

# REGULAR MEETING

Commission Board Room  
Dixie County Courthouse  
214 NE Hwy 351, Cross City, FL 32628  
March 16, 2023 – 6:00 PM

*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, District 1, Vice Chairman  
Daniel Wood, District 2  
Mark Hatch, District 3  
Jamie Storey, District 4, Chairman  
David Osteen, District 5

## **STAFF**

Duane Cannon, County Manager  
Paul Gainey, Asst. County Manager  
Martha McCaskill, Administrative Asst/Grant Coordinator  
Chana Watson, County Attorney  
Barbie Higginbotham, Clerk of Court  
Verna Wilson, Chief Deputy Clerk  
Tammy Brock, Deputy Clerk  
Brenda Royal, Chief Financial Officer

## **CALL TO ORDER**

The Board Meeting/Workshop was called to order at 6:00 PM by Commissioner Storey.

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

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

## **APPROVAL OF COMMISSION MINUTES**

*Commissioner Hatch made the motion to approve Minutes from the Regular Meeting of March 02, 2023. Commissioner Osteen seconded. Board approved.*

## **VOUCHER APPROVAL**

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

## **CONSTITUTIONAL OFFICERS**

None were present.

**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 Hearing was made by Commissioner Osteen. Seconded by Commissioner Stephenson. Board approved.*

**APPLICATIONS for SPECIAL EXCEPTIONS**

A petition by **J.M. and Mailian Sanders, (Ed Pivacek-agent)** requesting a **Special Exception** to be granted, as provided in Section 4.7.5 (#11) Special Exceptions of the Dixie County Land Development Regulations to permit Travel Trailer Parks zoning district, in accordance with the petition dated 02/22/2023 to be located on the property as described as follows: Dixie County Parcel # 05-10-12-0000-2036-1300, 15319 NW Hwy 19, Cross City, FL 32628. (**Commission District 5, David Osteen**)

Building and Zoning Official Leon Wright appeared before the Board and read the Special Exception request made by J.M. & Mailian Sanders (Ed Pivacek-agent). There was opposition. Mr. Wright clarified this is a request for zoning and not permitting.

Commissioner Osteen said due to the nature of the neighboring businesses, he thinks it would not be a positive experience for the customers of the establishment.

***Commissioner Osteen made the motion to deny the Special Exception requested by J.M. and Mailian Sanders, (Ed Pivacek-agent). Commissioner Hatch seconded.***

Mr. Ed Pivacek, owner of the Putnam Lodge, spoke to the Board. He said he would withdraw the petition at this time.

**Applicant requested to withdraw the petition.**

***The Board's motion and second died.***

**APPLICATIONS for AMENDING THE OFFICIAL ZONING ATLAS OF THE LAND DEVELOPMENT REGULATIONS**

**Z 23-01, an application by Gary F. Jones**, to amend the Official Zoning Atlas of the Land Development Regulations, by changing the zoning district from Residential, (Mixed) Single Family/Mobile Home-2 (RSF/MH-2) to Commercial, Neighborhood (CN) on the property described, as follows:

A parcel of land lying in Section 19, Township 13 South, Range 12 East, Dixie County, Florida. Being more particularly described, as follows: Lot 86 of the Suwannee Shores Subdivision, as recorded in the Public Records of Dixie County, Florida. Containing 0.29 acre, more or less.

Mr. Wright appeared before the Board and read the application to amend the Official Zoning Atlas of the Land Development Regulations made by Gary F. Jones. He said this is to clean up paperwork. He said this is for the old Hardware Store in Suwannee.

***Commissioner Stephenson made the motion to approve the application to amend the Official Zoning Atlas of the Land Development Regulations requested by Gary F. Jones. Commissioner Hatch seconded. Board approved.***

***The motion to go out of the Public Hearing was made by Commissioner Hatch. Seconded by Commissioner Wood. Board approved.***

**RESOLUTION 2023-28**

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF DIXIE COUNTY, FLORIDA, TO APPROVE A SPECIAL EXCEPTION TO BE GRANTED, AS PROVIDED IN SECTION 4.7.5 (#11) OF THE DIXIE COUNTY LAND DEVELOPMENT REGULATIONS TO PERMIT A TRAVEL TRAILER PARKS IN AN RESIDENTIAL SINGLE FAMILY/MOBILE HOME AREA (RSF/MH) ZONING DISTRICT, IN ACCORDANCE WITH THE PETITION DATED FEBRUARY 22, 2023.  
**J.M. and Mailian Sanders, (Ed Pivacek-agent)**

***This Resolution was not approved due to the Applicant requesting to withdraw the petition it supported earlier in the meeting.***

**RESOLUTION 2023-29**

PZ/LPA Z 23-01

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF DIXIE COUNTY, FLORIDA, SERVING AS THE PLANNING AND ZONING BOARD OF DIXIE COUNTY, FLORIDA, AND SERVING ALSO AS THE LOCAL PLANNING AGENCY OF DIXIE COUNTY, FLORIDA, RECOMMENDING TO THE BOARD OF COUNTY COMMISSIONERS OF DIXIE COUNTY, FLORIDA, APPROVAL OF AN AMENDMENT OF LESS THAN TEN CONTIGUOUS ACRES OF LAND TO THE OFFICIAL ZONING ATLAS OF THE DIXIE COUNTY LAND DEVELOPMENT REGULATIONS, AS AMENDED, PURSUANT TO AN APPLICATION BY THE PROPERTY OWNER OF SAID ACREAGE; PROVIDING FOR REZONING FROM RESIDENTIAL, (MIXED) SINGLE FAMILY/MOBILE HOME-2 (RSF/MH-2) TO COMMERCIAL, NEIGHBORHOOD (CN) OF CERTAIN LANDS WITHIN THE UNINCORPORATED AREA OF DIXIE COUNTY, FLORIDA; REPEALING ALL RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

**Gary F. Jones**

Mr. Wright appeared before the Board and read Resolution 2023-29 in support of Gary F. Jones.

***Commissioner Hatch made the motion to approve Resolution 2023-29 in support of Gary F. Jones. Commissioner Osteen seconded. Board approved.***

Commissioner Storey thanked Mr. Wright for all his hard work.

Mr. Wright clarified that the RV Park on Hwy 19 has a zoning use approval and is allowed to do site work. He said no permits have been issued and that is a separate process.

Mr. Wright presented the ISO Audit for the Building Department. He said it is the highest score it has ever been.

Mr. Wright said he has turned over another building violation matter to the County Attorney.

Commissioner Stephenson asked about the need for help within building and zoning.

Mr. Wright said he has interviewed applicants for the building and zoning opening. He said he is also going to cross train the staff.

Mr. Wright said there is an account set up for State Radon Surcharge collections. This revenue is collected from permitting. He said this money has accumulated since 2011 and needs to be paid to the state. He said Ms. Jenesia Teague, in Building and Zoning, has worked on this and brought it to current standing. He said this will no longer be reflected in the audit findings.

### **ORDINANCE 2023-03**

AN ORDINANCE OF DIXIE COUNTY, FLORIDA, AMENDING THE OFFICIAL ZONING ATLAS OF THE DIXIE COUNTY LAND DEVELOPMENT REGULATIONS, AS AMENDED; RELATING TO AN AMENDMENT REZONING OF LESS THAN TEN CONTIGUOUS ACRES OF LAND, PURSUANT TO AN APPLICATION, Z 23-01, BY THE PROPERTY OWNER OF SAID ACREAGE; PROVIDING FOR REZONING FROM RESIDENTIAL, (MIXED) SINGLE FAMILY/MOBILE HOME-2 (RSF/MH-2) TO COMMERCIAL, NEIGHBORHOOD (CN) OF CERTAIN LANDS WITHIN THE UNINCORPORATED AREA OF DIXIE COUNTY, FLORIDA; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE. **Gary F. Jones**

*Ordinance 2023-03 was approved later in the meeting under Public Comments.*

Commissioner Hatch spoke about the cleanup work that Mr. Steve Copeland has been doing as the Manager of Suwannee Water and Sewer.

### **GREG BAILEY, NORTH FLORIDA PROFESSIONAL SERVICES**

Mr. Bailey appeared before the Board and updated them on the library roof repair. He said there is an issue because the county only owns a portion of the building. He said a warranty may not be secured for the roof, from the contractor, due to this.

Mr. Bailey said the CDBG project is waiting on DEO for the contract. He said it has been awarded to the county and will need to be advertised for administration and engineering services. He said this will need to be advertised in a regional newspaper due to federal guidelines.

### **JERED LIZOTTE, LOCKLEAR AND ASSOCIATES**

Mr. John Locklear had nothing to discuss at this time.

### **CINDY BELLOT, LIBRARY DIRECTOR**

Ms. Bellot said the festival in Suwannee was a success. She thanked the Board, the Road Department, and the Maintenance Department for their help and support.

### **STEVE FREMEN, CODE ENFORCEMENT & VETERANS SERVICE OFFICER**

Mr. Fremem had nothing to discuss at this time.

**STEVE HUTCHISON, COUNTY ROAD SUPERINTENDENT**

Mr. Hutchison was not present for this meeting.

**DWAYNE CHAUNCEY, MOSQUITO CONTROL DIRECTOR**

Mr. Chauncey was not present for this meeting.

**MICHAEL LATSON, SOLID WASTE DIRECTOR**

Mr. Latson was not present for this meeting.

**LEON WRIGHT, BUILDING AND ZONING OFFICIAL**

**DARIAN BROWN, DIRECTOR OF EMERGENCY SERVICES**

Emergency Management Chief Scott Garner appeared before the Board concerning an interlocal agreement with Cedar Key.

*Commissioner Hatch made the motion to approve the interlocal agreement with Cedar Key. Commissioner Osteen seconded. Board approved.*

Chief Garner informed the Board that due to the upgraded phone system they have 23 phones that will not work with the new system. He requested to donate these 23 phones to Gilchrist County Emergency Services because they will work with their phone system.

*Commissioner Stephenson made the motion to approve the donation of 23 phones to Gilchrist County Emergency Services Commissioner Hatch seconded. Board approved.*

Commissioner Hatch asked about painting the markings on the helipad in Suwannee to make this more visible for pilots.

Chief Garner said they will look into that.

County Manager Duane Cannon requested a letter of acceptance from Gilchrist County for the 23 surplus phones for documentation.

**SCOTT PENDARVIS, 911 COMMUNICATIONS DIRECTOR  
& I.T. ADMINISTRATOR**

Mr. Pendarvis appeared before the Board and spoke about the Spring 911 Grant for Maintenance of \$6,339.00. He requested the Board's approval of this.

*Commissioner Hatch made the motion to approve the Spring 911 Maintenance Grant for \$6,339.00. Commissioner Osteen seconded. Board approved.*

Mr. Pendarvis said the construction of the server room at the Courthouse has been completed. He said the Board and Property Appraiser servers have been installed. He will be working on the Clerk's servers next. He said there is a lot of wiring to be done and he presented three quotes from professional

contractors for this work. He said two quotes were for \$12,000.00 and \$17,000.00. He said the cheaper of the three is from Mr. Adam Michael, whom they have used before, for 50 drops at \$6,105.00. Manager Cannon said this money will come from the Courthouse Facility Budget.

***Commissioner Hatch made the motion to accept the quote from Mr. Adam Michael for 50 drops at \$6,105.00. Commissioner Osteen seconded.***

**GAIL CARTER, INDIGENT CARE**

Ms. Carter was not present for this meeting.

**HOLLY HOUGHTON, COUNTY EXTENSION AGENT**

Ms. Houghton was not present for this meeting.

**ANGIE CROWLEY, HUMAN RESOURCES ADMINISTRATOR**

Ms. Crowley was not present for this meeting.

**DUANE CANNON, COUNTY MANAGER**

Manager Cannon appeared before the Board and requested their approval of several items.

Manager Cannon requested the Board's approval to execute the Locklear Task Work Order for CR 351 South from 0.25 miles North of SE 163<sup>rd</sup> St to CR 351A in the amount of \$240,000.00 for Design/Engineering Services.

***Commissioner Hatch made the motion to approve the execution of the Locklear Task Work Order for CR 351 South from 0.25 miles North of SE 163<sup>rd</sup> St to CR 351A in the amount of \$240,000.00 for Design/Engineering Services. Commissioner Osteen seconded. Board approved.***

Manager Cannon requested the Board's approval to execute the North Florida Professional Services Task Work Order for CR 351 South from 0.25 miles North of SE 163<sup>rd</sup> St to CR 351A in the amount of \$158,400.00 for CEI Services.

***Commissioner Hatch made the motion to approve the execution of the North Florida Professional Services Task Work Order for CR 351 South from 0.25 miles North of SE 163<sup>rd</sup> St to CR 351A in the amount of \$158,400.00 for CEI Services. Commissioner Osteen seconded. Board approved.***

Manager Cannon requested the Board's approval to execute the SHIP down payment assistance for Joel Adams in the amount of \$20,000.00.

***Commissioner Hatch made the motion to approve the execution of the SHIP down payment assistance for Joel Adams in the amount of \$20,000.00. Commissioner Stephenson seconded. Board approved.***

Manager Cannon requested the Board's approval to accept the lowest bidder for the CR 351 Canal System West Cross City Conveyance Project Phase I from Blue Rok, Inc., based on hourly rates not to exceed \$238,250.00 based off the Storm Water Task Force recommendations.

***Commissioner Osteen made the motion to approve to accept the lowest bidder for the CR 351 Canal System West Cross City Conveyance Project Phase I from Blue Rok, Inc., based on hourly rates not to***

*exceed \$238,250.00 based off the Storm Water Task Force recommendations. Commissioner Wood seconded. Board approved.*

Manager Cannon requested the Board's approval to order four (4) 48" x 30' culvert pipes based off Stormwater Task Force recommendations.

*Commissioner Stephenson made the motion to approve the order of four (4) 48" x 30' culvert pipes based off Stormwater Task Force recommendations. Commissioner Osteen seconded. Board approved.*

Manager Cannon requested the Board's approval to execute the PTGA Drainage Improvement Planning Review of the Airfield at Cross City Airport in the amount of \$100,00.00. FDOT is 100% portion. Pending attorney review.

*Commissioner Osteen made the motion to approve the execution of the PTGA Drainage Improvement Planning Review of the Airfield at Cross City Airport in the amount of \$100,00.00. FDOT is 100% portion. Pending attorney review. Commissioner Stephenson seconded. Board approved.*

Manager Cannon requested the Board's approval of **RESOLUTION 2023-30** in support of the PTGA Drainage Improvement Planning Review of the Airfield at Cross City Airport in the amount of \$100,00.00. Pending Attorney review.

*Commissioner Stephenson made the motion to approve **RESOLUTION 2023-30** in support of the PTGA Drainage Improvement Planning Review of the Airfield at Cross City Airport in the amount of \$100,00.00. Pending Attorney review. Commissioner Wood seconded. Board approved.*

Manager Cannon requested the Board's approval to partner with Department of Environmental Protection to provide 20-yard cans for the assistance to clean-up the Old Town property located at 25559 SE Hwy 19 behind the Methodist Church.

Code Enforcement Officer Steve Fremen informed the Board there is still a code enforcement case on this property.

*Commissioner Wood made the motion to approve to partner with Department of Environmental Protection to provide 20-yard cans for the assistance to clean-up the Old Town property located at 25559 SE Hwy 19 behind the Methodist Church. Commissioner Osteen seconded. Board approved.*

Manager Cannon requested the Board's approval for the Board members, County Manager and Assistant County Manager to attend the Florida Association of Counties 2023 Annual Conference on June 27-30, 2023, located in Orlando.

*Commissioner Hatch made the motion to approve for the Board members, County Manager and Assistant County Manager to attend the Florida Association of Counties 2023 Annual Conference on June 27-30, 2023, located in Orlando. Commissioner Wood seconded. Board approved.*

Manager Cannon requested the Board's approval to continue the \$.06 cent Fuel Tax distribution percentages, method, and effective dates as per s.336.025, F.S. He said the breakdown percentage is as follows:

- 81.25 percent to Dixie County
- 12.5 percent to the Town of Cross City
- 6.25 percent to the Town of Horseshoe Beach

***Commissioner Hatch made the motion to approve the continuation of the \$.06 cent Fuel Tax distribution percentages, method, and effective dates as per s.336.025, F.S. Commissioner Stephenson seconded. Board approved.***

Manager Cannon reminder everyone that the Suwannee River Livestock Fair begins Friday, March 17, 2023, located in Fanning Springs at the Livestock Fair grounds.

Commissioner Hatch spoke about the Pickle Ball Court quotes ranging from \$16,000.00 up to \$30,000.00 to redo the courts. He said Suwannee is raising money to help pay for these improvements. He said the county can help with inmate labor, the cost of paint will be \$2,200.00, and the purchase of (4) nets for \$1,200.00.

***Commissioner Hatch made the motion to purchase materials needed for the pickle ball courts at the Glenn Dyals Park in Suwannee and DTRAC in Jena, one at a time, starting with Glen Dyals Park. Commissioner Osteen seconded. Board approved.***

#### **CHANA WATSON, COUNTY ATTORNEY**

Attorney Watson requested the Board pay for her membership to the Florida Association of County Attorneys and a training session on June 28-29, 2023 in Orlando, Florida.

***Commissioner Hatch made the motion to pay for her membership to the Florida Association of County Attorneys and a training session on June 28-29, 2023 in Orlando, Florida. Commissioner Osteen seconded. Board approved.***

Attorney Watson said she has looked into the issue regarding a property the county wants to sell that was formally a landfill. She said of the 80 acres only a certain area will be restricted from digging, and this will be explained to the bidders. She said the person leasing the property will agree to terminate his lease if the county wants to sell this property. She recommended the Board get an appraisal done.

Commissioner Hatch said easements will need to be retained for cleaning the canals along that area.

Manager Cannon said they will advertise for sealed bids on this property. He also recommended an appraisal of this property.

***Commissioner Stephenson made a motion to move forward with the appraisal of the property. Commissioner Wood seconded. Board approved.***

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

Clerk Higginbotham had nothing to discuss at this time.

Commissioner Storey thanked her and her staff for all their hard work.

#### **COUNTY COMMISSION ITEMS**



Commissioner Wood said he would like the signs at Hinton landing to be addressed and possibly some speed bumps.

Commissioner Hatch thanked the Road Department and Ms. Jane Connor for all her help with the Suwannee festival.

Commissioner Osteen discussed volunteers helping with the recreational parks.

Commissioner Stephenson said he would like to hold a Town Hall Meeting on Saturday, March 18, 2023 beginning at 4:00 PM at the First District Community Center. He said everyone is invited to come and ask questions and get some answers. He said he was also happy to have a full Board.

Commissioner Osteen said he appreciates the opportunity to serve.

Commissioner Storey thanked everyone for attending.

**PUBLIC COMMENTS AND CONCERNS**

Ms. Barbara Cummings informed the Board they had skipped over an Ordinance on the Agenda.

Attorney Watson agreed that had been overlooked. She read **ORDINANCE 2023-03** aloud supporting Gary F. Jones.

***Commissioner Hatch made the motion to approve ORDINANCE 2023-03 supporting Gary F. Jones. Commissioner Stephenson seconded. Board approved.***

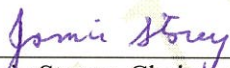
**ADJOURN**


***Commissioner Stephenson made the motion to adjourn at 6:44 PM. Commissioner Osteen 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 decides 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.***