

5:00 p.m.

The Suwannee County Board of County Commissioners met on the above date and time for a regular meeting and the following were present: Chairman Franklin White; Commissioner Don Hale; Commissioner Clyde Fleming; Commissioner Travis Land; and Commissioner Len Stapleton. Barry Baker, Clerk of Court; Keith Gentry, Chief Finance Director; Eric Musgrove and Logan Woods, Deputy Clerks; Randy Harris, County Administrator; and James W. Prevatt, Jr., County Attorney, were also present.

Chairman White called the meeting to order at 5:00 p.m. and asked Commissioner Fleming to lead the invocation and the Pledge of Allegiance to the Flag of the United States of America.

**MINUTES:**

**The first item on the agenda** was to approve the minutes of the December 21, 2021 and January 4, 2022 Regular meetings.

**Commissioner Fleming moved to approve the minutes of the December 21, 2021 and January 4, 2022 Regular meetings as written. Commissioner Stapleton seconded, and the motion carried unanimously.**

**CONSENT:**

Items 3, 6-9, and 12 were pulled for discussion and clarification.

**The second item on the agenda** was to approve payment of \$2,207,768.59 in processed invoices.

**The third item on the agenda** was approval of a Task Order with North Florida Professional Services, Inc. for a topographical survey of US 129 Fire Station site. Budgeted item.

This item was pulled for discussion.

**The fourth item on the agenda** was approval of a Change Order with CDM Contracting, Inc. for a decrease in cost in the amount of \$1,061.62 for work associated with the construction of sidewalks in various locations on Craven Street (FDOT #435682-2-58-01). **(Agreement No. 2021-99-02)**

**The fifth item on the agenda** was approval of an application form for Aircraft Use of Right-of-Way.

**The sixth item on the agenda** was approval of Change Order No. 5 with Salser Construction for extension of time for completion of CR 136/I-75 sewer collection line project. Budget impact: none.

This item was pulled for discussion.

**The seventh item on the agenda** was approval of Change Order No. 4 with Salser Construction to cancel Change Order No. 3 and adjust all change orders thereafter, which affect completion date of the CR 136/I-75 sewer collection line project. Budget impact: none.

This item was pulled for discussion.

**The eighth item on the agenda** was approval of Change Order No. 6 with Salser Construction for extension of time for completion of CR 136/I-75 water transmission line project. Budget impact: none.

This item was pulled for discussion.

**The ninth item on the agenda** was approval of Change Order No. 5 with Salser Construction to cancel Change Order No. 3 and adjust all change orders thereafter, which affect completion date of the CR 136/I-75 water transmission line project. Budget impact: none.

This item was pulled for discussion.

**The tenth item on the agenda** was authorization to purchase four (4) additional GPS units at \$17.45 each, totaling \$69.80 per month. This is the same per-unit cost as previous units. Budgeted item.

**The eleventh item on the agenda** was authorization to advertise for bids to purchase and install security screens on all cell windows (interior and exterior) at the Suwannee County Jail. Budgeted item.

**The twelfth item on the agenda** was award of a contract and authorize the County Administrator to execute an agreement with RDK Truck Sales for lease of two (2) front load garbage trucks, pending County Attorney review. (RFP No. 2022-04, opened January 12, 2022). Budgeted item.

This item was pulled for discussion.

**The thirteenth item on the agenda** was to authorize the purchase of two (2) 1,000-gallon propane tanks and gas from J & J Gas Service for standby power generators supporting the CR 136/I-75 water and sewer plant. (RFP No. 2022-06, opened January 12, 2022). Budgeted item.

**The fourteenth item on the agenda** was to return excess funds from the Property Appraiser.

**Commissioner Stapleton moved to approve consent items 2, 4-5, 10-11, and 13-14. Commissioner Land seconded, and the motion carried unanimously.**

**The third item on the agenda** was approval of a Task Order with North Florida Professional Services, Inc. for a topographical survey of US 129 Fire Station site. Budgeted item.

Chairman White asked about the topographical map and its price, as he believed \$10,000 for 10 acres was too high. County Administrator Harris stated that the map was regarding property improvements, and the Florida Statutes must be followed. He did not have comparable costs.

Commissioner Land stated that he did not like master agreements in place with engineering firms because it did not allow for competitive bidding throughout the year, and there was really no way to determine if the best price was being given.

Much discussion ensued on the manner of hiring professional engineering services, and that the law required Requests for Qualifications (RFQ) that would then be ranked according to a variety of credentials. Alternatives were discussed as well, including bidding out every engineering project and setting limits to engineering costs as a percentage of the total project cost.

County Administrator Harris stated that he would negotiate in an attempt to lower the price.

**Commissioner Hale moved to approve a Task Order with North Florida Professional Services, Inc. for a topographical survey of US 129 Fire Station site, with the price to be negotiated. Budgeted item. Commissioner Land seconded, and the motion carried unanimously. (Agreement No. 2022-31)**

**The sixth item on the agenda** was approval of Change Order No. 5 with Salser Construction for extension of time for completion of CR 136/I-75 sewer collection line project. Budget impact: none. **(Agreement No. 2021-28-05)**

Items 6-9 were discussed together.

**The seventh item on the agenda** was approval of Change Order No. 4 with Salser Construction to cancel Change Order No. 3 and adjust all change orders thereafter, which affect completion date of the CR 136/I-75 sewer collection line project. Budget impact: none. **(Agreement No. 2021-28-04)**

Items 6-9 were discussed together.

**The eighth item on the agenda** was approval of Change Order No. 6 with Salser Construction for extension of time for completion of CR 136/I-75 water transmission line project. Budget impact: none. **(Agreement No. 2020-48-06)**

Items 6-9 were discussed together.

**The ninth item on the agenda** was approval of Change Order No. 5 with Salser Construction to cancel Change Order No. 3 and adjust all change orders thereafter, which affect completion date of the CR 136/I-75 water transmission line project. Budget impact: none. **(Agreement No. 2020-48-05)**

Commissioner Land asked if the purpose of items 6-9 was simply to extend the time for the project to be completed. County Administrator Harris replied that it was.

**Commissioner Stapleton moved to approve items 6-9. Commissioner Fleming seconded, and the motion carried unanimously.**

**The twelfth item on the agenda** was award of a contract and authorize the County Administrator to execute an agreement with RDK Truck Sales for lease of two (2) front load garbage trucks, pending County Attorney review. (RFP No. 2022-04, opened January 12, 2022). Budgeted item.

Chairman White noted that there were many issues currently being discussed with commercial garbage, and he believed that the County should instead lease only one vehicle for now.

County Administrator Harris stated that over 170 of 219 customers were still using Suwannee County for their garbage collection, but he would meet with County staff to review options. After questioning, he stated that the garbage trucks were leased for 13 months and then had to be returned. County Administrator Harris added that one of the vehicles was recently involved in an accident.

Some discussion ensued on the large amount of waste generated, even with less customers.

**Commissioner Stapleton moved for the Chairman to meet with County staff to review the need for garbage trucks, and if so, to award a contract and authorize the County Administrator to execute an agreement with RDK Truck Sales for lease of up to two (2) front load garbage trucks, pending County Attorney review. (RFP No. 2022-04, opened January 12, 2022). Budgeted item. Commissioner Land seconded, and the motion carried unanimously. (Agreement No. 2022-32)**

**STAFF REPORT:**

**The fifteenth item on the agenda** was to hear a report from Robert (Mac) Hinkle, Building Inspector.

Mr. Hinkle discussed his credentials and then noted the situation with the Building Department due to the sudden death of Patrick Taylor, Building Official.

The Board thanked Mr. Hinkle for his service and offered condolences to the Building Department for the loss of Patrick Taylor.

**CONSTITUTIONAL OFFICER ITEMS:**

**The sixteenth item on the agenda** was to discuss, with possible Board action, ADG Finance Software.

Clerk of Court Barry Baker discussed the history of his office's review of financial software to replace the antiquated program that had been in use for many years and had several major issues. He stated that his office, in conjunction with the Sheriff's Office, had found a software company that provided financial software that would help multiple County offices. Clerk Baker added that a survey done of all the clerks in the State noted that this one was one of the most used newer software, was also used by many Sheriff's Offices, and had a good reputation for customer service. He asked for approval to move forward with purchasing the software after review by the County Auditor and County Attorney.

Chairman White noted that he had visited another County with Clerk and County Office staff and found the software useful. He had also attended a further meeting the prior week in which he had been shown the number of modules and ease of use. He agreed to move forward with the software.

Commissioner Hale had contacted several references for the software and found it to be customizable and the Clerk would only pay for the modules it needed. He was in favor of the software.

The other commissioners spoke in favor of moving forward with the software.

**The Board agreed by consensus to allow the Clerk to proceed with purchasing ADG Finance Software, after approval of the County Attorney and County Auditor.**

After questioning, Clerk Baker discussed the various modules that were available for purchase and noted that the company would lock in the price for modules that might be used in the future.

Chairman White asked if the County would have read-only access to the financial side. Clerk Baker replied that they would, but noted that if the County used a different finance software, there might be an issue of compatibility.

Discussion ensued on purchasing and using other modules in the software to allow interoperability between the various County departments.

Clerk Baker asked if he would need to come back to the Board for approval, since the funds had already been moved into the Clerk's budget. County Attorney Prevatt replied that normally Constitutional Officers had permission to purchase their own software once they received funding, but he had the impression that the Board wished to have it come back before them. He added that he would like to review the contract so that he could assure the Board that it was in their best interests.

**The Board reiterated that Clerk Baker had consensus to proceed with purchasing ADG.**

**COMMISSIONERS ITEMS:**

Commissioner Stapleton asked Sheriff Sam St. John to discuss a recent trusty escape and recovery.

Sheriff St. John noted that a camera was down in the particular location from which the trusty escaped, but he noted that he was trying to get the camera repaired or replaced as soon as possible. Sheriff St. John asked for the Board to expedite the process of replacing cabling and cameras.

County Administrator Harris stated that writing of the bid specs was underway and would be advertised in the near future.

Sheriff St. John noted that he had received a quote for approximately \$800 for replacement of the one camera that was nonfunctioning, but the cabling project also needed to be expedited.

**The Board agreed by consensus to allow the Sheriff to purchase a new camera to replace the one that was no longer working.**

**COUNTY ATTORNEY ITEMS:**

There were none.

**GENERAL BUSINESS:**

**The seventeenth item on the agenda** was to discuss, with possible Board action, paving of Eva Street and Palm Street within the City of Live Oak.

County Administrator Harris stated that the County had a history of helping the City of Live Oak with street work, and added that on Palm Street, investors vastly upgraded the properties. He noted that the County could pave the short stretch of road fairly quickly. Eva Street served a city cemetery and had not been paved in some time. County Administrator Harris noted that it could also be resurfaced rather quickly once the paving machine was received from the manufacturer in March.

The Board was in favor of using the new paving machine to pave Eva Street and Palm Street and noted several issues with their current condition.

Mr. George Curtis, Live Oak City Manager, thanked the Board for their willingness to work with the City to help pave Eva and Palm Streets.

Some discussion ensued on the roads in question, underground work that could be done, and the hope that the City and County could work better together in the future now that Mr. Curtis was manager.

Dana Berman, Palm Street investor, thanked the City and County for their work on Palm Street that would benefit his renters and the citizens who visited them.

**Commissioner Fleming moved to pave Eva Street and Palm Street after the County received its paving machine. Commissioner Stapleton seconded, and the motion carried unanimously.**

**The eighteenth item on the agenda** was to discuss, with possible Board action, establishing a minimum per acre price for surplus property located on 112<sup>th</sup> Street.

County Administrator Harris noted that the Board needed to establish a minimum price for proper sale listing. He added that the County had paid \$3,716 per acre in 2020, and property prices had increased.

Several numbers were discussed by the Board around \$6,500 and \$7,000.

**The Board agreed by consensus to set the minimum per acre price for surplus property located on 112<sup>th</sup> Street at \$7,000 per acre.**

**The nineteenth item on the agenda** was to discuss, with possible Board action, offers on surplus property Parcel ID No. 16-06S-14E-03937-001001.

County Administrator Harris discussed the offers placed on the property in question, with the highest offer being \$55,200.

**Commissioner Land moved to accept Offer #6 for \$55,200 for surplus property Parcel ID No. 16-06S-14E-03937-001001 and authorize County Administration to sell the property. Commissioner Stapleton seconded, and the motion carried unanimously.**

Discussion ensued on past debate about sale funds going into a specific line item.

**The twentieth item on the agenda** was Additional Agenda Items.

There were none.

**The twenty-first item on the agenda** was public concerns and comments. [Filling Comment Card required and forwarded to Chairman or County Administrator. Individual speakers from audience allowed three (3) minutes and a single representative or spokesperson allowed seven (7) minutes to speak following recognition by Chairman and must speak from the podium – one (1) trip to podium].

There were none.

**The twenty-second item on the agenda** was Administrator's comments and information.

County Administrator Harris suggested that citizens wear masks and be careful with COVID and other viruses that were spreading throughout the community.

Ms. Susan Slone, Lake City, noted that she was the realtor for the successful offer on surplus property Parcel ID No. 16-06S-14E-03937-001001 approved in item nineteen. She asked if there would be a contract for sale. County Attorney Prevatt replied that he had not seen the offer, and it may suffice.

**The twenty-third item on the agenda** was Board Members' inquiries, requests, and comments.

Commissioner Fleming was glad to see City Council members and staff present and looked forward to working with them in the future.

Commissioner Stapleton asked for continued prayers for Patrick Taylor's family and for the Building Department as they moved forward without him. He also looked forward to working with the City and hoped that it would be more than just talking, as it had been in the past.

Commissioners Land and Hale echoed Commissioner Stapleton's comments.

Chairman White thanked the public for attending the meeting.

Clerk Baker noted that former County Commissioner Don Odom had also passed away recently and asked for prayers for the family.

Several recent deaths were also mentioned, and prayers offered for the families.

**Commissioner Stapleton moved to adjourn the meeting. Commissioner Hale seconded, and the motion carried unanimously.**

There being no further business to discuss, the meeting adjourned at 6:08 p.m.

ATTEST:



\_\_\_\_\_, DC  
BARRY A. BAKER  
CLERK OF THE CIRCUIT COURT

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FRANKLIN WHITE, CHAIRMAN  
SUWANNEE COUNTY BOARD OF  
COUNTY COMMISSIONERS