

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
MINUTES

Holiday Inn Hotel & Suites
Lake City, Florida

September 26, 2019
7:00 p.m.

MEMBERS PRESENT

Patricia, Bouie, City of Hawthorne
Robert Brown, Hamilton County
LaBarfield Bryant, City of Jasper
Charles Chestnut IV, Alachua County
Louie Davis, City of Waldo
Rick Davis, Madison County
Thomas Demps, Taylor County
Don Hale, Suwannee County
Shirlie Hampton, City of Perry
Matt Hersom, City of Newberry
Fletcher Hope, City of Archer
Linda Jones, City of High Springs
Janice Mortimer, City of Starke
James Tallman, Union County
Lorene Thomas, Dixie County
Marihelen Wheeler, Alachua County
Robert Wilford, City of Alachua
Stephen Witt, City of Lake City

NON-VOTING DELEGATE PRESENT

Kristina Wright

EX-OFFICIO MEMBER REPRESENTATIVES

Stephen Browning, Florida Department of
Transportation
Tom Mirti, Suwannee River
Water Management District
Daniel Penniman, Florida Fish and
Wildlife Conservation
Russell Simpson, Florida Department of
Environmental Protection

COUNCIL ATTORNEY PRESENT

Jonathan Wershow

MEMBERS ABSENT

Anthony Adams, Lafayette County
David Arreola, City of Gainesville
James Catron, City of Madison
Ken Cornell, Alachua County
Frank Davis, City of Live Oak
Gene Higginbotham, Dixie County
John Meeks, Levy County
James Montgomery, Columbia County
Tim Murphy, Columbia County
Daniel Riddick, Bradford County
Gigi Simmons, City of Gainesville
Kenrick Thomas, Gilchrist County
Helen Warren, City of Gainesville

OTHERS PRESENT

Sandra Buck-Camp
Kody Glazer
Stew Lilker
Merrilee Malwitz-Jipson
Jim Tatum

STAFF PRESENT

Scott Koons
Tara Tucker
Lauren Yeatter

Executive Members names are bold

I. INVOCATION

Noting a quorum of the Council being present, Chair Robert Wilford called the meeting to order at 7:02 p.m. with an invocation given by Commissioner Chestnut.

II. PLEDGE OF ALLEGIANCE

The Council and guests pledged allegiance to the flag of the United States of America.

III. INTRODUCTIONS

Chair Wilford welcomed and introduced Sandra Buck-Camp, member of Columbia, Hamilton, Suwannee Transportation Disadvantaged Coordinating Board; Merrilee Malwitz-Jipson of Our Santa Fe River and Suwannee St. Johns River Sierra Club; Jim Tatum of Our Santa Fe River; and Stew Lilker from the Columbia County Observer.

IV. APPROVAL OF CONSENT AGENDA

A. Minutes - August 22, 2019

B. Monthly Financial Report - August 2019

C. Transportation Disadvantaged Local Coordinating Board Appointment

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

ACTION: Councilman Bryant made the motion, with a second by Mayor Louie Davis, to approve the consent agenda. The motion carried unanimously.

V. APPROVAL OF REGULAR AGENDA

Chair Davis asked for approval of the regular agenda.

ACTION: Commissioner Chestnut made the motion, with a second by Commissioner Mortimer, to approve the regular agenda. The motion carried unanimously.

VI. GUEST SPEAKER - Kody Glazer, Legal Director
Florida Housing Coalition

Scott Koons, Executive Director, introduced Kody Glazer, Legal Director for the Florida Housing Coalition. Mr. Glazer made a presentation to the Council concerning the housing issues of homeless, community land trusts, accessory dwelling units, and the community and economic impact of the Sadowski State and Local Housing Trust Funds. Chair Wilford thanked Mr. Glazer for his presentation.

VII. CHAIR'S REPORT - None

VIII. COMMITTEE REPORTS

A. Executive Committee

1. Proclamation Declaring October 2019 as Community Planning Month

Chair Wilford stated that the month of October 2019 has been designated to celebrate National Community Planning Month. He noted 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. Chair Wilford stated that the Executive Committee recommends that the Council proclaim October 2019 as Community Planning Month in north central Florida.

ACTION: Mayor Louie Davis made the motion, with a second by Commissioner Demps, to adopt a proclamation proclaiming October 2019 as Community Planning Month in the north central Florida region, which has been attached hereto and made a part of these minutes. The motion carried unanimously.

2. Proclamation Declaring October 4, 2019 as Manufacturing Day

Chair Wilford stated that October 4, 2019 has been designated to celebrate Manufacturing Day. He noted 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. Chair Wilford stated that the Executive Committee recommends that the Council proclaim October 4, 2019 as Manufacturing Day in north central Florida.

ACTION: Commissioner Chestnut made the motion, with a second by Commissioner Demps, to adopt a proclamation proclaiming October 4, 2019 as Manufacturing Day, in the north central Florida region, which has been attached hereto and made a part of these minutes. The motion carried unanimously.

3. Proclamation Declaring October 21-27, 2019 as Florida City Government Week

Chair Wilford stated that the Florida League of Cities has designated the week of October 21-27, 2019 as Florida City Government Week. He noted that 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. Chair Wilford stated that the Executive Committee recommends that the Council join in the recognition of city government by proclaiming the week of October 21-27, 2019 as Florida City Government Week.

ACTION: Mayor Louie Davis made the motion, with a second by Commissioner Chestnut, to adopt a proclamation proclaiming October 21-27, 2019 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.

4. Bylaws Amendment

Mr. Koons reported that the Executive Committee recommends amending the Council Bylaws to add a Civility Pledge to Section 17: Public Participation.

ACTION: Commissioner Demps made the motion, with a second by Commissioner Chestnut to amend the Council Bylaws to add a Civility Pledge to Section 17: Public Participation. The motion carried unanimously.

5. Florida Sunshine Law

Mr. Koons stated the Council is a governmental agency created pursuant to Section 163.01, Florida Statutes, local government interlocal agreement among counties and cities in the north central Florida region. Therefore, he noted that the Council is subject to the open meeting provisions of the Florida Sunshine Law.

Mr. Koons then played a video concerning Florida law open meetings and public records requirements prepared by the Florida Department of Transportation. He also noted that included in the Council meeting packet was a copy of a slide presentation concerning Florida law open meetings and public records requirements prepared by the Office of the Florida Attorney General.

Jonathan Wershow, Council Attorney, reviewed a memorandum that he prepared for the Council and included in the Council meeting packet concerning Florida law open meetings and public notice requirements. In particular, he discussed the prohibition of communications between two or more Council members outside a publicly noticed Council or Council committee meeting concerning any matter that may reasonably be expected to be voted on by the Council at a future meeting.

6. South Florida Climate Change Compact and Tampa Bay Resilience Coalition

Chair Wilford stated at their June 27, 2019 meeting, the Executive Committee discussed two regions in the state that are addressing climate change and resiliency. He noted that the south Florida region has formed a Climate Change Compact and the Tampa Bay region has formed a Regional Resiliency Coalition. Chair Wilford stated that a presentation concerning this topic will be scheduled for a future Council meeting.

7. Executive Director Annual Performance Evaluation

Chair Wilford 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. It further specifies that the annual review and evaluation of the Executive Director shall be conducted by the Executive Committee. It also specifies that at its discretion, the Executive Committee is authorized to provide a merit increase to the Executive Director on an annual basis commencing October 1st of each year.

Chair Wilford 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 26, 2019 Executive Committee 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 Wilford 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 2019, along with his Fiscal Year 2018 merit pay increase, be deferred until Fiscal Year 2021. 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

Commissioner Janice Mortimer, Clearinghouse Committee Chair, gave the Clearinghouse Committee report. She 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.

- #70 - Bradford County Comprehensive Plan Draft Amendment (DEO No. 19-1ESR)
- #71 - Bradford County Comprehensive Plan Draft Amendment (DEO No. 19-2ESR)
- #72 - City of Cedar Key Comprehensive Plan Draft Amendment (DEO No. 19-1ESR)

Commissioner Mortimer stated with regards to these items, the Committee found that the local government comprehensive plans as amended were not anticipated to result in significant adverse impacts to regional facilities, Natural Resources of Regional Significance, or adjacent local governments. She stated that the Committee recommended forwarding these findings to the respective local governments and the Florida Department of Economic Opportunity.

ACTION: Commissioner Mortimer made the motion, with a second by Commissioner Chestnut, to approve the Clearinghouse Committee recommendations concerning Item #70 - Bradford County Comprehensive Plan Draft Amendment (DEO No. 19-1ESR); #71 - Bradford County Comprehensive Plan Draft Amendment (DEO No. 19-2ESR); and #72 - City of Cedar Key Comprehensive Plan Draft Amendment (DEO No. 19-1ESR). The motion carried unanimously.

C. Audit Committee

1. Selection of Auditor Fiscal Year 2018-19, 2019-20 and 2020-21

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 2018-19, Fiscal Year 2019-20 and Fiscal Year 2020-21 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: Ms. Thomas made the motion, with a second by Commissioner Demps, to approve the selection of the auditing firm of Powell and Jones, Certified Public Accountants to conduct the Fiscal Year 2018-19, Fiscal Year 2019-20 and Fiscal Year 2020-21

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 2018-19 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 18, 2019, 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 2018-19 audit of the Council's accounts, for a lump sum fee for this service of \$16,675.

ACTION: Commissioner Chestnut made the motion, with a second by Commissioner Davis, 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 2018-19 audit of the Council's accounts, for a lump sum fee for this service of \$16,675. The motion carried unanimously.

D. Middle and Lower Suwannee River Withlacoochee River Task Force

Commissioner Rick Davis Middle and Lower Suwannee River and Withlacoochee River Task Force Chair reported that the Middle and Lower Suwannee River and Withlacoochee River Task Force members will meet with the City of Valdosta City Council for a joint workshop on October 9, 2019 to discuss the issue of raw sewage spills by the City and how we could work together to resolve this on-going issue. He stated the joint workshop will be held at the Madison County Agricultural Extension Office in Madison. He also stated at the workshop, the Task Force will receive an update concerning on-going projects being undertaken by the City to address stormwater infiltration into the sanitary sewer collection system.

IX. EX-OFFICIO MEMBER REPORTS

Russell Simpson, Northwest District Ombudsman, Florida Department of Environmental Protection, stated that on, October 8, 2019 the Department will be conducting a workshop concerning applications for funding for septic to sewer conversion projects at the Northeast District office in Jacksonville. He also stated that assistance is available from the Department for local governments and individuals concerning permit applications and Department regulatory compliance issues.

Stephen Browning, District 2 Planning and Environmental Administration, Florida Department of Transportation, stated that applications for the Transportation Alternatives Program, SunTrails Program, Small County Road Assistance Program and Small County Outreach Program may be submitted to the Department beginning in September 2019 with applications due by mid-December 2019. He also stated that District 2 will be conducting the Local Government Transportation Summit in Lake City on November 13, 2019. Mr. Browning also reported that the public hearing for District 2 Tentative Five-Year Work Program will be held at the District 2 office in Lake City on October 29, 2019.

Daniel Penniman, Biological Scientist IV, Florida Fish and Wildlife Conservation Commission of the North Central Region, stated that the Commission has recently published the updated Florida Wildlife Conservation Guide.

Tom Mirti, Deputy Executive Director, Suwannee River Water Management District, stated that springs grant project applications from local governments will need to be submitted to the District in January 2020. He also stated river grant project applications from local governments will need to be submitted to the District sometime in spring 2020.

X. CITIZEN COMMENTS

Merrilee Malwitz-Jipson, Our Santa Fe River and Suwannee St. Johns River Sierra Club, addressed her concerns about protection of natural resources. Jim Tatum, Our Santa Fe River, addressed his concerns regarding a consumptive use permit application for groundwater withdrawal by a bottling company near Ginnie Springs. Stew Lilker, Columbia County Observer, suggested that members of local governments report on projects of interest to local governments throughout the region at Council meetings.

XI. EXECUTIVE DIRECTOR 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 activities listed in the August 2019 activities report included in the Council meeting packet. He reviewed the activities listed in the August 2019 report.

B. Florida Regional Councils Association Policy Board Meeting

Mr. Koons reported that Chair Robert Wilford, Vice-Chair Charles Chestnut IV, Council Member Lorene Thomas and he attended the semi-annual meeting of the Florida Regional Councils Association Policy Board held on August 16, 2019 in Orlando. He stated the Policy Board heard presentations from Jeff Branch, Legislative Advocate, Florida League of Cities; Jared Moskowitz, Director, Florida Division of Emergency Management; and Huiwei Shen, Chief Planner, Florida Department of Transportation. Mr. Koons also stated that the Policy Board heard reports on various projects of regional planning councils throughout the state. He reported that the Policy Board accepted Assembled Financial Statements for Fiscal Year 2017-18, received a financial report and adopted a budget amendment for Fiscal Year 2018-19. Mr. Koons also stated the Policy Board adopted a budget for Fiscal Year 2019-20, received a legislative report, adopted the 2020 Legislative Agenda and elected officers for the 2019-20 Policy Board Executive Committee.

C. Florida Chamber Foundation Scorecard™

Mr. Koons reported that 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 developing 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. The Scorecard reports metrics for each of the following Six Pillars. Talent and Supply 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 September 2019 Scorecard™ that was included in the Council meeting packet.

D. Legislative Report

Mr. Koons reported that the 2020 Legislative Session will convene on January 14, 2020 and is scheduled to adjourn on March 13, 2020. He also stated legislative committee meetings began the week of September 16, 2019 and will conclude the week of December 9, 2019.

E. Multi-use Corridors of Regional Economic Significance

Mr. Koons stated the kickoff meeting for the Multi-use Corridors of Regional Economic Significance Task Forces was held on August 27, 2019 in Tampa. He stated that the kickoff meeting, task force members heard comments from Florida Department of Transportation Secretary Kevin Thibault and Senate President Bill Galvano. Mr. Koons also stated task force members received presentations concerning government in the sunshine and public record laws; an overview of Senate Bill 7068; an overview of the Multi-use Corridors of Regional Economic Significance Program; an overview of the transportation corridor planning and development process; task force products; task force work plan; and task force roles and responsibilities. Finally, he stated each of the task forces received study area overview and study area considerations presentations.

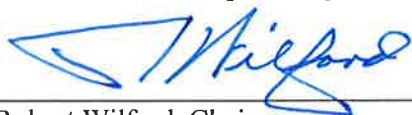
XII. COUNCIL MEMBER ANNOUNCEMENTS

Chair Wilford announced that the City of Alachua recently received a Small Cities Community Development Block Grant to consist of infrastructure for an assisted living facility.

Commissioner Mortimer reported that the U.S. Highway 301 truck route in Starke has been completed and opened earlier in September 2019.

XIII. NEXT MEETING

Chair Wilford informed the Council that the next Council meeting will be held on October 24, 2019. The meeting was adjourned at 8:22 p.m.



Robert Wilford, Chair

10/24/19
Date