

Regular Meeting

Dixie County School Board Meeting Room

May 06, 2021 – 10:00 AM

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
James Valentine
Jamie Storey, Chairman

STAFF

Duane Cannon, County Manager
Michael Osteen, County Attorney
Barbie Higginbotham, Clerk of Court
Jacki Johnson, Chief Financial Officer
Della Rhymes, Asst. Chief Deputy Clerk

CALL TO ORDER

The Board meeting was called to order at 10:00 AM 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 Mills.

APPROVAL OF COMMISSION MINUTES

Commissioner Hatch made the motion to table the Regular Meeting of March 18, 2021. Commissioner Stephenson seconded. Board approved.

Commissioner Hatch made the motion to approve the Regular Meeting of April 01, 2021. Commissioner Mills seconded. Board approved.

Commissioner Hatch made the motion to approve the Regular Meeting of April 15, 2021. Commissioner Mills seconded. Board approved.

CONSTITUTIONAL OFFICERS

Dixie County Sheriff Darby Butler appeared before the Board and said he has a vehicle he would like to donate to the County Road Department and in turn the County Road Department would donate one of their vehicles to the Town of Cross City.

Commissioner Hatch made the motion to accept the donated vehicle from the Sheriff Office and allow the County Road Department to donate a vehicle to the Town of Cross City. Commissioner Stephenson seconded. Board approved.

Sheriff Butler spoke to the Board about Courthouse Security. He said there are plans to open the Courthouse by May 15 and the courts should be open back up for the public by July 06, 2021. He spoke to the Board about building a security check point area on the South east corner of the Courthouse with a metal detector and x-ray machine.

Commissioner Hatch asked if this will be staffed all the time and will all the other doors be locked. He said he would like for the people doing business at the Courthouse to be able to come in the front door near the Tax Collector's Office.

Sheriff Butler replied yes. He said the Security Check Point will be on the back side of the Courthouse at the back door facing the Woman's Club and old tennis courts.

Commissioner Stephenson made the motion to move forward with implementing Courthouse Security. Commissioner Hatch seconded. Board approved.

Commissioner Hatch commented that's the back of the courthouse near the employee parking on the old tennis court.

Commissioner Stephenson said he is okay with this.

Sheriff Butler said from a security standpoint having the entry on the back side is better than in front of the Courthouse and crossing the street.

Mr. James Ward asked if the back side was ADA handicap accessible.

Sheriff Butler replied yes.

Commissioner Hatch asked if all the doors had the automatic push button system to open for the handicap and wheelchair ramps.

Sheriff Butler replied yes.

Commissioner Stephenson asked the Sheriff about handling the 4-wheeler traffic.

Sheriff Butler replied they are addressing this with patrols and are educating the public.

Commissioner Stephenson said there is a lot of this traffic in Dixie County.

Sheriff Butler said that this has not been addressed in the past and they are doing this now.

Sheriff Butler gave the Board an update on the No Trespass for the dump roll off sites. He said they have 11 or 12 people who have been issued this.

Commissioner Hatch requested that Clerk Higginbotham check to see if the Littering Ordinance has been filed with the State of Florida.

Sheriff Butler expressed his thanks and appreciation to the Board and the County Road Department and the County Manager and Mr. Steve Hutchison for helping with the Park.

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.

***The motion to go into the Public Hearings was made by Commissioner Mills.
Seconded by Commissioner Stephenson.***

RESOLUTION 2021-56

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS, DIXIE COUNTY, FLORIDA CLOSING SW 271 AVENUE, STEINHATCHEE, FLORIDA AFTER A PUBLIC HEARING HELD ON APRIL 15, 2021.

(Second Reading)

Ms. Tammi Clyatt appeared before the Board and read Resolution 2021-56 in support of closing SW 271 Avenue. She clarified this road is in Jena.

Commissioner Valentine made the motion to approve Resolution 2021-56 in support of closing SW 271 Avenue in Jena. Commissioner Hatch seconded. Board approved.

RESOLUTION 2021-60

PZ/LPA LDR 21-01

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF DIXIE COUNTY, FLORIDA, SERVING AS THE PLANNING AND ZONING BOARD OF DIXIE COUNTY, FLORIDA, AND THE LOCAL PLANNING AGENCY OF DIXIE COUNTY, FLORIDA, RECOMMENDING TO THE BOARD OF COUNTY COMMISSIONERS OF DIXIE COUNTY, FLORIDA, APPROVAL OF AN AMENDMENT TO THE TEXT OF THE DIXIE COUNTY LAND DEVELOPMENT REGULATIONS, PURSUANT TO AN APPLICATION BY THE BOARD OF COUNTY COMMISSIONERS; PROVIDING FOR AMENDING SECTION 2.1 ENTITLED DEFINITIONS GENERAL BY ADDING A DEFINITION FOR SOLAR FARM AND SOLAR ENERGY SYSTEM; PROVIDING FOR AMENDING SECTION 4.3.5 ENTITLED SPECIAL EXCEPTIONS BY ADDING SOLAR FARMS AS A SPECIAL EXCEPTION WITHIN THE “ESA” ENVIRONMENTALLY SENSITIVE AREAS ZONING DISTRICT; PROVIDING FOR AMENDING SECTION 4.4.5 ENTITLED SPECIAL EXCEPTIONS BY ADDING SOLAR FARMS AS A SPECIAL EXCEPTION WITHIN THE “A” AGRICULTURAL ZONING DISTRICT; PROVIDING FOR AMENDING SECTION 4.5.5 ENTITLED SPECIAL EXCEPTIONS BY ADDING SOLAR FARMS AS A SPECIAL EXCEPTION WITHIN THE “RR” RURAL RESIDENTIAL ZONING DISTRICT; PROVIDING FOR AMENDING SECTION 4.6.5 ENTITLED SPECIAL EXCEPTIONS BY ADDING SOLAR FARMS AS A SPECIAL EXCEPTION WITHIN THE “RSF” RESIDENTIAL (CONVENTIONAL) SINGLE FAMILY ZONING DISTRICT; PROVIDING FOR AMENDING SECTION 4.7.5 ENTITLED SPECIAL EXCEPTIONS BY ADDING SOLAR FARMS AS A SPECIAL EXCEPTION WITHIN THE “RSF/MH” RESIDENTIAL, (MIXED) SINGLE FAMILY/MOBILE HOME ZONING DISTRICT; PROVIDING FOR AMENDING SECTION 4.8.5 ENTITLED SPECIAL EXCEPTIONS BY ADDING SOLAR FARMS AS A SPECIAL EXCEPTION WITHIN THE “RMH” RESIDENTIAL, MOBILE HOME ZONING DISTRICT; PROVIDING FOR AMENDING SECTION 4.15.5 ENTITLED

SPECIAL EXCEPTIONS BY ADDING SOLAR FARMS AS A SPECIAL EXCEPTION WITHIN THE “ILW” INDUSTRIAL, LIGHT WAREHOUSING ZONING DISTRICT; PROVIDING FOR AMENDING SECTION 4.16.5 ENTITLED SPECIAL EXCEPTIONS BY ADDING SOLAR FARMS AS A SPECIAL EXCEPTION WITHIN THE “I” INDUSTRIAL ZONING DISTRICT; PROVIDING FOR AMENDING SECTION 4.18 ENTITLED SUPPLEMENTARY DISTRICT REGULATIONS BY ADDING SECTION 4.18.39 ENTITLED SOLAR FARMS; REPEALING ALL RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE. **(First Reading)**

Ms. Tammi Clyatt appeared before the Board and read Resolution 2021-60 in support of the Solar Farms.

The motion to go out of the Public Hearings was made by Commissioner Stephenson. Commissioner Mills seconded. Board approved.

ORDINANCE 2021-02

AN ORDINANCE OF DIXIE COUNTY, FLORIDA, AMENDING THE TEXT OF THE DIXIE COUNTY LAND DEVELOPMENT REGULATIONS, AS AMENDED, PURSUANT TO AN APPLICATION, LDR 21-01, BY THE BOARD OF COUNTY COMMISSIONERS, PROVIDING FOR AMENDING SECTION 2.1 ENTITLED DEFINITIONS GENERAL BY ADDING A DEFINITION FOR SOLAR FARM AND SOLAR ENERGY SYSTEM; PROVIDING FOR AMENDING SECTION 4.3.5 ENTITLED SPECIAL EXCEPTIONS BY ADDING SOLAR FARMS AS A SPECIAL EXCEPTION WITHIN THE “ESA” ENVIRONMENTALLY SENSITIVE AREAS ZONING DISTRICT; PROVIDING FOR AMENDING SECTION 4.4.5 ENTITLED SPECIAL EXCEPTIONS BY ADDING SOLAR FARMS AS A SPECIAL EXCEPTION WITHIN THE “A” AGRICULTURAL ZONING DISTRICT; PROVIDING FOR AMENDING SECTION 4.5.5 ENTITLED SPECIAL EXCEPTIONS BY ADDING SOLAR FARMS AS A SPECIAL EXCEPTION WITHIN THE “RR” RURAL RESIDENTIAL ZONING DISTRICT; PROVIDING FOR AMENDING SECTION 4.6.5 ENTITLED SPECIAL EXCEPTIONS BY ADDING SOLAR FARMS AS A SPECIAL EXCEPTION WITHIN THE “RSF” RESIDENTIAL (CONVENTIONAL) SINGLE FAMILY ZONING DISTRICT; PROVIDING FOR AMENDING SECTION 4.7.5 ENTITLED SPECIAL EXCEPTIONS BY ADDING SOLAR FARMS AS A SPECIAL EXCEPTION WITHIN THE “RSF/MH” RESIDENTIAL, (MIXED) SINGLE FAMILY/MOBILE HOME ZONING DISTRICT; PROVIDING FOR AMENDING SECTION 4.8.5 ENTITLED SPECIAL EXCEPTIONS BY ADDING SOLAR FARMS AS A SPECIAL EXCEPTION WITHIN THE “RMH” RESIDENTIAL, MOBILE HOME ZONING DISTRICT; PROVIDING FOR AMENDING SECTION 4.15.5 ENTITLED SPECIAL EXCEPTIONS BY ADDING SOLAR FARMS AS A SPECIAL EXCEPTION WITHIN THE “ILW” INDUSTRIAL, LIGHT WAREHOUSING ZONING DISTRICT; PROVIDING FOR AMENDING SECTION 4.16.5 ENTITLED SPECIAL EXCEPTIONS BY ADDING SOLAR FARMS AS A SPECIAL EXCEPTION WITHIN THE “I” INDUSTRIAL

ZONING DISTRICT; PROVIDING FOR AMENDING SECTION 4.18 ENTITLED SUPPLEMENTARY DISTRICT REGULATIONS BY ADDING SECTION 4.18.39 ENTITLED SOLAR FARMS; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

(First Reading)

Ms. Tammi Clyatt appeared before the Board and read Ordinance 2021-02 in support of the Solar Farms.

MIKE CASSIDY & RYAN PARKER, CR 358

Mr. Ryan Parker appeared before the Board to get an update on the Boards plans to help with the flooding in the Punkin Swamp area. He said they would like to help the Board with anything.

Commissioner Stephenson said we are looking for the funding to help.

Mr. Mike Cassidy said they have been dealing with this for several years. He said it would not be expensive and the County is not broke.

Commissioner Stephenson said they are still looking into our financial situation.

Mr. Cassidy said they will help put an estimate together for the Board. He said the Board's Operating Budget can be used for this project.

Commissioner Stephenson said they are looking at the budget and are doing these audits and trying to close out the years.

Mr. Cassidy said at the prior meeting the Board was willing to help. He said this was a mistake that created flooding problems in the area.

Commissioner Hatch asked the County Manager and Mr. Steve Hutchison if anything has been done. He said the Board had discussed cleaning the ditches with a grade all and purchasing a bucket for the tractor.

Mr. Hutchison replied the quote for the new bucket is \$30,000.00.

Commissioner Mills informed the Board members that he owns a bucket that he will loan the County to use for this project and that will fit the tractor that belongs to the County.

Commissioner Stephenson asked Commissioner Mills how much it would cost to build this.

Commissioner Mills said he had converted this bucket for his personal use.

Commissioner Stephenson said they can get the County Welding Shop to retrofit something.

Commissioner Hatch said if this works, we can build a bucket.

Mr. Cassidy said he would like to put an estimate together.

Commissioner Stephenson said the prices of materials have increased.

Manager Cannon said that one 50x48 size galvanized pipe cost \$5,300.00. He said they would need 4 pipes for this project.

Mr. Cassidy said they have some prices from three years ago and three pipes cost \$3,500.00 each. They would also need a concrete head wall and concrete over the road.

Commissioner Hatch suggested to clean everything out first and then look at replacing the pipes.

Mr. Cassidy said that some of this can be done but not all.

Commissioner Hatch said this will help.

Commissioner Mills asked if this can be done without permits.

Mr. Steve Hutchison replied yes.

Manager Cannon said he and Locklear and Associates had traveled the whole road before and looked at all.

Commissioner Mills said there will be blockages along the ditches not just at the culverts.
Mr. Hutchison said he is three men short now.

Commissioner Mills instructed Mr. Hutchison to start the cleaning as soon as possible.
Mr. Hutchison said we are fixing a tractor next week.

Mr. Cassidy spoke to the Board about the hangers at the airport. He said that he knows of some potential tenants that are waiting for rentals. He said these customers will increase the County revenue.

Commissioner Hatch spoke about putting millings at the Carter Subdivision and Anderson Elementary.

Commissioner Hatch inquired about when they will be working on the Horseshoe Road.
Manager Cannon said the project should start July 01, 2022. He offered to get a price to fix that area temporarily.

KEITH SEGAR, SUWANNEE WATER AND SEWER

Mr. Keith Segar appeared before the Board and informed them that Suwannee was doing their storm season prep work. He said the Administrative Manger had a medical emergency but is doing better but still needs prayer. He requested prayers for the community, and everyone touched by the recent tragedy.

GREG BAILEY, NORTH FLORIDA PROFESSIONAL SERVICES

Mr. Kellan Bailey appeared before the Board on behalf of Mr. Greg Bailey and had nothing to discuss with the Board at this time.

JERED LIZOTTE, LOCKLEAR AND ASSOCIATES

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

CINDY BELLOT, LIBRARY DIRECTOR

Ms. Cindy Bellot was not present for this meeting.

STEVE FREMEN, VETERANS SERVICE OFFICER

Mr. Steve Fremem was not present for this meeting because he was away at training

STEVE HUTCHISON, COUNTY ROAD SUPERINTENDENT

Mr. Hutchison requested the Board allow him to get more tables for the community centers.

Commissioner Hatch made the motion to allow Mr. Hutchison to get more tables for the community centers. Commissioner Mills seconded. Board approved.

Mr. Hutchison spoke about reviewing applications hire.

Commissioner Stephenson instructed Mr. Hutchison to take inventory of the equipment and go through this and repair what is worth keeping and get rid of what is not worth keeping. He said they should try to auction off what they can.

Commissioner Stephenson made the motion to auction off equipment that the County does not need. Commissioner Hatch seconded. Board approved.

Commissioner Mills added for him to prioritize and get rid of what they can't use.

Commissioner Hatch instructed him to make a list of everything for the Board to review first.

County Attorney Michael Osteen commented that the Sheriff Office conducts an online auction. Commissioner Stephenson suggested they do both in person and an online auction.

DWAYNE CHAUNCEY, MOSQUITO CONTROL DIRECTOR

Mr. Dwayne Chauncey appeared before the Board and said he has not got his qualification and licensing test results back yet.

Commissioner Stephenson instructed him to make sure what they are spraying for mosquitos does not kill bees in the area.

MICHAEL LATSON, SOLID WASTE

Mr. Michael Latson was not present for this meeting. He was out sick. Mr. Tim Johnson did not appear on his behalf because they are short staffed.

LEON WRIGHT, BUILDING AND ZONING

Mr. Leon Wright appeared before the Board and informed them that the Field Inspector has resigned, and he will need to advertise this position. He said Mr. Richard Chavous had got another job with better pay. ***Commissioner Hatch made the motion to advertise for the Field Inspector position with Building and Zoning. Commissioner Mills seconded. Board approved.***

Mr. Wright informed the Board that he had met with Paradise Oaks Owner and the Engineer and the Suwannee River Water Management District to look at drainage issues in the area.

Mr. Wright informed the Board that the LDR for the Solar Farms had been completed, and that the Flood Plain Management Ordinance need to be revised. He said that Tallahassee wrote the Ordinance for us and had us accept this as is. He suggested the County re write the Ordinance for the specific rural needs of Dixie County.

Commissioner Hatch stated that the mobile home park and campground also differ in the LDR.

Mr. Wright said the planning council may have had a different idea when they wrote this up.

Mr. Wright said the age of the trailers in the mobile home parks needs to be addressed. He said they need to raise the year from 1976 to something newer and the text has never been addressed.

Commissioner Hatch expressed his thanks to Mr. Richard Chavous for the help he provided while employed by Dixie County.

Mr. Wright informed the Board at the request of the County Attorney about the meeting with Mr. Danny George of Central Florida Electric and the Cable TV poles in Suwannee.

County Attorney Michael Osteen informed the Board that the Holt's don't like the County Ordinance. He said that Mr. George said that they will start removing the poles from under their power lines.

Commissioner Hatch asked if the power company can legally remove the cable TV companies poles from the right of way.

Attorney Osteen replied that the power company has the right to be there. He said they plan to try and recover some of their money from the lawsuit by auctioning off the removed poles. He stated this has nothing to do with the county.

Mr. Wright clarified that the poles are in violation of their workspace and Central Florida Electric has stated they can pull these poles. Dixie County Building and Zoning did not make that determination. Commissioner Hatch instructed Attorney Osteen to make sure the County is protected from a lawsuit. Attorney Osteen said if a storm blows the poles over then the county is responsible.

Mr. Wright commented that this is a mess and they have had chances to permit their work, but they have refused.

Commissioner Stephenson asked Attorney Osteen if they are contacting the Holts first before the remove any poles.

Attorney Osteen stated the county has tried for three years to get this matter resolved. He said it has cost the County \$75,000.00 in legal fees.

Mr. Wright said that it needs to be resolved should the poles become obsolete or abandoned in the future who is responsible for the poles.

Mr. Leon Wright said the work was all non-permitted work in the first place and is still non-permitted work. The Ordinance may not allow some of the poles to remain. He said they would receive a violation notice for non-permitted work and the non-permitted poles will be removed. He said the County has tried to help and work with them to resolve the matter.

Commissioner Stephenson said that the County is still out their legal fees and asked how they can collect. Attorney Osteen said that Central Florida Electric will still not recover all their legal fees either.

Commissioner Hatch asked if they are past the permit time frame and have been given a violation order to remove the pole.

Mr. Wright said they would have to do this through the hearing and code enforcement process.

Attorney Osteen said there is a Judge's Order in place to remove the poles already.

Commissioner Stephenson asked if the County could attach a lien to their assets and get some money back.

Attorney Osteen replied he doesn't know their assets. He said their home is homesteaded and you can't attach the lien to that.

Commissioner Stephenson asked about their equipment.

Attorney Osteen stated that Central Florida Electric are the only ones qualified to remove the poles. He said this started because Central Florida raised the rate from \$8.00 to \$28.00 to attach the cable tv line to the existing Central Florida Electric pole. So, the Cable TV company installed their own poled in the county right of way to avoid the charge.

Mr. Wright said that Central Florida Electric will have another meeting with the Holt's about the matter. He said that Central Florida Electric had wanted a meeting with the county to review the new Ordinance that was now in place.

Commissioner Mills stated that they won't get much money from the auction for the removed poles.

DARIAN BROWN, DIRECTOR OF EMERGENCY SERVICES

Director Darian Brown appeared before the Board and requested the Board lift the Local State of Emergency. He said this was put in place for the procurement of funds for Dixie County.

He said the Governor of Florida has suspended the COVID 19 State of Emergency for Florida. He said they may change some items for local communities.

Director Darian Brown had prepared a list for the EMS and Fire staff pay scale. He said that staff gets a \$.10 raise per year of experience up to 10 years and would like permission from the Board to raise this to 15 or 20 years of service.

Commissioner Stephenson asked if this will also cover new hires.

Director Brown informed the Board that he is short by eight positions.

Commissioner Stephenson made the motion to move the scale for the \$.10 raise per year of experience up to 20 years for full time staff only. Commissioner Mills seconded. Board approved.

Director Brown informed the Board that the current Medical Director, Doctor Janasiewicz, is going to retire. He said that the Dixie County Emergency Services operates under his License. He said they will need to advertise for a Certified Doctor to be able to continue operations under the new Medical Director's License. He said that he knows of five Doctors that are interested in doing this and he would personally recommend one of these.

Commissioner Hatch made the motion to advertise for a Medical Director. Commissioner Stephenson seconded. Board approved.

Director Brown presented the Board with an idea for a Fitness Test and Exercise test for the staff to pass to encourage staff to be more fit.

Commissioner Hatch suggested they discuss this in the policy meeting workshop too.

Director Brown informed the Board that EMS week is May 16 through May 23, 2021. He said the staff used Anderson Camp on the Suwannee River last year. He said they will be meeting there on May 22 from 11:00 AM until 2:00 PM for a staff and family BBQ.

Director Brown spoke to the Board about the issue with the Postal Service to Suwannee. He said the US Postal Service does not deliver mail to you if you live within ½ mile from the Post Office.

Mr. Chuck Elton appeared before the Board and requested they approve the EMS 911 grant.

Commissioner Valentine made the motion to approve the 911 grant. Commissioner Hatch seconded. Board approved.

Mr. Chuck Elton discussed with the Board the 10-digit dialing of phone numbers that started on April 24, 2021. He said this practice will become mandatory as of October 24, 2021 in order to place a phone call if it is local or long distance.

Mr. Chuck Elton presented an "Additional Terms and Conditions for Rural and State Grant 21-04-05" to be signed by the Chairman. The Commissioners approved the grant in March and the State of Florida 911 Board approved Grant. This contract details the use of and the reimbursement process of the grant. The Board sends it to all counties that are awarded the grant.

Mr. Chuck Elton discussed with the Board about zip codes. He said the Local Government or Chamber of Commerce or Community Groups must request the change. He said that Suwannee already has a Post office and a zip code. He said a Resolution and an Ordinance would be needed. He said it would need to be submitted to Jacksonville, Florida and then they will continue with the process.

After much discussion it was clarified that the issue with the zip codes and mail delivery is that Fed Ex and UPS is not delivering to some addresses.

Mr. Chuck Elton discussed retiring in two months and who will be taking over his duties after he is gone. He said that Mr. Matt Ferguson will be over 911 coordinator, securing grants and records maintenance; Mr. Jason Lemerman will be over GIS mapping; the Sheriff Office will be over recording.

GAIL CARTER, INDIGENT CARE

Ms. Gail Carter appeared before the Board and had nothing to discuss at this time.

HOLLY HOUGHTON, COUNTY EXTENSION AGENT

Ms. Holly Houghton appeared before the Board and expressed her thanks to Asst. Chief Deputy Clerk Della Rhymes for helping with some research of the Board Minutes and Resolutions and Ordinances in relation to the County Employee Policy and Procedure Handbook.

DUANE CANNON, COUNTY MANAGER

Manager Duane Cannon appeared before the Board and spoke about the County Employee Policy and Procedure Handbook Workshop to be held on May 20, 2021 at 5:00 PM. He asked if they would have enough time for the Clerk Workshop at 4:00 PM and the Employee Handbook Workshop at 5:00 PM.

Commissioner Hatch suggested combining the two Workshops and start them at 3:00 PM

Ms. Holly Houghton spoke to the Board and there was some discussion about her assisting County Manager Duane Cannon with the task of updating and revising the handbook. She said they have read and researched, and cross referenced several things against the current manual. She said the Manual was not in word format, so she had to first convert this to be able to work. She said they found nothing in the database to support the manual being adopted. She said they had found some Resolutions and Supplements in the EMS and the County Manger Book. Manager Cannon presented the Board with copies of the County Employee Policy and Procedure Handbook. She said they have made recommendations highlighted in green and the areas in red and yellow are conflicting. She said there are a lot of questions and the Board needs to review this. She said the language is very vague. She said the Board needs to be clear on the meaning and their intent. She said the handbook and Resolutions and Ordinances all need to be consistent.

Commissioner Hatch made the motion to move the Clerk and Employee Handbook to June 03, 2021 at 1:00 PM. Commissioner Stephenson seconded. Board approved.

Commissioner Hatch made the motion to have the Aquifer Recharge Workshop on June 03, 2021 at 9:00 AM. Commissioner Stephenson seconded. Board approved.

Manager Cannon appeared before the Board and requested they approve the SHIP Release of Lien for Ms. Tammie Vinice Osteen.

Commissioner Hatch made the motion to approve the SHIP Release of Lien for Ms. Tammie Vinice Osteen. Commissioner Mills seconded. Board approved.

Manager Cannon appeared before the Board and requested direction from the Board for the Florida Department of Revenue General Tax Administration on changing the distribution percentages for the fuel tax this year or keep it the same.

Commissioner Hatch made the motion to keep the fuel tax distribution percentages the same. Commissioner Mills seconded. Board approved.

Manager Cannon appeared before the Board and requested they approve the submission of the final closeout paperwork to the state for receiving all the funds allotted to Dixie County for the FDEM Cares Act.

Commissioner Mills made the motion to allow the County Manager to submit the final close out paperwork for the FDEM Cares Act. Commissioner Stephenson second. Board approved.

Manager Cannon appeared before the Board and requested direction from the Board on choosing an Engineer for the Courthouse Innovation Project design and blueprints. Commissioner Stephenson suggested to choose from Darabi and Associates or Locklear and Associates or North Florida Professional Services.

Commissioner Stephenson made the motion to choose North Florida Professional Services. Commissioner Hatch seconded. Board approved.

Commissioner Hatch stated he did not like the idea of the public having to go through the back door of the Courthouse for security.

Commissioner Mills asked for clarification on the security checkpoint being located at the front door versus the back door.

Manager Cannon appeared before the Board and requested direction from the Board on hiring an applicant for the Human Resource Supervisor position. He said that everyone should have had time to review the applications.

Commissioner Stephenson made the motion to allow the County Manager to hire the most qualified applicant for the Human Resource Supervisor position. Commissioner Hatch seconded. Board approved.

Ms. Holly Houghton asked if the Board was going to allow the County Manager to hire and terminate. Commissioner Stephenson clarified that he could hire only for now and they will address more at the upcoming County Employee Policy and Procedure Handbook Workshop.

Manager Cannon appeared before the Board and introduces his new Assistant and Grant Coordinator, Ms. Martha McCaskill.

VOUCHER APPROVAL

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

Commissioner Hatch spoke about renting the Community Buildings. He said that it cost the County money to operate and maintenance these buildings so the people must pay to rent. He said the fee should not be waived.

Manager Cannon spoke about the contracts for the Neely Hicks, Grady Hires and then another road. Commissioner Hatch asked about Hwy 55A needing stripes. He said there should not be any more delays.

Commissioner Hatch inquired about the Suwannee Fire House. He recommended the Board write a Letter of Intent. He said the County needs to get some revenue from this.

Commissioner Hatch made the motion to move the Board Meetings back to the Board Meeting Room at the Courthouse starting June 03, 2021. Commissioner Valentine seconded. Board approved.

Commissioner Stephenson asked about getting the School Board Meeting Room for the County.

Manager Cannon informed the Board that he is working on this with Mr. Paul Gainey. He said they must submit a surplus property list to Tallahassee, and they must certify the list before they can get rid of anything.

Manager Cannon said the property in Suwannee is pending this same process.

Commissioner Hatch made the motion to rotate the Board Meetings throughout the Districts one meeting per district per quarter so the public can attend. Commissioner Stephenson seconded. Board approved.

Commissioner Mills clarified the reason for the School Board Meeting Room building to be donated to the county is for a community center.

MICHAEL OSTEEN, COUNTY ATTORNEY

Attorney Osteen informed the Board that the Sheriff Office had requested to add a fee schedule section for the maintenance of the certain animals in the Animal Control Ordinance.

He said the Ordinance will be the same. There will be an amendment to some of the language.

Commissioner Stephenson made the motion to allow the amendment of the Animal Control Ordinance. Commissioner Hatch seconded. Board approved.

Attorney Osteen informed the Board that there has been a verbal agreement with the Sheriff Office regarding inmate bedding funds. He said they need this in writing. He said they need a MOU for the distribution of inmate bedding funds between the County and the Sheriff.

Manager Cannon stated that the money needs to be used for other things too not just the jail.

Attorney Osteen stated that the county has always repaired the jail.

Manager Cannon said the Sheriff would like to get his first quarter draw of money.

Commissioner Mills asked when it was decided that the money would only be used for jail repairs.

Attorney Osteen replied that nothing has ever been in writing.

Ms. Jacki Johnson said that nothing is in writing as far as who gets what and how much and when. She said the intent of the Board needs to be clear and in writing.

She said nothing is consistent in the past records. She said there is not any good documentation.

Ms. Johnson said the Sheriff Office needs a certain amount to do some things, but it needs to be in writing.

Attorney Osteen said they will need to look over the last three or four years to get a better understanding of the money deposited.

Commissioner Stephenson said they should do more research before they decide.

Mr. Glenn Biggerstaff inquired about the inmate health care cost and asked if the other counties are responsible for their inmates that are housed here.

Commissioner Hatch said the Board owns the jail.

Ms. Johnson said the excess money should come back to Board.

Commissioner Hatch said the excess money can roll back over.

Ms. Johnson said that another option is to ask to increase the budget for certain things. She asked the Board when this will become effective. She said this will be for October 01, 2021 thru 2022, Budget Fiscal Year 2022.

Commissioner Hatch suggested they leave the current year alone.

Attorney Osteen informed the Board that the crab traps are back on the Naveen property in Jena. He said there is an order and it is in the Appellate process now.

He said that Mr. Kelly has done the appellate work and they will meet Wednesday to file a brief. He said the previous order was stayed for 30 days.

Commissioner Mills asked for clarification with the appeal. He asked if Mr. Naveen can bring in the traps for 30 days and then remove.

Attorney Osteen replied yes, the traps can set for 30 days and then he can move them. He said that is what the current Order states.

Commissioner Mills said all of this could have been avoided. He said it is the smell that is offensive to the neighbors and that was the issue.

Attorney Osteen said he must be in Court at 1:00 PM on June 03 but will be available via telephone.

BARBIE HIGGINBOTHAM, CLERK OF COURT

Clerk of Court Barbie Higginbotham appeared before the Board to discuss the Courthouse Entrances. She stated that her customers were having to walk around the building to enter and there is much confusion for the elderly and the handicap.

Commissioner Stephenson asked if they are closer to a better understanding of the County Finances.

Attorney Osteen added that the Clerk and her staff are doing a good job and have made many improvements.

COUNTY COMMISSION ITEMS

Commissioner Valentine had nothing further to discuss.

Commissioner Hatch had nothing further to discuss.

Commissioner Mills commented about Sheriff Butler's proposal of relocating the Courthouse Main Entrance to the back of the building. He said they need to investigate this further for Courtroom Security.

Commissioner Hatch said there is not enough staff for the four doors.

Attorney Osteen said that many other Courthouses have only one entry. He said that Mayo and Cross City are the only Courthouses that still don't have security checkpoints. He said that security for all the offices is the main goal.

Commissioner Stephenson asked about having a motorized cart for the handicap to use inside the courthouse.

Commissioner Storey had nothing further to discuss.

PUBLIC COMMENTS AND CONCERNS

There were no questions or comments from the public at this time.

APPROVED

ADJOURN

Commissioner Stephenson made the motion to adjourn at 12:57 PM. Commissioner Hatch seconded. Board approved.

BOARD OF COUNTY COMMISSIONERS
DIXIE COUNTY, FLORIDA

ATTEST:

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.