

**JUNE 5, 2014**

**PORT ST. JOE, FLORIDA**

**SPECIAL MEETING**

The Gulf County Board of County Commissioners met this date in special session with the following members present: Chairman Ward McDaniel, Vice Chairman Carmen L. McLemore, and Commissioners Joanna Bryan, Tan Smiley, and Warren Yeager, Jr.

Others present were: County Attorney Jeremy Novak, Clerk Rebecca L. Norris, Clerk Finance Officer Sherry Herring, Deputy Clerk Leanna Roberts, Chief Administrator Don Butler, Assistant Administrator Michael L. Hammond, Deputy Administrator Lynn Lanier, Deputy Administrator Brett Lowry, Building Official Lee Collinsworth, Central Services Director Denise Manuel, E9-1-1 Coordinator Ben Guthrie, Grant Coordinator Towan Kopinsky, Deputy Grant Coordinator Kari Summers, Mosquito Control Director Mark Cothran, County Planner David Richardson, Public Works Director Joe Danford, Sheriff Mike Harrison, Tax Collector Shirley Jenkins, and T.D.C. Executive Director Jennifer Jenkins.

Chairman McDaniel called the meeting to order at 10:01 a.m., E.T.

**BUDGET**

Chief Administrator Butler presented a handout of recommendations and considerations to the Board. He noted a possible increase in assessed values of two percent (2%) based on his conversation with Property Appraiser Mitch Burke. Mr. Butler advised the Board that HCRA, retirement, and other Board related expenses are increasing.

Chief Administrator Butler discussed finding a payroll system that is simpler to use for county employees and staff. He stated he did not want to change unless it saved time and money. Mr. Butler recommended getting proposals, reviewing with the Clerk, and coming back to the Board with a recommendation. As recommended, Commissioner McLemore motioned to advertise to receive sealed bids for a payroll system. Commissioner Yeager seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously.

Chief Administrator Butler made a recommendation to solicit proposals from interested persons/firms to administer the County S.H.I.P. Program, to be paid from S.H.I.P. Funds. He noted original files would be maintained here and not go out. Commissioner Smiley motioned to solicit proposals from interested persons/firms to administer the County S.H.I.P. Program, to be paid from S.H.I.P. Funds. Commissioner Bryan seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously.

Following discussion by Chief Administrator Butler, Commissioner McLemore motioned to adopt a policy to do the minimum Florida Statutes require for advertising tax certificates. Commissioner Yeager seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously.

Following discussion by Chief Administrator Butler, Commissioner McLemore motioned to advertise to receive sealed bids for proposals to provide County E.M.S. Services. Commissioner Bryan seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously.

Chief Administrator Butler discussed taking quotes, or allowing staff to periodically call providers in the region to get the best prices on fuel. Upon inquiry by Commissioner Yeager, Chief Administrator Butler noted the County does not have the capacity to get a tanker in here but that Public Works Director Danford has something in the upcoming budget that might facilitate this. Following discussion, Commissioner Yeager motioned to advertise to receive sealed bids from fuel providers to supply the County with gasoline and diesel. Commissioner Smiley seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously.

Following discussion by Chief Administrator Butler concerning our three (3) year lease on the phone system, Commissioner Yeager motioned to advertise to receive sealed bids for internet services, lease equipment, and administration/maintenance of the County VOIP phone system. Commissioner Smiley seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously.

Chief Administrator Butler discussed adopting a proposed ordinance to require a County business license for all businesses in unincorporated Gulf County. Discussion ensued among Commissioners on the pros and cons of a county business license and to whom it would apply. After discussion, Commissioner McLemore motioned to draft a proposed ordinance requiring a County business license. Commissioner Smiley seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed 4 to 1, with Commissioner Bryan voting no.

Chief Administrator Butler discussed implementing a MSBU (Municipal Service Benefit Unit) for garbage; noting the intent would be to place the garbage fee on the tax bill annually. Following discussion and recommendation by Chief Administrator Butler, Commissioner Yeager motioned to solicit proposals for a consultant to perform a study that will assist the county in the implementation of a MSBU funded mandatory garbage pickup program. Commissioner Bryan seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion passed 4 to 1, with Commissioner McLemore voting no.

Chief Administrator Butler discussed requesting the City of Port St. Joe to reduce or eliminate CRA (Community Redevelopment Agency) proceeds for the upcoming and future years. Commissioner Bryan expressed concerns as to whether a CRA can be dissolved. After discussion, Commissioner McLemore motioned to add this topic to the Agenda for the upcoming joint meeting with the City of Port St. Joe. Commissioner Yeager seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously.

Following discussion by Chief Administrator Butler regarding monthly accrual vs annual accrual of annual leave and the cost savings to the County, Commissioner Yeager motioned to initiate a monthly accrual of annual leave instead of an annual accrual. Commissioner Smiley seconded the motion. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously. Mr. Butler noted the intent is to begin in January 2015. The Board had no objection to this effective date.

Chief Administrator Butler discussed reducing or eliminating outside agency funding. Upon inquiry by Commissioner McLemore, Chief Administrator Butler confirmed the county budgets \$48,600 to the Humane Society. Commissioner Yeager noted that some of these outside agencies save the county money and provide a service to the community. After discussion, Commissioner Yeager motioned to eliminate funding to the Chamber of Commerce, in the amount of \$10,000.00. Commissioner McLemore seconded the motion. Commissioner Smiley discussed issuing a permit and a fee to walk dogs on the beach. Commissioner Yeager noted the current update being performed on the beach ordinance, stating it can be addressed there. Chairman McDaniel called for public comment. There being no public comment, the motion then passed unanimously.

Upon inquiry by Commissioner Yeager, Clerk Norris reported that a balanced budget will be provided by July 15, 2014 and workshops are to follow.

### **ECONOMIC DEVELOPMENT/AFFORDABLE HOUSING/INDUSTRIAL PARK**

Chief Administrator Butler reported that Mildred Smith, of Florida Rural Veterans of America would like to rent the Industrial Park to train Veterans trades for employment, starting October 1, 2014 for \$4,000.00 per month, and to utilize a portion of the 200 acres (Land Use Agreement) of the affordable land located in Honeyville to build Affordable Housing. He requested approval from the Board to contact E.D.A. to see if this agency qualifies as a tenant at the Industrial Park site. Chief Administrator Butler stated that Ms. Smith will approach the Board at a later date regarding the land for affordable housing, noting Ms. Smith's offer of \$4,000.00 as rent is contingent upon the affordable housing component. After discussion, Commissioner Smiley motioned to proceed with notifying E.D.A. for approval of using the Industrial Park. Commissioner McLemore seconded the motion. Chairman McDaniel called for public comment. Upon inquiry by Commissioner Bryan concerning the Letter of Intent and full funding agreement; Chief Administrator Butler stated the County does not have the money to put into it, noting the land would be the County's contribution. There being no public

comment, the motion then passed unanimously. Commissioner Smiley stated he would like to attend the next meeting with Florida Rural Veterans of America.

Chief Administrator Butler discussed housing E.D.A. at the T.D.C. Building. T.D.C. Executive Director Jenkins appeared before the Board to discuss T.D.C. member's concerns regarding office space, noting they are already at capacity. Commissioner Yeager discussed collaboration between E.D.A. and T.D.C. and the possible need to add on to the building; stating tourism is our economic driver and they should be working together. After further discussion, Chief Administrator Butler stated he will continue forward as planned to move E.D.A. to the T.D.C. Welcome Center building unless the Board directs otherwise. The Board had no objection.

**GULF PINES PROPOSAL/CITY OF PORT ST. JOE**

County Attorney Novak discussed the City of Port St. Joe's proposal regarding the property at the Gulf Pines Hospital site. He presented a cost estimate study (demolition costs, property tax costs, and rehabilitation costs) from the City of Port St. Joe for the Board's review. The Board agreed to add this topic to the upcoming meeting to discuss with the City of Port St. Joe.

There being no further discussion, upon motion by Commissioner McLemore, second by Commissioner Yeager, and unanimous vote, the meeting did then adjourn at 11:23 a.m., E.T.

**WARD MCDANIEL  
CHAIRMAN**

**ATTEST:**

**REBECCA L. NORRIS  
CLERK**