

# Regular Meeting

## Dixie County School Board Meeting Room

### April 15, 2021 – 6:00 PM

*While adhering to the CDC Guidelines and following State of Florida Executive Orders: 20-51 Establishing Response Protocol, 20-52 declaring a Public Health Emergency, 20-69 regarding Local Government Public Meetings and the Dixie County Emergency Declaration 2020-27. The Board will meet and limit access by staff and the public to the meeting room. The Board meetings are audio recorded. The public can hear and participate in the meeting via conference call by dialing 1(917)900-1022 and enter code 32628.*

#### **COMMISSIONERS**

Jody Stephenson  
Mark Hatch  
W. C. Mills, Vice Chairman via phone  
James Valentine  
Jamie Storey, Chairman

#### **STAFF**

Duane Cannon, County Manager  
Verna Wilson, Chief Deputy Clerk  
Jacki Johnson, Chief Financial Officer  
Della Rhymes, Asst. Chief Deputy Clerk

#### **CALL TO ORDER**

The Board meeting was called to order at 6:00 PM by Commissioner Storey.

#### **INVOCATION AND PLEDGE TO THE AMERICAN FLAG**

The Invocation was led by Commissioner Valentine and the Pledge to the American Flag was led by Commissioner Hatch.

#### **APPROVAL OF COMMISSION MINUTES**

*Commissioner Valentine made the motion to approve Minutes from the Boat and Dump Sticker Workshop of March 04, 2021. Commissioner Stephenson seconded. Board approved.*

*Commissioner Stephenson made the motion to approve Minutes from the Bridges and Roads Workshop of March 04, 2021. Commissioner Valentine seconded. Board approved.*

*Commissioner Stephenson made the motion to approve Minutes from the Lower Suwannee Refuge Workshop of March 04, 2021. Commissioner Valentine seconded. Board approved.*

### VOUCHER APPROVAL

*Commissioner Stephenson made the motion to approve the vouchers. Commissioner Valentine seconded. Board approved.*

### CONSTITUTIONAL OFFICERS

There was nothing discussed at this time.

*The motion to go into public hearings was made by Commissioner Valentine. Commissioner Stephenson seconded. Board approved.*

***PUBLIC HEARING: THE PUBLIC HEARING MAY BE CONTINUED TO ONE OR MORE FUTURE DATES. ANY INTERESTED PARTY IS ADVISED THAT THE DATE, TIME, AND PLACE OF ANY CONTINUATION OF THE PUBLIC HEARING SHALL BE ANNOUNCED DURING THE PUBLIC HEARING AND THAT NO FURTHER NOTICE CONCERNING THE MATTERS WILL BE PUBLISHED.***

A petition by ***David and Nancy Manierre*** requesting a ***Special Exception*** to be granted, as provided in Section 4.3.5 subparagraph (4) of the Dixie County Land Development Regulations to permit one recreational vehicle in an Environmentally Sensitive Area (ESA-4) zoning district, in accordance with the petition dated March 04, 2021 to be located on the property as described as follows: Dixie County Parcel # 26-09-13-4462-0000-0040 ( 337 N. E. 364 Avenue, Old Town; Fox Run S/D; Lot 4; 2.50 acres).  
(Commission District 2)

Ms. Tammi Clyatt appeared before the Board and read the Special Exception request made by David and Nancy Manierre.

***Commissioner Mills made the motion to approve the Special Exception requested by David and Nancy Manierre. Commissioner Stephenson seconded. Board approved.***

A petition by ***Daniel Wallace*** requesting a ***Special Exception*** to be granted, as provided in Section 4.7.5 subparagraph (13) of the Dixie County Land Development Regulations to permit one recreational vehicle in an Residential, (Mixed) Single Family/Mobile Home (RSF/MH-2) zoning district, in accordance with the petition dated March 17, 2021 to be located on the property as described as follows: Dixie County Parcel # 19-13-12-3264-0000-0052 (146 S. E. 904 Avenue, Old Town; Suwannee Shores, Add. 3 Replat; A portion of Lot 5; .116 acres)  
(Commission District 3)

Ms. Tammi Clyatt appeared before the Board and read the Special Exception request made by Daniel Wallace.

***Commissioner Hatch made the motion to deny the Special Exception requested by Daniel Wallace. Commissioner Stephenson seconded. The Board denied this request.***

Mr. Danielle Wallace appeared before the Board and asked why the Board denied his petition. Commissioner Hatch replied because your neighbors have expressed their opposition.

Mr. Wallace said that this is a buildable lot.

Commissioner Hatch suggested he get a permit to build a house or get a mobile home. He said you will not be allowed to have a camper or a RV on the lot.

Mr. Wallace said there are other RV's in the neighborhood, and he doesn't understand why he cannot put one on his property.

Commissioner Hatch told him the area floods and he cannot have temporary power for a camper or a RV because his neighbors have complained.

Mr. Wallace said that he is not trying to flood anyone, and he wants to put in a RV pad.

Commissioner Stephenson stated that Dixie County is one of the few counties that still allows people to get an RV Special Exception if the neighbors don't have a problem. He suggested Mr. Wallace talk to his neighbors and work it out or get a permit to build a house. He said he could get temporary power with a building permit.

Mr. Wallace said this is the second time he has done this.

Commissioner Hatch said the building permit is good for one year.

Mr. Wallace asked if he could find out which neighbors are in opposition.

Commissioner Hatch directed him to see Ms. Tammi at Building and Zoning and get a copy of the public record.

A petition by ***Jimmie and Elizabeth Lamb*** to request a ***Variance*** to allow a six foot clearance from proposed building to rear property line (setback for rear property line is 15 feet) for the construction of a 14'x24' screened fish cleaning room as provided by the petition dated March 05, 2021, which is located within a Residential, (Mixed) Single Family/Mobile Home (RSF/MH-2) zoning district to be located on the property as described as follows: Dixie County Parcel # 19-13-12-2994-0003-3700 (142 S. E. 894 Avenue, Old Town; Suwannee Shores S/D; Lot 370; .136 acres). (Commission District 3)

Ms. Tammi Clyatt appeared before the Board and read the Variance request made by Jimmie and Elizabeth Lamb.

***Commissioner Hatch made the motion to approve the Variance requested by Jimmie and Elizabeth Lamb. Commissioner Stephenson seconded. Board approved.***

A petition by ***Robert Merriman*** to request a ***Variance*** to allow a six foot clearance from proposed building to rear property line (setback for rear property line is 15 feet) as provided by the petition dated March 16, 2021, which is located within a Residential, (Mixed) Single Family/Mobile Home (RSF/MH-2) zoning district to be located on the property as described as follows: Dixie County Parcel # 19-13-12-2952-000D-0110 (129 S. E. 237 Street, Suwannee; Suwannee Heights S/D; Lot 11; Block D ; .114 acres). (Commission District 3)

Ms. Tammi Clyatt appeared before the Board and read the Variance request made by Robert Merriman.

***Commissioner Hatch made the motion to approve the Variance requested by Robert Merriman. Commissioner Valentine seconded. Board approved.***

**RESOLUTION 2021-52**

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF DIXIE COUNTY, FLORIDA, TO APPROVE A SPECIAL EXCEPTION TO BE GRANTED, AS PROVIDED IN SECTION 4.4.5 SUBPARAGRAPH (9) OF THE DIXIE COUNTY LAND DEVELOPMENT REGULATIONS TO PERMIT ONE RECREATIONAL VEHICLE IN AN ENVIROMENTALLY SENSITIVE AREA (ESA-4) ZONING DISTRICT, IN ACCORDANCE WITH THE PETITION DATED MARCH 04, 2021.

***David and Nancy Manierre***

Ms. Tammi Clyatt read Resolution 2021-52 in support of David and Nancy Manierre to the Board by title only.

***Commissioner Stephenson made the motion to approve the Resolution 2021-52. Commissioner Hatch seconded. Board approved.***

**RESOLUTION 2021- 53**

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF DIXIE COUNTY, FLORIDA, TO APPROVE A SPECIAL EXCEPTION TO BE GRANTED, AS PROVIDED IN SECTION 4.4.5 SUBPARAGRAPH (9) OF THE DIXIE COUNTY LAND DEVELOPMENT REGULATIONS TO PERMIT ONE RECEREATIONAL VEHICLE IN AN RESIDENTIAL, (MIXED) SINGLE FAMILY/MOBILE HOME (RSF/MH-2) ZONING DISTRICT, IN ACCORDANCE WITH THE PETITION DATED MARCH 17, 2021. ***Daniel Wallace***

***This Resolution was denied.***

**RESOLUTION 2021-54**

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF DIXIE COUNTY, FLORIDA, TO APPROVE A VARIANCE TO BE GRANTED, AS PROVIDED IN SECTION 12.3.1 OF THE DIXIE COUNTY LAND DEVELOPMENT REGULATIONS TO PERMIT A VARIANCE TO ALLOW A SIX FOOT CLEARANCE FROM PROPOSED BUILDING TO REAR PROPERTY LINE (SETBACK FOR REAR PROPERTY LINE IS 15 FEET) FOR THE CONSTRUCTION OF A 14'X24' SCREEENED FISH CLEANING ROOM WHICH IS LOCATED WITHIN A RESIDENTIAL, (MIXED) SINGLE FAMILY/MOBILE HOME (RSF/MH-2) ZONING DISTRICT, AS PROVIDED IN THE PETITION DATED MARCH 05, 2021. ***Jimmie and Elizabeth Lamb***

Ms. Tammi Clyatt read Resolution 2021-54 in support of Jimmie and Elizabeth Lamb to the Board by title only.

*Commissioner Hatch made the motion to approve the Resolution 2021-54. Commissioner Stephenson seconded. Board approved.*

**RESOLUTION 2021-55**

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF DIXIE COUNTY, FLORIDA, TO APPROVE A VARIANCE TO BE GRANTED, AS PROVIDED IN SECTION 12.3.1 OF THE DIXIE COUNTY LAND DEVELOPMENT REGULATIONS TO GRANT A SIX FOOT CLEARANCE FROM PROPOSED BUILDING TO REAR PROPERTY LINE (SETBACK FOR REAR PROPERTY LINE IS 15 FEET), LOCATED WITHIN AN RESIDENTIAL, (MIXED) SINGLE FAMILY/MOBILE HOME (RSF/MH-2) ZONING DISTRICT, AS PROVIDED IN THE PETITION DATED MARCH 16, 2021. *Robert Merriman*

Ms. Tammi Clyatt read Resolution 2021-55 in support of Robert Merriman to the Board by title only.

*Commissioner Hatch made the motion to approve the Resolution 2021-55. Commissioner Stephenson seconded. Board approved.*

*Commissioner Hatch made the motion to go out of the Public Hearings. Commissioner Stephenson seconded. Board approved.*

**MIKE CASSIDY & RYAN PARKER**

Mr. Cassidy and Mr. Parker were not present. They had asked to be rescheduled.

**Road Closure**

A petition by Joe H. Anderson, Diane J. and Clifford Philips, Howard and Joyce Hart, and Stephen A. Douglas to vacate, abandon, discontinue, and close a public roadway known as SW 271 Ave, lying in Dixie County, Florida. *(First Reading)*

Ms. Tammi Clyatt read the Petition to close SW 271 Ave to the Board by title only.

Commissioner Stephenson asked how many people live on this road.

Ms. Clyatt replied 4 people live on this road.

**ORDINANCE NO. 2021-01**

AN ORDINANCE BY THE BOARD OF COUNTY COMMISSIONERS OF DIXIE COUNTY, FLORIDA, AMENDING THE DIXIE COUNTY CODE OF ORDINANCES, AS AMENDED; PROVIDING FOR ADDING CHAPTER 37 ENTITLED UTILITY INSTALLATION REGULATIONS; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

*(Second Reading)*

Manager Cannon appeared before the Board and read Ordinance 2021-01 by title only. He informed them that this is the second reading and will need to be voted on by the Board. *Commissioner Valentine made the motion to approve the Resolution 2021-01. Commissioner Stephenson seconded. Board approved.*

**KEITH SEGAR, SUWANNEE WATER AND SEWER**

Keith Segar had nothing to discuss with the Board at this time.

**GREG BAILEY, NORTH FLORIDA PROFESSIONAL SERVICES**

Mr. Greg Bailey was not present for this meeting.

**JERED LIZOTTE, LOCKLEAR AND ASSOCIATES**

Mr. John Locklear had nothing to discuss with the Board at this time.

**CINDY BELLOT, LIBRARY DIRECTOR**

Ms. Cindy Bellot had nothing to discuss with the Board at this time.

**STEVE FREMEN, VETERANS SERVICE OFFICER**

Mr. Steve Fremem had nothing to discuss with the Board at this time.

**STEVE HUTCHISON, COUNTY ROAD SUPERINTENDENT**

Mr. Steve Hutchison appeared before the Board and said he is replacing a culvert on the Horseshoe Hwy next week for a landowner.

Commissioner Stephenson asked how many tires were removed from the road near airport. Mr. Hutchison replied 3 tires, 4 pieces of furniture and 3 dump truck loads of garbage removed from road near the airport.

There was some discussion about involving the authorities to monitor the site. The Board members agreed to get a camera for this location.

**DWAYNE CHAUNCEY, MOSQUITO CONTROL DIRECTOR**

Mr. Dwayne Chauncey was not present for this meeting. He was taking his mosquito control examination.

**MICHAEL LATSON, SOLID WASTE**

Mr. Michael Latson appeared before the Board and presented a handout on his staff and equipment and payroll information.

He said they had ordered the bucket that was approved by the Board and will install this tomorrow.

Commissioner Hatch asked what the cost was.

Mr. Latson replied \$13,725.00 was the cost.

Commissioner Hatch directed Mr. Latson to train the employees on how to use the new equipment.

Commissioner Stephenson directed Mr. Latson to fix the old bucket as a backup.

Commissioner Stephenson discussed the dumpsters sites being filled by Monday and suggested they work on the weekend.

Mr. Latson responded by saying that he would need to staff an operator and a supervisor for the weekend. He said he is collecting 80 rental dumpsters at the end of the month. He said that the out of county trash is the issue.

Commissioner Stephenson said that people are cleaning their house or property on the weekend and they are throwing their trash away.

Mr. Latson said that he would need three (3) people that are DEP approved to work on the weekends. He said he would need a Supervisor and a scale operator and a loader/tractor man.

Commissioner Hatch asked if they haul on Friday.

Mr. Latson replied no because the Board said no to overtime pay.

Commissioner Stephenson suggested they have a rolling schedule and rotate the staff.

Mr. Latson said he must monitor his staff and make sure they do the work.

Manager Cannon said they have pulled 50 to 60 cans from the roll off sites and are using these for rentals and not purchased any new cans since then.

Commissioner Stephenson said to use the revenue from the rentals to buy more cans.

Manager Cannon said the Finance Department has been helping track this and no one has been paying for the rentals. He said they will be pulling the cans.

Commissioner Stephenson inquired about who is bringing in the out of county trash.

Mr. Latson informed the Board he has spoken with other Solid Waste Directors from Taylor, Gilchrist and Levy County and there needs to be something to show proof of residency.

Commissioner Hatch said the Hwy 55A had a recent incident where a person was dumping wrong materials in the wrong cans. He said the law was called and there was no confrontation. He said a No Trespass was placed on the person.

Commissioner Stephenson said the Board has already spoke with the Sheriff about this.

Commissioner Hatch inquired about how to handle a No Trespass and protect the employee.

Commissioner Hatch directed Mr. Latson to contact the person and lift the No Trespass.

Mr. Glenn Biggerstaff asked how many Solid waste employees are there. He suggested working two (2) crews five (5) days a week.

Commissioner Stephenson replied they are short on staff.

Mr. Glenn Biggerstaff said he believes the four (4) day work week has helped create the garbage issue.

Commissioner Hatch said there is not enough staff. He said they are working on the Budget and maybe then they can hire some more staff.

Ms. Tina Bell spoke to the Board and said that she was the person at the Hwy 55A site who has the No Trespass against her. She said that signs are needed at the sites better explaining what is allowed and not allowed.

She said the site attendant wasn't very nice to her. She said she was trying to dump the same kind of debris that was already there and was told she could not do this.

She said she has rental properties that she must clean up. She said the site attendant started the confrontation wither and after she left the site she was pulled over by the police. She requested the Board lift the No Trespass against her. She said she follow the rules. She suggested the times that the dump sites and the Transfer Station be put on signs and in the newspaper for the public.

Commissioner Hatch said that information is also on the Board's website.

A gentleman spoke to the board and said there should be rules for the public and for the Solid Waste staff to follow. He said the Pole Gap site was a mess on Sunday and people are cursing out the attendant. He said there was more trash on the ground than in the dumpster. He said people dump the bulk of the trash on Friday, Saturday and Sunday.

He said there needs to be something to show proof of paying taxes and the attendant should check the cars dumping the trash.

Commissioner Stephenson said they are working on this and trying to cover the weekend staff.

Mr. Latson said they can put more dumpsters at the Pole Gap to help.

He said the Transfer Station is open Friday and Saturday from 8:00 Am until 5:00 PM.

***Commissioner Stephenson made a motion to direct the private garbage collection vendors to haul their trash to the Transfer Station. Commissioner Valentine seconded.***

Commissioner Hatch asked how to do you know the difference.

Commissioner Stephenson said this alone is generating a packer load of garbage.

Mr. Latson said he knows of three (3) within the County that provides this private pick up service. He suggested they should go to the Courthouse and purchase a certificate to haul trash.

Commissioner Hatch said it's a long way for the people of Suwannee to haul to the Transfer Station.

Commissioner Stephenson said they are making money. He said this is overloading the roll off sites. He said the vendor can charge more for their services to offset hauling to the Transfer Station.

Commissioner Mills said they have talked about this before. He said this trash would go to that roll off site anyway if the homeowner would throw this away. He said the volume is not greater.

Commissioner Stephenson said the vendor is running a route. He said they will pick up trash on the way and dump at the nearest site.

Commissioner Mills said that Dixie County residents can dump at any roll off site. He said they can get some more dumpsters and re locate them to other sites.

Commissioner Stephenson said the private service provider can charge more if they want to. He said the public is choosing to hire someone to haul their trash away.



*Commissioner Stephenson previously made a motion to direct the private garbage collection vendors haul their trash to the Transfer Station. Commissioner Valentine seconded. There was a Roll Call Vote on directing the private garbage collection vendors to haul their trash to the Transfer Station.*

*Commissioner Mills stated his vote was no.*

*Commissioner Storey stated his vote was no.*

*Commissioner Hatch stated his vote was no.*

*The Board did not approve.*

Commissioner Hatch suggested Mr. Latson talk to the private garbage collection vendors and ask them to take the trash to the Transfer Station.

Commissioner Stephenson asked how the other materials got to the Hwy 55A site. He said this does send the wrong message.

Mr. Latson said he was there Thursday and was cleaning the site.

Commissioner Stephenson said the attendants need a list of their job duties.

Mr. Latson said the attendants direct traffic and keep the site clean.

Commissioner Hatch said at the 317 roll off site they have a problem with dumpster divers. He said the roll off sites need to be secure.

Commissioner Stephenson said this will stop when the Sheriff starts charging people and they must go to court.

Mr. Latson said that the Horseshoe site and the Jena site are a problem. He said the gates are being torn down and the locks are broken off constantly.

### **LEON WRIGHT, BUILDING AND ZONING**

Mr. Leon Wright was not present for this meeting. He was away at training.

### **DARIAN BROWN, DIRECTOR OF EMERGENCY SERVICES**

Director Darian Brown appeared before the Board and requested that they approve **Resolution #2021-51** for the extension of the State of Emergency for COVID 19.

*Commissioner Stephenson made the motion to approve Resolution #2021-51 for the extension of the State of Emergency for COVID 19. Commissioner Hatch seconded. Board approved.*

Director Brown informed the Board that they may be able to let this State of Emergency expire in the future.

Director Brown informed the Board of an upcoming mandatory change in the telephone area codes. He said the public will be required to dial the complete ten (10) digit number to place a phone call even if it's a local call.

Commissioner Hatch asked about the confusion with the zip codes in several areas within the county. He said that Old Town turns into Suwannee and Old Town turns into Hatchbend/Brandford and you may be physically in one town and have a zip code for the other town.

Director Brown replied that is the Federal Postal Codes and Regulations. He doesn't think that the county has any authority over that.

**GAIL CARTER, INDIGENT CARE**

Ms. Gail Carter had nothing to discuss with the Board at this time.

**HOLLY HOUGHTON, COUNTY EXTENSION AGENT**

Ms. Holly Houghton spoke to the Board via telephone and gave them an update on the Suwannee Livestock Fair. She said they have been doing this for 69 years. She said the Fair raised over one (1) million dollars and sold 364 animals.

She said they will meet Tuesday to discuss the new dates in March for the Fair next year.

Ms. Houghton said she has been helping the County Manager and working on the employee handbook and the website for County. She said that Ms. Cheyenne Stemple Hutchinson had multiple duties.

**DUANE CANNON, COUNTY MANAGER**

County Manager Duane Cannon requested the Board schedule a Workshop for the Assessment findings to be discussed. He suggested May 06, 2021 at 1:30 PM.

***Commissioner Hatch made the motion to schedule the Assessment Workshop on May 06, 2021 at 1:30 PM. Commissioner Stephenson seconded. Board approved.***

Manager Cannon informed the board that Big Bend Water Authority has asked to join the County Group Insurance Policy. He said they have eight (8) employees. He said he will need to speak with the county's insurance agent Mr. Brad Hoard.

***Commissioner Hatch made the motion to allow the County Manager to inquire and research the possibility of Big Bend Water Authority joining the County Group Insurance Policy. Commissioner Stephenson seconded. Board approved.***

Manager Cannon informed the Board that there have been some inquiries about closing the Courthouse and the County Offices for the Centennial Parade on April 23, 2021.

Commissioner Hatch said they did this for New Years and it caused a lot of problems for the payroll department.

Manager Cannon said they have always closed for the Homecoming Parade.

He said there were issues with the administrative time for the EMS Department in the past and agreed it was payroll headache.

Ms. Jacki Johnson said there needs to be a written policy to follow.

***Commissioner Hatch made the motion to close the Courthouse and allow the county employees to go to the Centennial Parade. Commissioner Stephenson seconded. Board approved.***

Commissioner Stephenson said that EMS is already working. They are going to have to take the calls and leave the parade.

Director Brown said the issue was that some employees get time off and others don't. He agreed that a written policy is needed.

Manager Cannon requested the Board approve a lien satisfaction and release for Ms. Margaret Master.

***Commissioner Hatch made the motion to approve the lien satisfaction and release for Ms. Margaret Master. Commissioner Stephenson seconded. Board approved.***

Manager Cannon informed the Board that he has seven (7) applications with the score cards attached for the Human Resource Supervisor position for their review.

He said that he will give them to Commissioner Mills as well upon his return. He asked the Board members to review and chose a candidate who is most qualified.

Manager Cannon requested the Board to approve Commissioner Hatch as the county representative for the North Florida Economic Development Council along with Ms. Carol west for the years 2021-2023.

***Commissioner Stephenson made the motion to approve Commissioner Hatch and Ms. Carol west to represent Dixie County on the North Florida Economic Development Council for the years 2021-2023. Commissioner Valentine seconded. Board approved.***

Manager Cannon informed the Board that Mr. Duane Chauncey is taking his Mosquito Control License test. He said they will need to appoint him to the Director position and submit this with the license.

***Commissioner Hatch made the motion to appoint him to the position of Mosquito Control Director and submit this with the license. Commissioner Valentine seconded. Board approved.***

Manager Cannon informed the Board that there is a derelict sailboat in the Steinhatchee River. He said this will be removed and taken to the Aucilla landfill.

***Commissioner Stephenson made the motion to move forward with the removal of the sailboat from the Steinhatchee River. Commissioner Valentine seconded. Board approved.***

Manager Cannon informed the Board about the status of McGriff Pass.

Ms. Carol West spoke to the Board about this subject and said that they have emailed Congressman Dunn. She said that Mr. Clay McCoy had previously told them this project was terminated. She said they sent a letter to the Army Corp in Washington and Jacksonville and the mail was not delivered. She said they have since talked with everyone about this letter. She said

that Mr. Clay McCoy recommended the Board push Legislature to assume immediate maintenance of the McGriff Pass channel.

She said there is an application that can be filled out, but they don't have some of this needed information and it is due by 5:00 PM on Monday so there is no way to possibly meet this deadline.

Commissioner Hatch said he has called and texted as well.

Ms. Carol West said the House of Representatives and the Senate must agree on this project. Manager Cannon said that the Army Corp of Engineers has the data that is needed.

Manager Cannon requested the Board allow Ms. Carol west to assist him with this project for McGriff Pass.

***Commissioner Hatch made the motion to allow Ms. Carol west to help Manager Cannon with the McGriff Pass project. Commissioner Stephenson seconded. Board approved.***

Manager Cannon gave the Board members a handout with all the Park Attendants and the County Parks Rules and Regulations.

Manager Cannon reminded the Board of the Annual Airport Expo coming up on April 24, 2021 at the Cross City Airport.

Manager Cannon informed the Board of a work comp claim and said this is being handled.

Manager Cannon informed the Board of the minimum wage increase and how this will affect the county employees. He said that based on FICA and the retirement that was paid last year this will cost the county an additional \$132,000.00.

Commissioner Hatch commented that this figure was better than he thought. He said the County Employees did not get raise last year.

Manager Cannon said there will be some disgruntled workers who have worked up to their current rate over several years only to have new employees starting at or near their current rate.

Commissioner Hatch asked for the figures to be re calculated at \$10.00 across the Board to get a more accurate total.

#### **MICHAEL OSTEEN, COUNTY ATTORNEY**

County Attorney Michael Osteen was not present for this meeting. Attorney Pierce Kelly had nothing to discuss at this time.

#### **BARBIE HIGGINBOTHAM, CLERK OF COURT**

Chief Deputy Clerk Verna Wilson appeared before the Board to give them a status update from within the Clerk's office.

Ms. Wilson updated them on the status of the Ordinances filed with the Department of Revenue. She informed them that the Board had approved 132 Ordinances from 2007 through 2019. She said that 59 Ordinances were not filed properly. She said the Clerk's office has submitted 50 Ordinances and have a few more to submit to be current through May of 2020.

Ms. Wilson said that Ms. Cindy Leverett picked up a flash drive from the Clerk and is currently Drafting the outstanding/tabled Board Minutes from 2020.

Commissioner Hatch asked if the Ordinances are still legally binding.

Ms. Wilson replied the Board will need to speak with their attorney about that.

Commissioner Hatch asked how soon the Ordinances need to be turned in to Tallahassee.

Asst. Chief Deputy Clerk Della Rhymes replied that the Department of State (DOS) requests that they be submitted within 10 days after approval by the Board, but that they will accept them later.

Commissioner Stephenson said that he had spoken to someone and was told that when the Board votes on the Ordinance it is then legally binding, and this is documented in the Minutes.

Commissioner Hatch said then the County Employee Policy and Procedures Manual should still be legally binding, but he has been told that it is no good.

County Manager Duane Cannon said they are updating the County Employee Policy and Procedures Manual.

Commissioner Hatch asked why the Board is needed to get involved with the hiring and firing of staff and what is the procedure.

Manager Cannon said the Manual says the Board must hire and fire Department Heads.

Manager Cannon said the Board created a County Employee Policy and Procedures Manual in 2010 and in 2011 adopted the policy. He said the County Attorney had said this needed to be recorded. He said he is going through the manual with the Department Heads now and will schedule a Workshop on the manual later.

Ms. Holly Houghton spoke to the Board by phone and said they have located seven (7) supplements that were added to the County Employee Policy and Procedures Manual.

She said one Resolution covers the hiring policy and states that the Board is responsible for hiring and firing Department Heads. She said these were found in a notebook left behind by former County Manager Tim Alexander. She said she will get with Asst. Chief Deputy Clerk Della Rhymes from the Clerk's office regarding locating the supporting Resolutions.

#### **COUNTY COMMISSION ITEMS**

Commissioner Valentine had nothing further to discuss.

Commissioner Hatch invited everyone to the Dixie County Centennial Celebration.

Commissioner Stephenson asked Manager Cannon to crunch some numbers to substantiate a pay increase for the employees to support the minimum wage law increase. He said \$1.44 increase for everyone would be fair if possible.

Ms. Jacki Johnson, Chief Financial Officer, appeared before the Board and said she will help Manager Cannon. She updated the Board on the status within the Finance Department of the Clerk's office.

She said they are on track with the consultants and should be done in May 2021. She said then Powell and Jones can meet the June 30, 2021 deadline for the Audit.

She said they are working forward and backwards to bring the accounts current. She said they have a designated Account Receivable person in the office. She said that they have identified several revenue sources that were not collected properly and have now begun collecting this revenue. She some of the issue are with the Solid Waste Dept. and the Airport Contracts. She said they don't have a cash balance for 2020 yet and are working with the consultants to finish this as well as catching up 2021. She said time to work on the next Budget is coming up. She said that Payroll and bills are being paid. She said there is Trust funds that need to be disbursed because that has not been done. She said 2020 needs to be finished to figure this out and then they can disburse funds after the consultants and the audit is done.

Commissioner Stephenson asked about consolidating the accounts.

Ms. Johnson replied not yet because they must balance everything first. She said by Oct 01, 2021 they can cut this off and then consolidate some accounts.

Commissioner Stephenson asked if they have a plan B in case things don't work out the way they think they should. He said they could change the computer system and input the data in the new system and close the old system.

Ms. Johnson said she doesn't foresee a need for this. She said that Munis can be used in more ways than it was being used for. She said that previous staff were still following old rules and regulations for separating bank accounts. She said with all the computers and advances in accounting, this can be done differently now. She said they are updating things to the current standards. She said they can't move money around until they know the accounting records are right.

Commissioner Stephenson said he believes the system needs to be upgraded.

Commissioner Hatch said that Munis will hold two (2) years of accounting data.

Ms. Johnson said she would love to start over fresh, but you must operate and keep moving forward while addressing past issues.

Commissioner Hatch said that 2020 is the problem.

Commissioner Stephenson said we need a plan in place if this fails.

Ms. Johnson said this new practice will work.

Commissioner Hatch said they need to worry about having to pay CRI \$75,000.00.

Commissioner Stephenson said they don't have the correct data to give to the consultants.

Ms. Johnson said this is not easy, but we are moving forward. She said they have been giving reports to department heads and responding to their questions. She said that everyone in the Finance office and several other departments are working hard.

Commissioner Stephenson said you are doing a good job.

Ms. Johnson said she had spoken with Mr. Brad Hoard who handles the County employee insurance. They talked about the Legislation passed in February regarding the stimulus checks. She said when an employee terminates voluntarily or otherwise, they can get COBRA insurance coverage for free. She said the employer pays and then the entity gets a tax credit on 941. She said she has

Contacted the Sheriff's Office to set up preliminary processes to handle this since the Board pays their health insurance outright.

Commissioner Mills said he would also like to give raises to County Employees when they can do this. He said he will be back in town next week. He thanked everyone for all their hard work.

Commissioner Storey also thanked everyone for their hard work.

### **PUBLIC COMMENTS AND CONCERNS**

A gentleman commented that Commissioner Mills understands the issue with the taxpayer and the solid waste. He said people need an ID for their vehicle and should not pay extra fees for solid waste.

Commissioner Stephenson said they are discussing charging for out of county trash.

Ms. Tina Bell requested the Board lift the No Trespass against her.

Commissioner Hatch directed her to see Mr. Michael Latson and he will remove the No Trespass.


**ADJOURN**

*Commissioner Stephenson made the motion to adjourn the meeting at 8:30 PM.  
Commissioner Valentine seconded. Board approved.*



ATTEST:

BOARD OF COUNTY COMMISSIONERS  
DIXIE COUNTY, FLORIDA

  
\_\_\_\_\_  
Jamie Storey, Chairman

  
\_\_\_\_\_  
Barbie Higginbotham, Clerk-Auditor

**PLEASE BE ADVISED** that if a person decided to appeal any decision made by the Board with respect to any matter considered at such meeting or hearings, he/ she will need a record of the proceedings, and for such purpose, he/ she will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

*“Persons with disabilities requesting reasonable accommodations to participate in this proceeding should contact (352) 486-4931 (Voice & TDD) or via Florida Relay Service at (800) 955-8771.”*

*The Board meets the first Thursday of each month at 10:00 AM and the third Thursday of each month at 6:00 PM. Individuals that would like to be placed on the agenda should call Barbie Higginbotham, Clerk of Court, by 4:00 PM on the Friday Preceding the Board meeting, at (352) 498-1200.*