

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
MINUTES

Holiday Inn Hotel & Suites
Lake City, Florida

September 22, 2011
7:30 p.m.

MEMBERS PRESENT

LaBarfield Bryant, City of Jasper
Thomas Collett, Alachua County
Louie Davis, City of Waldo
Alphonso Dowdell, City of Perry
Donnie Hamlin, Lafayette County
Thomas Hawkins, City of Gainesville
Jordan Marlowe, City of Newberry
James Montgomery, Columbia County
Ronny Morgan, Hamilton County
Garth Nobles, Jr., City of Live Oak
Daniel Riddick, Bradford County
Carolyn Spooner, City of Starke
James Tallman, Union County
Kenrick Thomas, Gilchrist County
Wesley Wainwright, Suwannee County
Charles Williams, Hamilton County
Stephen Witt, City of Lake City

COUNCIL ATTORNEY PRESENT

Jonathan Wershow

EX-OFFICIO MEMBERS PRESENT

Barney Bennett, FL Dept. of Transportation

OTHERS PRESENT

Diana Davis
Sharon Parrish
Joseph Riddick

MEMBERS ABSENT

Stephen Bailey, Columbia County
Susan Baird, Alachua County
Susan Bottcher, City of Gainesville
Ben Boukari, Jr., City of Alachua
Mike Byerly, Alachua County
Todd Chase, City of Gainesville
Paula DeLaney, Alachua County
Rusty DePratter, Columbia County
Roy Ellis, Madison County
Sandra Haas, Suwannee County
Jason Holifield, Dixie County
Scherwin Henry, City of Gainesville
Charles Maulsby, Taylor County
Frank Ogborn, City of Archer
Lee Pinkoson, Alachua County
Eleanor Randall, City of Hawthorne
Lorene Thomas, Dixie County
Myra Valentine, City of Madison
Randy Wells, City of Gainesville
Mark Wiggins, Taylor County
Byran Williams, City of High Springs
Mike Williams, Madison County

STAFF PRESENT

Steve Dopp
Scott Koons
Carol Laine
Kevin Parrish
Jean Strong

Board Members names are bolded
Gubernatorial Members names are italicized

Due to the absence of Chair Roy Ellis and Vice-Chair Lorene Thomas, Secretary-Treasurer Garth Nobles, Jr. called the meeting to order at 7:30 p.m. and requested that he be designated Acting Chair for the meeting.

ACTION: **Mayor Davis made the motion, with a second by Commissioner Spooner, to designate Secretary-Treasurer Nobles as Acting Chair for the meeting. The motion carried unanimously.**

I. INVOCATION, PLEDGE OF ALLEGIANCE AND INTRODUCTIONS

Commissioner Spooner offered an invocation and led the pledge of allegiance to the flag. Acting Chair Nobles stated that there was a quorum of the Board of Directors and all Council members were able to vote.

Acting Chair Nobles introduced and welcomed Diana Davis, wife of Council member Louie Davis, and former Council member Joseph Riddick, who served as Chair of the Council during 1995-96.

II. APPROVAL OF MINUTES - August 25, 2011

Acting Chair Nobles asked that the minutes of the August 25, 2011 meeting be approved as written.

ACTION: Mayor Davis made the motion, with a second by Commissioner Marlowe, to approve the minutes of the August 25, 2011 meeting as written. The motion carried unanimously.

III. CONSENT AGENDA

- A. Selection of Dixie County Community Transportation Coordinator
- B. Selection of Gilchrist County Community Transportation Coordinator
- C. U. S. Economic Development Administration - Short-Term Planning and State Planning Grant Application
- D. U. S. Department of Housing and Urban Development - Community Challenge Grant

Acting Chair Nobles asked if there were any questions regarding the items on the Consent Agenda and requested that these items be approved.

ACTION: Mayor Davis made the motion, with a second by Commissioner Spooner, to approve the items on the Consent Agenda. The motion carried unanimously.

IV. CHAIR'S REPORT

- A. Introduction of New Members

Acting Chair Nobles reported that there were no new members to introduce.

- B. Committee Appointment

Acting Chair Nobles asked that Dennille Folsom, Executive Director of the Lake City/Columbia County Chamber of Commerce be appointed to the Comprehensive Economic Development Strategy Committee as recommended by Chair Ellis.

ACTION: Mayor Witt made the motion, with a second by Commissioner Spooner, to approve the appointment of Dennille Folsom to the Comprehensive Economic Development Strategy Committee as recommended by Chair Ellis. The motion carried unanimously.

C. Transportation Disadvantaged Resolution of Appreciation - William Fletcher

Acting Chair Nobles asked that a Resolution of Appreciation for past services be approved for William Fletcher, who served as the Veterans Representative on the Suwannee County Transportation Disadvantaged Coordinating Board since May 1996.

ACTION: Commissioner Thomas made the motion, with a second by Mayor Davis, to approve the Resolution of Appreciation for William Fletcher. The motion carried unanimously.

D. Employee Certificate of Service - Kevin Parrish - 25 Years

Scott Koons, Executive Director, introduced Kevin Parrish, who joined the Council staff on August 14, 1986. Mr. Parrish currently serves as the Information Technology and Property Management Director. Acting Chair Nobles presented a 25-year Certificate of Service and a 25-year service pin to Mr. Parrish. Mr. Koons and Acting Chair Nobles thanked him for his many years of dedicated service to the Council.

VI. COMMITTEE REPORTS

A. Executive Committee

1. Proclamation Declaring October 2011 as Community Planning Month

Acting Chair Nobles reported that the month of October 2011 has been chosen to celebrate National Community Planning Month. He added that the American Planning Association and its professional institute, the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of life in communities and the environment. Acting Chair Nobles stated that the Executive Committee recommended that a Proclamation proclaiming October 2011 as Community Planning Month be adopted, which has been attached hereto and made a part of these minutes.

ACTION: Commissioner Spooner made the motion, with a second by Commissioner Marlowe, to adopt a Proclamation proclaiming October 2011 as Community Planning Month, which has been attached hereto and made a part of these minutes. The motion carried unanimously.

2. Engagement Letter for Fiscal Year 2010-11 Audit

Acting Chair Nobles stated that the Council selects an auditor for a three-year period, with the condition that an engagement letter be approved each year to ensure that the auditor is conducting the audits in an acceptable manner. He reported that the current auditor was selected in 2010 and has conducted one audit under this series. Acting Chair Nobles stated that the lump sum fee has been set at \$14,094 in accordance with the proposal made by the auditor to

adjust the fee each year in an amount equal to the percent increase/decrease of the Consumer Price Index for All Urban Consumers, not to exceed five percent each year. He stated that this fee is \$494 more than the fee charged for the Fiscal Year 2009-10 audit. Acting Chair Nobles stated that the Executive Committee recommended that a second engagement letter be entered into for the audit of Fiscal Year 2010-11.

ACTION: Commissioner Thomas made the motion, with a second by Commissioner Marlowe, to authorize the Chair to execute an engagement letter with the auditing firm of Powell and Jones, Certified Public Accountants, of Lake City to conduct the Fiscal Year 2010-11 audit of the Council's accounts and the Council's Employee Pension Plan for a lump sum fee for this service of \$14,094. The motion carried unanimously.

2. Executive Director Annual Performance Evaluation

Acting Chair Nobles stated that the employment contract between the Executive Director and the Council specifies that the Executive Committee shall adopt performance standards to annually review and evaluate the Executive Director and further specifies that the annual review and evaluation of the Executive Director shall be conducted by the Executive Committee. He added that, at its discretion, the Executive Committee is authorized to provide a merit increase to the Executive Director on an annual basis commencing October 1 of each year.

Acting Chair Nobles stated that the Executive Committee has adopted performance standards to review and evaluate the Executive Director and that the performance review was conducted by each Committee member prior to the September 22, 2011 Council meeting. He reported that the review resulted in either "above average performance" or "exceeds job requirements" for all evaluation standards, with an overall average score of 4.7 on a 5.0 scale. Acting Chair Nobles stated that, based upon this review, the Executive Committee awarded the Executive Director a five percent merit pay adjustment. He reported that since funds have not been appropriated for any other Council staff to receive merit increases during Fiscal Year 2012, Mr. Koons requested that his merit pay increase, along with his Fiscal Year 2010 and Fiscal Year 2011 merit pay increase, be deferred until Fiscal Year 2013. He further reported that the Executive Committee approved Mr. Koons' request concerning his merit pay increase deferment.

No Council action was required on this item.

B. Clearinghouse Committee

Due to the absence of Clearinghouse Committee Chair Sandra Haas, Vice-Chair Thomas Hawkins gave the Clearinghouse Committee report. He stated that the Clearinghouse Committee met earlier in the evening with a quorum present and reviewed three local government comprehensive plan amendments.

#120 - City of Alachua Comprehensive Plan Draft Amendment;

#121 - Bradford County Comprehensive Plan Adopted Amendment; and

#122 - Columbia County Comprehensive Plan Adopted Amendment.

Vice-Chair Hawkins stated that the Clearinghouse Committee found that the comprehensive plans do not result in significant adverse impacts to Natural Resources of Regional Significance, regional facilities, or result in adverse extra jurisdictional impacts. He stated that the Committee recommended forwarding these findings to the respective local governments and the Florida Department of Community Affairs.

ACTION: Commissioner Hawkins made the motion, with a second by Commissioner Spooner, to approve the Clearinghouse Committee recommendations concerning Item #120, City of Alachua Comprehensive Plan Draft Amendment, Item #121, Bradford County Comprehensive Plan Adopted Amendment and Item #122, Columbia County Comprehensive Plan Adopted Amendment. The motion carried unanimously.

C. Comprehensive Economic Development Strategy Committee Report

Acting Chair Nobles introduced Council member Thomas Collett, who serves as a member of the Comprehensive Economic Development Strategy Committee. Mr. Collett reported that the Committee met on August 30, 2011 to review activities conducted during the past year to support the goals and objectives of the Comprehensive Economic Development Strategy. He stated that the Council has been designated by the U. S. Economic Development Administration as an Economic Development District since 1978 and as such, the Council is responsible for developing and adopting a Comprehensive Economic Development Strategy. He further stated that the purpose of the strategy is to analyze the regional economy and serve as a guide for establishing regional goals and objectives, developing and implementing a regional plan of action, and identifying investment priorities and funding sources. Mr. Collett reported that the strategy must be the result of a continuing economic development planning process developed by a Comprehensive Economic Development Strategy Committee representing both the public and private sector, and must set forth the goals and objectives necessary to solve the economic development problems of the region.

No action was required on this item.

D. Finance Committee - Budget Amendment, Fiscal Year 2010-11

Secretary-Treasurer Garth Nobles, Jr., serving as Chair of the Finance Committee, reported that the Finance Committee met on September 14, 2011 and agreed upon a budget amendment for Fiscal Year 2010-11. He stated that this budget amendment takes into account action taken by the Council during the past year to accept work under contracts and additional grants which were not anticipated when the original budget was prepared as well as reductions in anticipated revenues. He reviewed the proposed budget amendment and noted that it contained an overall decrease of (\$55,000), which represents a (2.6 percent) overall change. Secretary-Treasurer Nobles stated that the Finance Committee recommended that the Council approve the proposed amended Fiscal Year 2010-11 budget.

ACTION: Commissioner Wainwright made the motion, with a second by Mayor Davis, to approve the amendment to the Fiscal Year 2010-11 budget as recommended by the Finance Committee. The motion carried unanimously.

VII. EXECUTIVE DIRECTOR'S REPORT

Mr. Koons thanked the Council for the honor and privilege to continue to serve the Council and the north central Florida region as executive director.

A. State of Florida Job Creation Plan

Mr. Koons gave a PowerPoint presentation on the State of Florida Job Creation Plan. He reported that earlier this month, the new Department of Economic Opportunity, in conjunction with Enterprise Florida, Inc. and Workforce Florida, released their business plan entitled, State of Florida Job Creation Plan. The vision of the Plan is to have Florida be the nation's top performing economy and be recognized as the world's leading business destination. Mr. Koons reported that the mission of the Department is to promote economic opportunities for all Floridians; and formulate and implement successful workforce, community and economic development policies and strategies. He further reported that the State of Florida Job Creation Plan is based on the following three goals: Goal 1: Increase Florida's global competitiveness as a destination for business, capital, talent, innovation and entrepreneurship; Goal 2: Promote Florida as the world destination of choice for business and industry; and Goal 3: Facilitate business development through delivery of world-class customer service.

B. Enterprise Florida, Inc. Meeting

Mr. Koons stated that on September 6, 2011, he, serving as Chairman of the Florida Regional Councils Association Executive Directors Advisory Committee, Brian Teeple, Executive Director of the Northeast Florida Regional Council, serving as Vice-Chairman of the Executive Directors Advisory Committee, Patricia Steed, Executive Director of the Central Florida Regional Planning Council, serving as the Immediate Past Chair of the Executive Directors Advisory Committee and Manny Pumariega, Executive Director of the Tampa Bay Regional Planning Council, met with Gray Swoope, Florida Secretary of Commerce and President and Chief Executive Officer of Enterprise Florida, Inc. to discuss state and regional economic development initiatives.

Mr. Koons stated that Enterprise Florida, Inc. is a public-private partnership serving as Florida's primary organization devoted to statewide economic development. Enterprise Florida, Inc.'s mission is to diversify Florida's economy and create better paying jobs for its citizens by supporting, attracting and helping to create globally competitive businesses in innovative, high-growth industries.

Mr. Koons further stated that the work that regional planning councils do as U. S. Department of Commerce economic development districts was discussed, including the Comprehensive Economic Development Strategy developed by a Comprehensive Economic Development Strategy Committee of private and public representatives and adopted by each regional planning council. Mr. Koons also reported that the economic development element of the strategic regional policy plans of each regional planning council was also discussed. He added that Mr. Swoope and Mr. Brandon shared their vision for Enterprise Florida, Inc. as they work to fulfill Governor Scott's goal of creating 700,000 jobs in seven years.

Mr. Koons stated that Alan Mosley has submitted his resignation as Florida Department of Transportation District II Secretary. He stated that the new Interim District II Secretary is Nick Tsengas.

Acting Chair Nobles informed the Council that the next Council meeting will be held on October 27, 2011 at the Holiday Inn Hotel & Suites in Lake City. The meeting was adjourned at 8:07 p.m.



Roy Ellis, Chair

10/27/11

Date

PROCLAMATION

DECLARING OCTOBER 2011 AS COMMUNITY PLANNING MONTH

WHEREAS, change is constant and affects all cities, towns, suburbs, counties, boroughs, townships, rural areas, regions, and other places; and

WHEREAS, community planning and plans can help manage this change in a way that provides better choices for how people work and live; and

WHEREAS, community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and

WHEREAS, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the month of October 2011 is designated as National Community Planning Month throughout the United States of America and its territories; and

WHEREAS, the celebration of National Community Planning Month provides an opportunity to publicly recognize the participation and dedication of the members of planning and zoning boards and other citizen planners who have contributed their time and expertise to the improvement of the north central Florida region; and

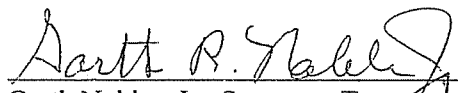
WHEREAS, the celebration of National Community Planning Month provides an opportunity to publicly recognize the many valuable contributions made by professional community and regional planners in the north central Florida region and extend our heartfelt thanks for the continued commitment to public service by these professionals.

NOW, THEREFORE, BE IT RESOLVED by the North Central Florida Regional Planning Council that the month of October 2011 is hereby proclaimed as *Community Planning Month* throughout the north central Florida region in conjunction with the celebration of National Community Planning Month.

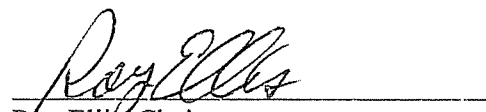
DULY ADOPTED AND PROCLAIMED this 22nd day of September 2011.

ATTEST:

SEAL



Garth Nobles, Jr., Secretary-Treasurer



Roy Ellis, Chair