the Committee on any matter not included on the agenda. This is not a question or answer time, it is not a political forum, nor is it a time for personal accusations or derogatory remarks to or about Council personnel. If you would like to address the Committee, please complete a form, come forward when you are called, and state your name and address for the record. Please also limit your comments to not more than three minutes. Your participation is welcomed.

See Attachments

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Dedicated to improving the quality of life of the Region's citizens,  
 by enhancing public safety, protecting regional resources,  
 promoting economic development and providing technical services to local governments.



NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
EXECUTIVE COMMITTEE  
MINUTES

Hybrid Meeting  
Drury Inn & Suites  
Gainesville, Florida and  
Via Communications Media Technology

September 28, 2023  
6:00 p.m.

MEMBERS PRESENT  
IN PERSON

Anthony Adams, Immediate Past Chair  
Fletcher Hope, Vice-Chair  
Janice Mortimer, Chair

STAFF PRESENT

Scott Koons - In Person

OTHERS PRESENT

Stew Lilker, Columbia County Observer - In Person

MEMBERS PRESENT  
VIA COMMUNICATIONS  
MEDIA TECHNOLOGY  
(FOR QUORUM)

Robert Brown, Treasurer  
John Meeks, Secretary

MEMBERS PRESENT  
VIA COMMUNICATIONS  
MEDIA TECHNOLOGY  
(NOT FOR QUORUM)

None

Noting a quorum being present, Chair Mortimer called the meeting to order at 6:08 p.m.

I. APPROVAL OF MINUTES - August 24, 2023

**ACTION:** Commissioner Adams made the motion, with a second by Commissioner Brown, to approve the minutes for the August 24, 2023 Executive Committee meeting as written and circulated. The motion carried unanimously.

II. CONTRACTS AND APPLICATIONS - None

III. PROGRAM REPORT - None

IV. GENERAL ADMINISTRATION

A. Proclamation Proclaiming October 2023 as Community Planning Month

**ACTION:** Commissioner Meeks made the motion, with a second by Commissioner Adams, to recommend that the Council adopt a proclamation proclaiming October 2023 as Community Planning Month in the north central Florida region. The motion carried unanimously.

B. Proclamation Declaring October 6, 2023 as Manufacturing Day

**ACTION:** Commissioner Hope made the motion, with a second by Commissioner Brown, to recommend that the Council adopt a proclamation proclaiming October 6, 2023 as Manufacturing Day in the north central Florida region. The motion carried unanimously.

C. Proclamation Proclaiming October 16-22, 2023 as Florida City Government Week

**ACTION:** Commissioner Brown made the motion, with a second by Commissioner Adams, to recommend that the Council adopt a proclamation proclaiming October 16-22, 2023 as Florida City Government Week in the north central Florida region. The motion carried unanimously.

D. Engagement Letter for Auditor Fiscal Year 2022-23 Audit

**ACTION:** Commissioner Meeks made the motion, with a second by Commissioner Adams to recommend that the Council authorize the Chair and Executive Director to execute an engagement letter with the auditing firm of Powell and Jones, Certified Public Accountants, of Lake City to conduct the Fiscal Year 2022-23 audit of the Council's accounts for a lump sum fee for this service of \$18,700 with the understanding that this engagement includes an audit of the Council's Employee Pension Plan for the same fiscal year. The motion carried unanimously.

E. Land, Warehouse and Office Building

Scott Koons, Executive Director, stated, on June 23, 2022, the Council authorized the Executive Director to re-advertise for sealed bids to sell the land, warehouse and office building located at 2009 NW 67th Place, Gainesville, Florida with a minimum bid sale price of \$1,338,309. He noted, however, since both parties that had previously expressed an interest in purchasing the land, warehouse and office building informed the Executive Director that they were no longer interested in purchasing the land, warehouse and office building, the Executive Director did not re-advertise for sealed bids to sell the land, warehouse and office building.

Mr. Koons reported, on July 27, 2023, the Council set a minimum bid sale price of \$1,332,198 for the land, warehouse and office building located at 2009 NW 67th Place, Gainesville, Florida; authorized the Executive Director to re-advertise for sealed bids to sell the land, warehouse and office building. He noted that the minimum bid sale price was set at the appraised value plus the 30.8 percent increase in value over the past three years plus five percent. Mr. Koons reported that no bids for the purchase of the land, warehouse and office building were received by the bid submission deadline of September 7, 2023 at 2:00 p.m.

F. Executive Director Annual Evaluation

**ACTION:** Commissioner Hope made the motion, with a second by Commissioner Brown, to award the Executive Director a five percent merit pay adjustment, based upon the performance evaluation conducted by the members of the Executive Committee resulting in "above average performance" or "exceeds job requirements" for all evaluation criteria and resulting in an overall score of 4.6 on a 5.0 scale and to concur with the request by Scott Koons, Executive Director, to defer his merit pay increase for Fiscal Year 2023 and Fiscal Year 2024 to Fiscal Year 2025. The motion carried unanimously.

V. OTHER BUSINESS - None

VI. PUBLIC COMMENTS

Stew Lilker, Columbia County Observer, discussed the Executive Director evaluation and public comment on Executive Committee motions.

The meeting adjourned at 6:21 p.m.

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Janice D. Mortimer, Chair

10/26/23  
Date







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October 19, 2023

TO: Council Members  
FROM: Scott R. Koons, AICP, Executive Director  
SUBJECT: Assigned Fund Balance - Capital Reserve

RECOMMENDATION:

**Encumber \$4,000 of the Council’s unassigned fund balance as part of the assigned fund balance to increase the Capital Reserve Fund balance for accumulated depreciation of building and equipment costs to \$581,000.**

BACKGROUND:

During Fiscal Year 2021-22, \$3,984 depreciation of furniture, fixtures and equipment was applied to the capital assets of the Council resulting in a total of \$580,310 accumulated depreciation of fixed assets.

The Capital Reserve Fund is maintained at an amount approximate to the accumulated depreciation of building and equipment to cover one-time capital expenditures for building improvements/repairs and equipment replacement/upgrades. In order to maintain the Capital Reserve Fund at this level, it is recommended that \$4,000 from the Council’s unassigned fund balance be encumbered as part of the Capital Reserve Fund assigned fund balance to increase the amount for accumulated depreciation of building and equipment costs from \$577,000 to \$581,000.

If you have any questions concerning this matter, please do not hesitate to contact me.

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