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MEETING NOTICE

EXECUTIVE COMMITTEE

There will be a meeting of the Executive Committee of the North Central Florida Regional Planning Council on **September 24, 2026**. The meeting will be held as a hybrid meeting in-person at the **Holiday Inn Hotel and Suites, Santa Fe Room, 213 Southwest Commerce Boulevard, Lake City, Florida**, and via Communications Media Technology at **6:00 p.m.**

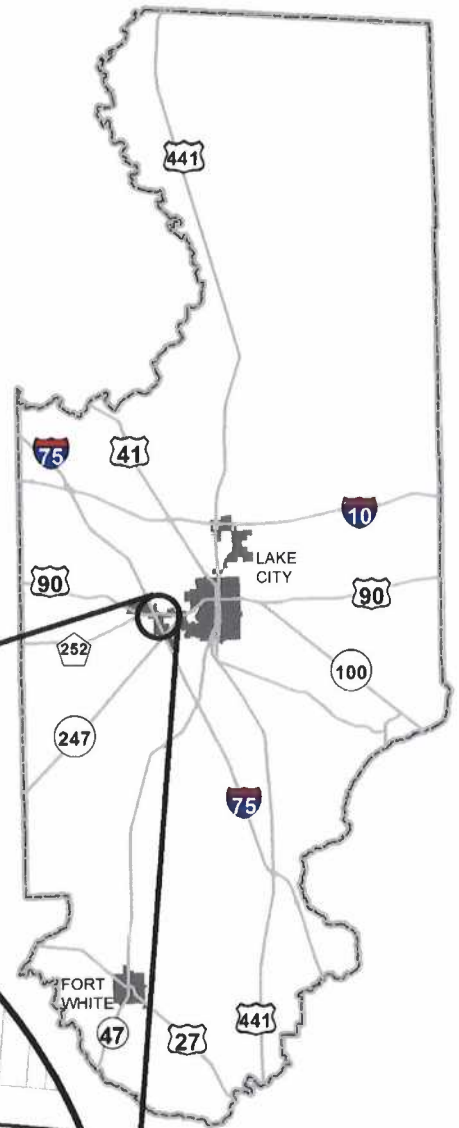
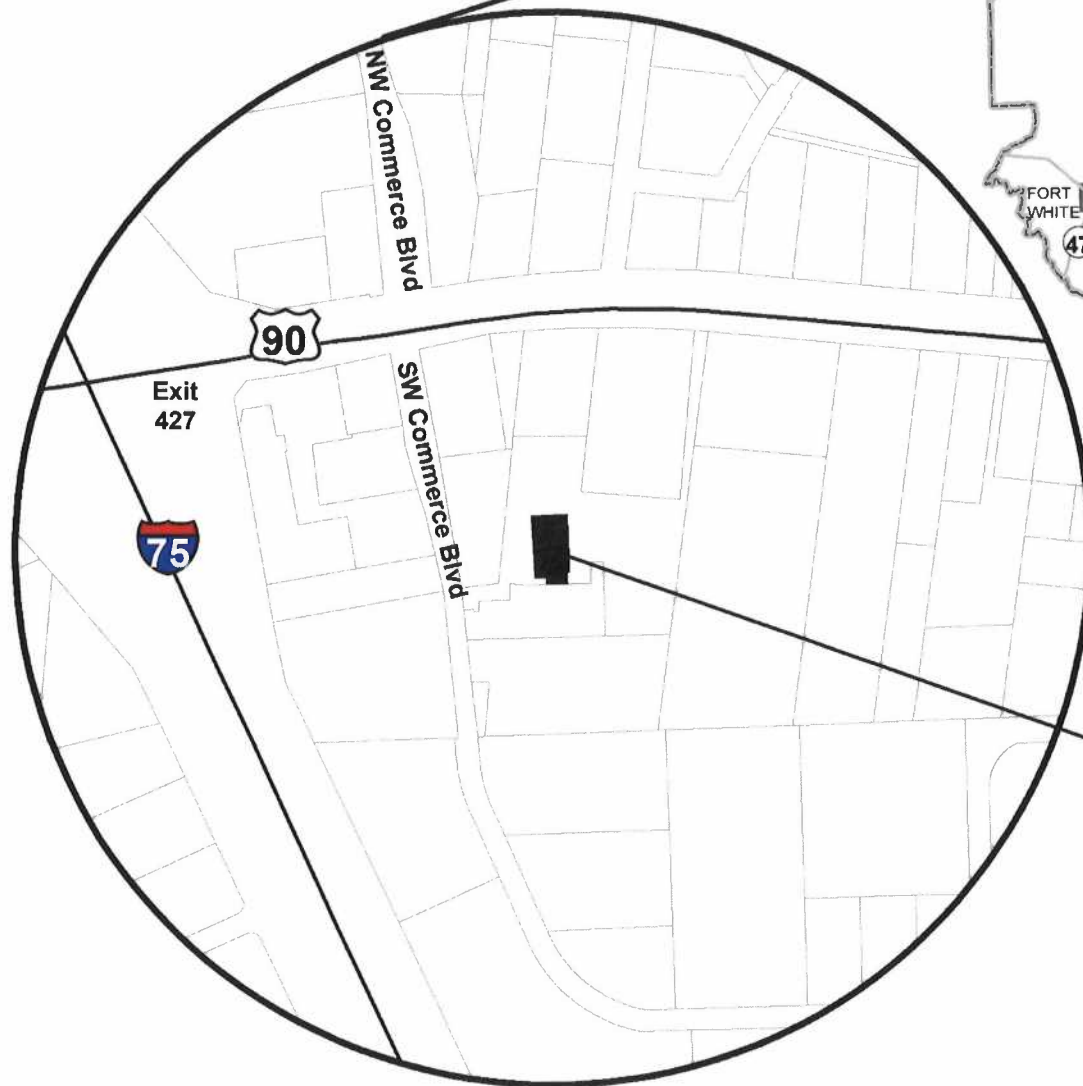
DIAL IN NUMBER: Toll Free 1.888.585.9008

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.



1 inch = 500 feet

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

September 24, 2026
6:00 p.m.

	<u>Page</u>
* I. APPROVAL OF MINUTES – July 23, 2026	5
II. CONTRACTS AND APPLICATIONS - None	
III. PROGRAM REPORT - None	
IV. GENERAL ADMINISTRATION -	
* A. Proclamation Proclaiming October 2026 as Community Planning Month	7
* B. Proclamation Proclaiming October 2, 2026 as Manufacturing Day	11
* C. Proclamation Proclaiming October 19-25, 2026 as Florida City Government Week	15
* D. Executive Director Annual Evaluation	19
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. If you would like to address the Committee, please complete a form, come forward when you are called, and state your name for the record. Please also limit your comments to not more than three minutes. Your participation is welcomed.

See Attachments

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
EXECUTIVE COMMITTEE
MINUTES

Hybrid Meeting
Holiday Inn Hotel & Suites
Lake City, Florida and
Via Communications Media Technology

July 23, 2026
6:00 p.m.

MEMBERS PRESENT
IN PERSON

Patricia Bouie Hutchinson, Vice-Chair
Jhelecia Hawkins, Chair
Don Hale, Secretary
Melissa McNeal, Treasurer

MEMBERS PRESENT
VIA COMMUNICATIONS
MEDIA TECHNOLOGY
(FOR QUORUM)

None

MEMBERS PRESENT
VIA COMMUNICATIONS
MEDIA TECHNOLOGY
(NOT FOR QUORUM)

None

MEMBERS ABSENT

Mary Alford, Immediate Past Chair

STAFF PRESENT

Scott Koons - In Person

OTHERS PRESENT

Stew Lilker, Columbia County Observer - In Person

Noting a quorum being present, Chair Jhelecia Hawkins called the meeting to order at 6:00 p.m.

I. APPROVAL OF MINUTES - June 29, 2026

ACTION: Vice-Mayor Bouie Hutchinson made the motion, with a second by Commissioner McNeal, to approve the minutes for the June 29, 2026 Executive Committee meeting as written and circulated. The motion carried unanimously.

II. CONTRACTS AND APPLICATIONS - None

III. PROGRAM REPORT - None

IV. GENERAL ADMINISTRATION

A. Office Building and Warehouse Roof Replacement

Mr. Koons reported that on April 11, 2025, a severe hail storm occurred in northwest Gainesville dropping up to two-inch (golf ball size) hail resulting in damage to the Council's office building metal roof and warehouse metal roof. He noted that the office building metal roof had previously been treated with a polyurethane sealant in 2007. Mr. Koons stated that following the hail storm, the Council's property and casualty insurance carrier, Florida Municipal Insurance Trust, had its inspector inspect both roofs and verified damage necessitating the replacement of the office building metal roof and replacement of approximately 25 percent of the warehouse metal roof.

Mr. Koons reported that the Trust's TurnKey Recovery Program was used for the roof replacement project. He noted that the Trust's recovery program manager, Syngery/NDS, prepared technical specifications and used the Program's Qualified Managed Vendor Program contractor list to solicit bids. Mr. Koons stated that construction repair work was completed on April 14, 2026. He reported that the new acrylic-coated galvalume metal roof has a 25-year material warranty and the construction repair work has a 12-month workmanship warranty. Mr. Koons noted that the total cost of the project was \$333,837 with the Council's share being limited to the property and casualty insurance policy deductible of \$500.

V. OTHER BUSINESS - None

VI. PUBLIC COMMENTS - None

The meeting adjourned at 6:03 p.m.

Jhelecia Hawkins, Chair

8/27/26
Date



IV.A.

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September 17, 2026

TO: Council Members
FROM: Scott R. Koons, AICP, Executive Director 
SUBJECT: Proclamation Proclaiming October 2026 as Community Planning Month

RECOMMENDATION:

Approve the attached proclamation proclaiming October 2026 as Community Planning Month in the north central Florida region.

BACKGROUND:

The month of October 2026 has been designated to celebrate National Community Planning Month. 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.

It is recommended that the Council join in the celebration of National Community Planning Month by proclaiming October 2026 as Community Planning Month to recognize the valuable contributions made by professional community and regional planners and to extend its thanks for the continued commitment to public service by these professionals (see attached Proclamation).

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

Attachment

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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.



PROCLAMATION

PROCLAIMING OCTOBER 2026 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 require public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the month of October 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, the North Central Florida Regional Planning Council hereby proclaims the month of October 2026 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 24th day of September 2026.

Attest:

NORTH CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL

SEAL

Don Hale
Secretary

Jhelecia Hawkins
Chair



IV.B.

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September 17, 2026

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Proclamation Proclaiming October 2, 2026 as Manufacturing Day

RECOMMENDATION:

Approve the attached proclamation proclaiming October 2, 2026 as Manufacturing Day in the north central Florida region.

BACKGROUND:

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

This year October 2, 2026 has been designated to celebrate Manufacturing Day. 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.

It is recommended that the Council join in the celebration of Manufacturing Day by proclaiming October 2, 2026 as Manufacturing Day to recognize the impact manufacturing has on the north central Florida region (see attached Proclamation).

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

Attachment

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PROCLAMATION

PROCLAIMING OCTOBER 2, 2026 AS MANUFACTURING DAY

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

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; and

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; and

WHEREAS, over 300 manufacturers provide jobs for over 12,000 citizens throughout the region and create products ranging from pulp and lumber products to orthopedic implant devices; and

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

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 2, 2026 as *Manufacturing Day* in the north central Florida region and 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 24th day of September 2026.

Attest:

NORTH CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL

SEAL

Don Hale
Secretary

Jhelecia Hawkins
Chair



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September 17, 2026

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Proclamation Proclaiming October 19-25, 2026 as Florida City Government Week

RECOMMENDATION:

Approve the attached proclamation proclaiming October 19-25, 2026 as Florida City Government Week in the north central Florida region.

The Florida League of Cities has designated the week of October 19-25, 2026 as Florida City Government Week. The League encourages cities to promote their cities through civic education activities.

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.

It is recommended that the Council join in the recognition of city government by proclaiming the week of October 19-25, 2026 as Florida City Government Week (see attached Proclamation).

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

Attachment

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PROCLAMATION

PROCLAIMING OCTOBER 19-25, 2026 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 19-25, 2026 as ***Florida City Government Week*** throughout the north central Florida region.

DULY ADOPTED AND PROCLAIMED this 24th day of September 2026.

Attest:

NORTH CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL

SEAL

Don Hale
Secretary

Jhelecia Hawkins
Chair



IV.D.

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September 17, 2026

TO: Executive Committee
FROM: Scott R. Koons, AICP, Executive Director 
SUBJECT: Executive Director Annual Performance Evaluation

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.

Committee members have received the annual performance evaluation form and are returning the form for tabulation. The results of the tabulation will be reviewed and ratified by the Executive Committee at their September 24, 2026 meeting.

The action of the Committee concerning the Executive Director annual performance evaluation and merit pay adjustment will be reported to the Council by the Committee at the September 24, 2026 Council meeting.

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

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