

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
MINUTES

Holiday Inn Hotel & Suites
Lake City, Florida

September 22, 2016
7:30 p.m.

MEMBERS PRESENT

LaBarfield Bryant, City of Jasper
Harvey Budd, City of Gainesville
Beth Burnam, Hamilton County
Rick Coleman, City of Newberry
Ken Cornell, Alachua County
Rick Davis, Madison County
Scarlet Frisina, Columbia County
Fletcher Hope, City of Archer
William Hunter, Hamilton County
John Meeks, Levy County
James Montgomery, Columbia County
Patricia Patterson, Taylor County
Daniel Riddick, Bradford County
Larry Sessions, Suwannee County
Carolyn Spooner, City of Starke
James Tallman, Union County
Lorene Thomas, Dixie County
Helen Warren, City of Gainesville
Daniel Webb, Union County
Robert Wilford, City of Alachua

NON-VOTING DELEGATE PRESENT

None

EX-OFFICIO MEMBER REPRESENTATIVES
PRESENT

Barney Bennett, Florida Department
of Transportation
Susan Davis, St. Johns
Water Management District
Carlos Herd, Suwannee River
Water Management District

COUNCIL ATTORNEY PRESENT

Jonathan Wershow

MEMBERS ABSENT

Anthony Adams, Lafayette County
Jim Catron, City of Madison
Charles Chestnut IV, Alachua County
Louie Davis, City of Waldo
Jason Evans, High Springs
Shirlie Hampton, City of Perry
Adrian Hayes-Santos, City of Gainesville
Jason Holifield, Dixie County
Garth Nobles, Jr., City of Live Oak
Lee Pinkoson, Alachua County
DeLoris Roberts, City of Hawthorne
Kenrick Thomas, Gilchrist County
Mike Williams, Madison County
Stephen Witt, City of Lake City

OTHERS PRESENT

Sandra Buck-Camp
Josh Cucinella
LJ Johnson
Brian Kauffman
Ginger Morgan
Sharon Parrish
Richard Powell
Judy Rice

STAFF PRESENT

Steven Dopp
Scott Koons
Kevin Parrish
Jean Strong
Tara Tucker

Board Members names are bolded
Gubernatorial Members names are italicized

I. INVOCATION, PLEDGE OF ALLEGIANCE AND INTRODUCTIONS

Chair Davis called the meeting to order at 7:34 p.m. with an invocation given by Vice-Mayor Wilford and a pledge of allegiance to the flag. Chair Davis stated that there was a quorum of the Council.

Chair Davis welcomed and introduced Brian Kauffman, County Coordinator from Madison County; Judy Rice, City Clerk from the City of Newberry; Josh Cucinella, Land Use Planning Biologist, Florida Fish and Wildlife Commission North Central Region; Sandra Buck-Camp and LJ Johnson, members of the Columbia, Hamilton, Suwannee Transportation Disadvantaged Local Coordinating Board; James Bush, Florida Power and Light; Richard Powell, Powell and Jones Certified Public Accounts and Sharon Parrish, wife of staff member Kevin Parrish.

Chair Davis asked that Item VI.C. Purchase Order with the Northeast Florida Regional Council to Assist with Exercise Planning, Evaluation and Documentation; and Item VIII.B.3. #125 - City of Gainesville Comprehensive Plan Adopted Amendment; and Item # VIII.B.4. #126 - City of Ocala Comprehensive Draft Amendment which were received subsequent to the distribution of the Council meeting packet be added to the agenda.

ACTION: Commissioner Patterson made the motion, with a second by Councilman Bryant, to add Item VI.C. Purchase Order with the Northeast Florida Regional Council to Assist with Exercise Planning, Evaluation and Documentation; and Item VIII.B.3. #125 - City of Gainesville Comprehensive Plan Adopted Amendment; and Item # VIII.B.4. #126 - City of Ocala Comprehensive Draft Amendment to the agenda. The motion carried unanimously.

IV. GUEST SPEAKER - Ginger Morgan - North Central Region Coordinator
Landowner Assistance Program
Florida Fish and Wildlife Conservation Commission

Scott Koons, Executive Director, introduced Ginger Morgan, North Central Region Coordinator, Landowner Assistance Program of the Florida Fish and Wildlife Conservation Commission. Ms. Morgan provided Council members an overview of the organizational structure and services provided by the Florida Fish and Wildlife Conservation Commission. Josh Cucinella, Land Use Biologist from the Florida Fish and Wildlife Conservation Commission explained his role as a biologist in the Land Use Planning program for the North Central Florida Region. Chair Davis thanked Ms. Morgan and Mr. Cucinella for their presentation.

V. APPROVAL OF MINUTES - August 25, 2016

Chair Davis asked that the minutes of the August 25, 2016 meeting be approved as written.

ACTION: Commissioner Warren made the motion, with a second by Commissioner Budd, to approve the minutes of the August 25, 2016 meeting as written. The motion carried unanimously.

VI. CONSENT AGENDA -

- A. Monthly Financial Report - August 2016
- B. Agreement with Florida Division of Emergency Management for Hazardous Materials Emergency Preparedness - Fiscal Year 2016-17
- C. Purchase Order with the Northeast Florida Regional Council to Assist with Exercise Planning, Evaluation and Documentation

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

ACTION: Commissioner Warren made the motion, with a second by Commissioner Budd, to approve the items on the Consent Agenda which is attached. The motion carried unanimously.

VII. CHAIR'S REPORT - Employee Certificate of Service - Kevin Parrish - 30 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. Chair Davis presented a 30-year Certificate of Service and a 30-year service pin to Mr. Parrish. Mr. Koons and Chair Davis thanked him for his many years of dedicated service to the Council.

VIII. COMMITTEE REPORTS

- A. 1. Proclamation Declaring October 2016 as Community Planning Month

Mr. Koons stated that the month of October 2016 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. Mr. Koons stated that the Executive Committee recommends that a proclamation proclaiming October 2016 as Community Planning Month in north central Florida be adopted, which has been attached hereto and made a part of these minutes.

ACTION: Commissioner Cornell made the motion, with a second by Commissioner Warren, to adopt a proclamation proclaiming October 2016 as Community Planning Month, which has been attached hereto and made a part of these minutes. The motion carried unanimously.

2. Proclamation Declaring October 7, 2016 as Manufacturing Day

Mr. Koons stated that October 7, 2016 has been chosen to celebrate Manufacturing Day. He added that Manufacturing Day is an effective way to highlight the importance of manufacturing in our region and support those manufacturing and school programs that prepare our workforce. Mr. Koons stated that the Executive Committee recommends that a proclamation proclaiming October 7, 2016 as Manufacturing Day in north central Florida be adopted, which has been attached hereto and made a part of these minutes.

ACTION: Commissioner Patterson made the motion, with a second by Commissioner Meeks, to adopt a proclamation proclaiming October 7, 2016 as Manufacturing Day, which has been attached hereto and made a part of these minutes. The motion carried unanimously.

3. Proclamation Declaring October 16-22, 2016 as Hazardous Materials Awareness Week

Mr. Koons stated that October 17, 2016 marks the 30th Anniversary of the passage of Emergency Planning and Community Right-to-Know Act that created local emergency planning committees. He added that the North Central Florida Local Emergency Planning Committee has the job of increasing the safety of our communities from chemical releases. Mr. Koons stated that the public outreach and education are important to increasing chemical safety in our communities and the Florida Division of Emergency Management has designated the week of October 16-22, 2016 as Hazardous Materials Awareness Week. He finally stated that the Executive Committee recommends that the Council join in this public outreach effort by proclaiming the week of October 16-22, 2016 as Hazardous Materials Awareness Week in north central Florida be adopted, which has been attached hereto and made a part of these minutes.

ACTION: Commissioner Warren made the motion, with a second by Commissioner Budd, to adopt a proclamation proclaiming the week of October 16-22, 2016 as Hazardous Materials Awareness Week in the north central Florida region, which has been attached hereto and made a part of these minutes. The motion carried unanimously.

4. Proclamation Declaring October 16-21, 2016 as Florida City Government Week

Mr. Koons stated that the Florida League of Cities has designated the week of October 16-21, 2016 as Florida City Government Week. Florida City Government Week is part of an ongoing effort sponsored by the League to raise public awareness about services that cities perform and to educate the public about how city government works. Cities are encouraged to involve their local schools, businesses, media and civic clubs in their Florida City Government Week activities. Mr. Koons stated that the Executive Committee recommends that a proclamation proclaiming October 16-21, 2016 as Florida City Government Week

in north central Florida be adopted, which has been attached hereto and made a part of these minutes.

ACTION: Commissioner Spooner made the motion, with a second by Councilman Bryant, to adopt a proclamation proclaiming October 16-21, 2016 as Florida City Government Week in the north central Florida region, which has been attached hereto and made a part of these minutes. The motion carried unanimously.

5. Executive Director Annual Performance Evaluation

Chair Davis 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.

Chair Davis 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, 2016 Council meeting. He reported that the review resulted in "exceeds job requirements" for all evaluation standards, with an overall average score of 5.0 on a 5.0 scale. Chair Davis stated that, based upon this review, the Executive Committee awarded the Executive Director a five percent merit pay adjustment. He reported that Mr. Koons requested that his merit pay increase for Fiscal Year 2017, along with his Fiscal Year 2016 merit pay increase, be deferred until Fiscal Year 2018. 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

Mr. Montgomery, Clearinghouse Committee Chair, gave the Clearinghouse Committee report. He stated that the Clearinghouse Committee met earlier in the evening and reviewed the following local government comprehensive plan amendments which were included on the Council agenda for consideration.

- #122 - Columbia County Comprehensive Plan Draft Amendment
- #124 - City of Madison Comprehensive Plan Adopted Amendment

Mr. Montgomery stated subsequent to the distribution of the Council meeting packets, the Council received the following late-arriving items which require action prior to the next meeting.

- #125 - City of Gainesville Comprehensive Plan Adopted Amendment
- #126 - City of Ocala Comprehensive Plan Draft Amendment

He reported that the Committee finds that that the local government comprehensive plans, as amended, are not anticipated to result in significant adverse impacts to regional facilities, Natural Resources of Regional Significance or adjacent local governments.

Mr. Montgomery stated that the Committee recommends forwarding these findings to the respective local governments and the Florida Department of Economic Opportunity.

ACTION: Mr. Montgomery made the motion, with a second by Commissioner Patterson, to approve the Clearinghouse Committee recommendations concerning #122 - Columbia County Comprehensive Plan Draft Amendment; #124 - City of Madison Comprehensive Plan Adopted Amendment; #125 - City of Gainesville Comprehensive Plan Adopted Amendment; and #126 - City of Ocala Comprehensive Plan Draft Amendment. The motion carried unanimously.

- C. Regional Planning Committee - Evaluation and Appraisal Report Based Amendments
North Central Florida Strategic Regional Policy Plan

Commissioner Burnam, Regional Planning Committee Chair, reported that the Committee met earlier in the evening to continue the process of preparing amendments to the North Central Florida Strategic Regional Policy Plan. She stated the amendments are guided by the regional plan Evaluation and Appraisal Report adopted by the Council. Commissioner Burnam stated that the Committee completed the preparation of amendments to the regional plan. The Committee will submit the proposed amendments to the Council for its consideration at the October 27, 2016 Council meeting.

- D. Audit Committee

- 1. Selection of Auditor Fiscal Years 2015-16, 2016-17 and 2017-18

Mr. Koons reported that the Audit Committee recommends that the Council approve the selection of the auditing firm of Powell and Jones, Certified Public Accountants to conduct the Fiscal Year 2015-16, Fiscal Year 2016-17 and Fiscal Year 2017-18 audits of the Council's accounts, with the understanding that this selection is for a three-year period unless the Council determines that the service being rendered is unsatisfactory.

ACTION: Councilman Bryant made the motion, with a second by Commissioner Patterson, to approve the selection of the auditing firm of Powell and Jones, Certified Public Accountants to conduct the Fiscal Year 2015-16, Fiscal Year 2016-17 and Fiscal Year 2017-18 audits of the Council's accounts, with the understanding that this selection is for a three-year period unless the Council determines that the service being rendered is unsatisfactory. The motion carried unanimously.

2. Engagement Letter for Fiscal Year 2015-16 Audit

Mr. Koons stated that the Audit Committee met with Mr. Richard Powell of the auditing firm Powell and Jones, Certified Public Accountants, of Lake City, Florida, on September 15, 2016, at the Council offices, at which time they discussed the methodology to be employed, the staff capability, experience of the firm with similar audits, and the fee that would be charged. Mr. Koons reported that the Audit Committee recommends that the Chair execute an engagement letter with Powell and Jones, Certified Public Accountants, to conduct the Fiscal Year 2015-16 audit of the Council's accounts, for a lump sum fee for this service of \$15,500.

ACTION: Commissioner Patterson made the motion, with a second by Commissioner Wilford, to authorize the Chair to execute an engagement letter with the auditing firm of Powell and Jones, Certified Public Accountants, to conduct the Fiscal Year 2015-16 audit of the Council's accounts, for a lump sum fee for this service of \$15,500. The motion carried unanimously.

IX. EX-OFFICIO MEMBER REPORTS

Barney Bennett, Florida Department of Transportation, stated the Department is accepting applications for Alternative Transportation projects through December 9, 2016 and Safe Routes to School projects through December 30, 2016. He further stated that the Department will host Small County Road Assistance Program, Small County Outreach Program and County Incentive Grant Program grant application workshops on October 3, 2016 at the Suwannee River Water Management District in Live Oak and October 6, 2016 at the St. Johns River Water Management District in Palatka. In addition, Mr. Bennett stated that the Department staff would be meeting with Boards of County Commissioners during the month of October 2016 to review transportation needs for consideration in developing the Department's tentative Five-Year Work Program for Fiscal Year 2017-18 to 2021-22.

Carlos Herd, Suwannee River Water Management District, stated that a regional water supply jointly prepared by the District and the St. Johns River Water Management District is anticipated to be completed by the end of September 2016. He further stated that it will be available for public review for a 60-day period and is scheduled to be finalized by January 2017.

Ms. Davis, St. Johns River Water Management District stated that the District is accepting cost share project applications through October 13, 2016. She stated there is \$5.0 million in funding is available for rural communities for innovative projects which support the District's core mission. Ms. Davis finally stated that project proposals should benefit water supply, improve water quality, provide flood protection, or protect or enhance natural systems.

X. CITIZEN COMMENTS - None

XI. EXECUTIVE DIRECTOR'S REPORT

A. Florida Regional Councils Association Monthly Activity Report

Mr. Koons reported that the Florida Regional Councils Association is the statewide organization of the ten regional planning councils. The Association strengthens Florida's regional planning councils, partners with government and the business community to enhance regional economic prosperity and improves the consistency and quality of regional planning councils programs to ensure they add value to state, regional and local initiatives. He stated that the Association strives to accomplish these goals by carrying-out the following objectives listed in the July/August 2016 activities report in the Council meeting packet.

B. Florida Chamber Foundation Scorecard™

Mr. Koons stated that the Florida Chamber Foundation has developed the Florida Scorecard™ to provide Florida leaders the metrics needed to secure Florida's future. The Florida Chamber Foundation's objective to develop a 20-year, statewide strategic plan requires a commitment to measuring our current status and progress toward the stated goals of the Six Pillars 20-year Strategic Plan. He further stated that the Scorecard reports metrics related to each of the Six Pillars. The Six Pillars are Talent Supply and Education, Innovation and Economic Development, Infrastructure and Growth Leadership, Business Climate and Competitiveness, Civic and Governance Systems and Quality of Life and Quality Places. He reviewed the September 2016 Scorecard™ included in the Council meeting packet.

Chair Davis informed the Council that the next Council meeting will be held on October 27, 2016 at the Holiday Inn Hotel & Suites in Lake City. The meeting was adjourned at 8:22 p.m.



Rick Davis, Chair

10/27/16

Date



PROCLAMATION

DECLARING OCTOBER 2016 AS COMMUNITY PLANNING MONTH

WHEREAS, change is constant and affects all cities, towns, suburbs, counties, 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 2016 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, by the North Central Florida Regional Planning Council hereby proclaims the month of October 2016 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 2016.

ATTEST:

SEAL



Louie Davis, Secretary-Treasurer



Rick Davis, Chair



PROCLAMATION

DECLARING OCTOBER 7, 2016 AS MANUFACTURING DAY

WHEREAS, the Fabrication and Manufactures Association International, the National Association of Manufactures, the U.S. Department of Commerce Manufacturing Extension Partnership and the Manufacturing Institute have designated the first Friday of October as Manufacturing Day;

WHEREAS, the goals of Manufacturing Day are to celebrate the impact manufacturing has on the north central Florida region, increase awareness about the benefits of a manufacturing career and attract students to future manufacturing jobs;

WHEREAS, recognizing Manufacturing Day is an effective way to highlight the importance of manufacturing in our region and support those manufacturing and school programs that prepare our future workforce;

WHEREAS, over 600 manufacturers provide jobs for over 16,000 citizens throughout the region and create products ranging from pulp and lumber products to fire rescue vehicles to orthopedic implant devices;

WHEREAS, regional companies and education/workforce partners support manufacturing and manufacturing careers through increased collaboration and service to the regional manufacturing community;

WHEREAS, manufacturing brings increased economic diversity to our region by providing high paying jobs at all skill levels and furthering the standard of living by focusing on technology, innovation and production;

NOW, THEREFORE, the North Central Florida Regional Planning Council hereby proclaims October 7, 2016 as *Manufacturing Day* in the north central Florida region and that the Council urges all citizens to discover the value manufacturing brings to our economy and encourages students and educators to learn about the possibility of manufacturing as a career.

DULY ADOPTED AND PROCLAIMED this 22nd day of September 2016.

ATTEST:

SEAL

Louie Davis, Secretary-Treasurer

Rick Davis, Chair



PROCLAMATION

DECLARING OCTOBER 16-22, 2016 AS HAZARDOUS MATERIALS AWARENESS WEEK

WHEREAS, the safe use of hazardous materials is essential to citizens, business, industry and local governments to maintain economic stability and the public health; and

WHEREAS, the North Central Florida Regional Planning Council recognizes the importance of protecting our communities from both accidental and deliberate releases of hazardous materials and joins the North Central Florida Local Emergency Planning Committee, and numerous municipalities, counties and school boards, in publicly promoting community hazardous materials safety; and

WHEREAS, it is essential for local governments, regional planning councils and local emergency planning committees to work together to increase community safety by encouraging emergency responders to attend free training on how to safely respond to releases of hazardous materials; and

WHEREAS, citizens need to know that local governments, businesses, emergency responders and emergency planners are working together to ensure that our communities are as prepared as possible for both accidental and deliberate releases of hazardous materials.

NOW, THEREFORE, the North Central Florida Regional Planning Council hereby proclaims the week of October 16-22, 2016 as *Hazardous Materials Awareness Week* throughout the north central Florida region.

DULY ADOPTED AND PROCLAIMED this 22nd day of September 2016.

ATTEST:

SEAL



Louie Davis, Secretary-Treasurer



Rick Davis, Chair



PROCLAMATION

DECLARING OCTOBER 16-21, 2016 AS FLORIDA CITY GOVERNMENT WEEK

WHEREAS, city government is the government closest to most citizens; and the one with the most direct daily impact upon its residents; and

WHEREAS, city government is administered for and by its citizens, and is dependent upon public commitment to and understanding of its many responsibilities; and

WHEREAS, city government officials and employees share the responsibility to pass along understanding of public services and their benefits; and

WHEREAS, Florida City Government Week is a very important time to recognize the important role played by city government in our lives; and

WHEREAS, this week offers important opportunity to spread the word to all citizens of Florida that they can shape and influence this branch of government which is closest to the people; and

WHEREAS, the Florida League of Cities and its member cities have joined together to teach students and other citizens about municipal government through a variety of different projects and information; and

WHEREAS, Florida City Government Week offers an important opportunity to convey to all citizens of Florida that they can shape and influence government through their civic involvement.

NOW, THEREFORE, the North Central Florida Regional Planning Council hereby proclaims the week of October 16-21, 2016 as Florida City Government Week throughout the north central Florida region.

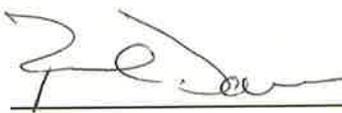
DULY ADOPTED AND PROCLAIMED this 22nd day of September 2016.

ATTEST:

SEAL



Louie Davis, Secretary-Treasurer



Rick Davis, Chair