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MEETING NOTICE

EXECUTIVE COMMITTEE

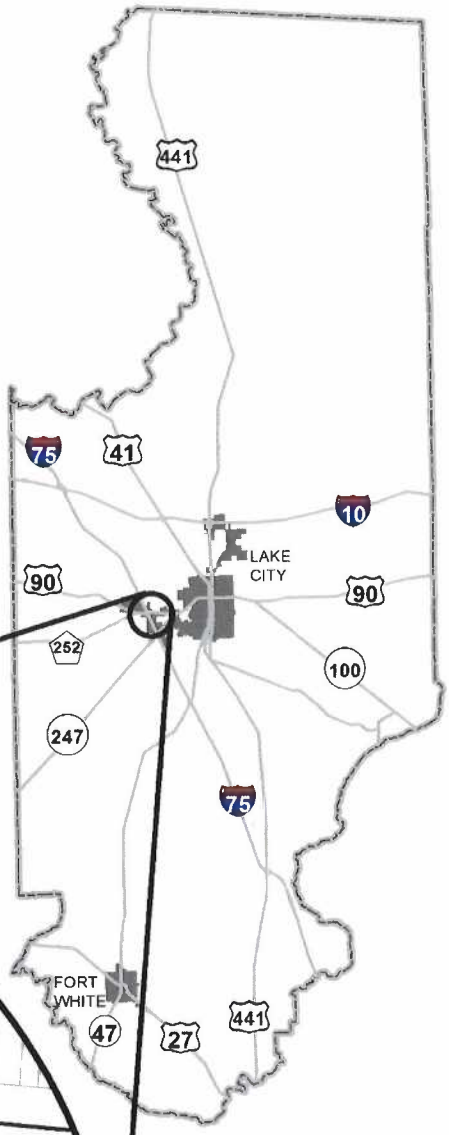
There will be a meeting of the Executive Committee of the North Central Florida Regional Planning Council on **October 23, 2025**. The meeting will be held as a hybrid meeting in-person at the **Holiday Inn Hotel and Suites, Santa Fe Room, 213 Southwest Commerce Boulevard, Lake City, Florida,** and via Communications Media Technology at **6:00 p.m.**

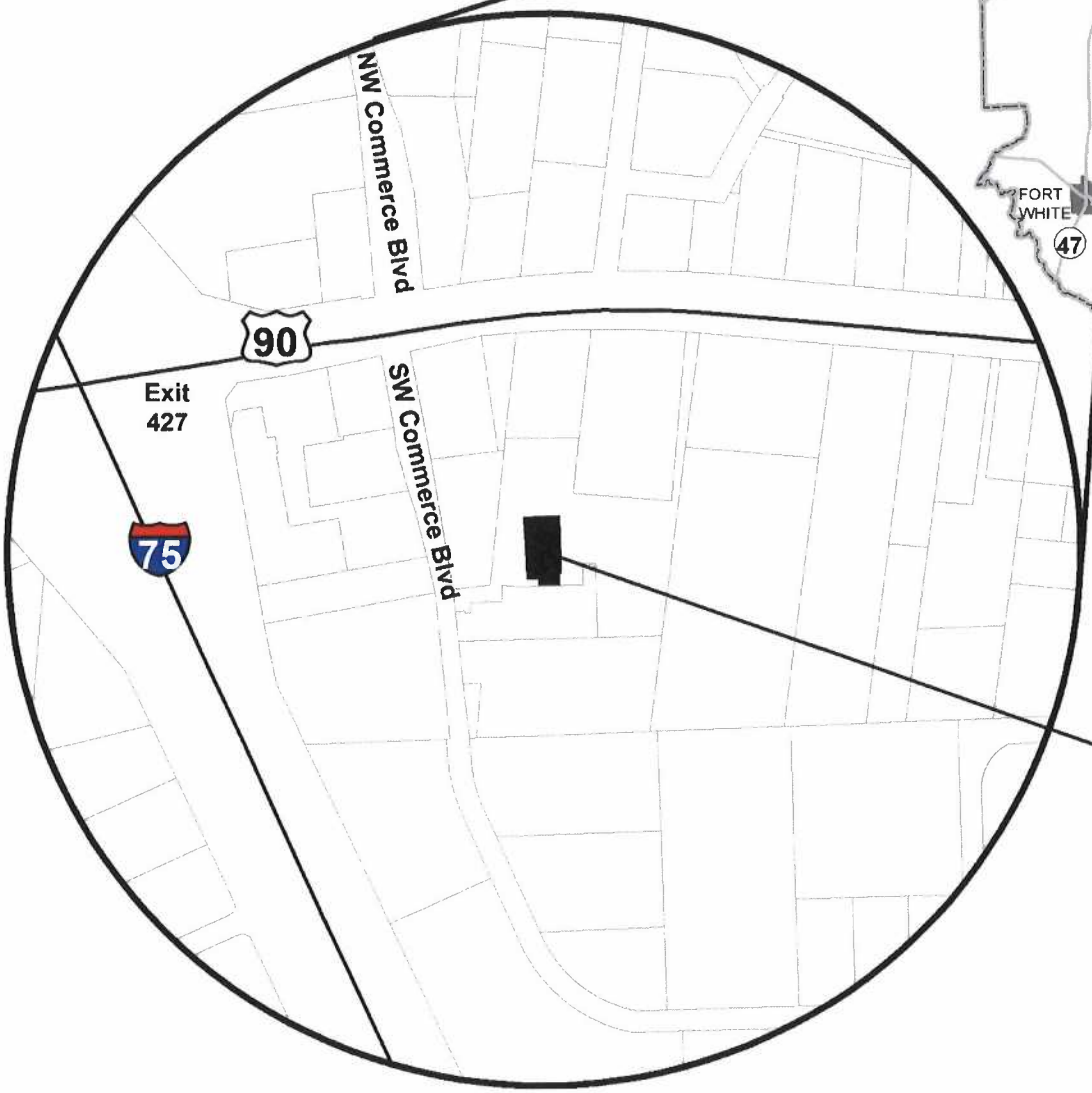
DIAL IN NUMBER: **Toll Free 1.888.585.9008**

CONFERENCE CODE: **568 124 316**

Holiday Inn Hotel & Suites
213 SW Commerce Blvd
Lake City, Florida 32025

Directions: From the intersection of Interstate 75 and U.S. Highway 90 (exit 427) in the City of Lake City turn, East onto U.S. Highway 90, travel approximately 450 feet to SW Commerce Blvd, turn right (South) onto SW Commerce Blvd, travel approximately 720 feet and the Holiday Inn Hotel & Suites is on the left.





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1 inch = 500 feet

Holiday Inn Hotel & Suites

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AGENDA
EXECUTIVE COMMITTEE

Hybrid Public Meeting
Holiday Inn Hotel & Suites
213 Southwest Commerce Boulevard
Lake City, Florida and
Via Communications Media Technology

October 23, 2025
6:00 p.m.

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	V.	OTHER BUSINESS - None	
	VI.	PUBLIC COMMENTS	

The Committee welcomes you to this meeting. This time is set aside for our citizens and general public to address the Committee. If you would like to address the Committee, please complete a form, come forward when you are called, and state your name for the record. Please also limit your comments to not more than three minutes. Your participation is welcomed.

See Attachments

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NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
EXECUTIVE COMMITTEE
MINUTES

Hybrid Meeting
Holiday Inn Hotel & Suites
Lake City, Florida and
Via Communications Media Technology

September 25, 2025
6:00 p.m.

MEMBERS PRESENT
IN PERSON

Patricia Bouie Hutchinson, Secretary
Fletcher Hope Jr., Immediate Past Chair
Maurice Perkins, Vice-Chair

VIA COMMUNICATIONS
MEDIA TECHNOLOGY
(FOR QUORUM)

None

(NOT FOR QUORUM)
VIA COMMUNICATIONS
MEMBERS PRESENT
MEDIA TECHNOLOGY

None

MEMBERS ABSENT

Mary Alford, Chair
Jhelecia Hawkins, Treasurer

STAFF PRESENT

Scott Koons - In Person

OTHERS PRESENT

Stew Lilker, Columbia County Observer - In Person
Jonathan Wershow, Council Attorney - Virtual

Noting a quorum being present, Vice-Chair Perkins called the meeting to order at 6:02 p.m.

I. APPROVAL OF MINUTES - AUGUST 28, 2025

ACTION: **Vice-Mayor Bouie Hutchinson made the motion, with a second by Mayor Hope, to approve the minutes for the August 28, 2025 Executive Committee meeting as written and circulated. The motion carried unanimously.**

II. CONTRACTS AND APPLICATIONS -

A. Local Government Comprehensive Planning Services Agreement
Fiscal Year 2025-26 - Madison County

ACTION: **Vice-Mayor Bouie Hutchinson made the motion, with a second by Mayor Hope, to recommend that the Council authorize the Chair to execute a technical assistance services agreement for a fixed fee amount of $13,000 to assist Madison County with implementing their comprehensive plan and land development code for Fiscal Year 2025-26. The motion carried unanimously.**

III. PROGRAM REPORT - None

IV. GENERAL ADMINISTRATION -

A. Proclamation Proclaiming October 2025 as Community Planning Month

ACTION: **Mayor Hope made the motion, with a second by Vice-Mayor Bouie Hutchinson, to recommend that the Council adopt a proclamation proclaiming October 2025 as Community Planning Month in the north central Florida region. The motion carried unanimously.**

B. Proclamation Declaring October 3, 2025 as Manufacturing Day

ACTION: **Vice-Mayor Bouie Hutchinson made the motion, with a second by Mayor Hope, to recommend that the Council adopt a proclamation proclaiming October 3, 2025 as Manufacturing Day in the north central Florida region. The motion carried unanimously.**

C. Proclamation Proclaiming October 20-26, 2025 as Florida City Government Week

ACTION: **Vice-Mayor Bouie Hutchinson made the motion, with a second by Mayor Hope, to recommend that the Council adopt a proclamation proclaiming October 20-26, 2025 as Florida City Government Week in the north central Florida region. The motion carried unanimously.**

D. Executive Director Annual Evaluation

ACTION: **Mayor Hope made the motion, with a second by Vice-Mayor Bouie Hutchinson, to award the Executive Director a five percent merit pay adjustment, based upon the performance evaluation conducted by the members of the Executive Committee resulting in an overall score of 4.9 on a 5.0 scale and to concur with the request by Scott Koons, Executive Director, to defer his merit pay increase for Fiscal Year 2025 and Fiscal Year 2026 to Fiscal Year 2027.**
The motion carried unanimously.

V. OTHER BUSINESS -

VI. PUBLIC COMMENTS - None

The meeting adjourned at 6:11 p.m.

_____ 10/23/25
Mary C. Alford, Chair Date

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October 16, 2025

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director SRK

SUBJECT: Agreement with Florida Division of Emergency Management for Hazardous Materials Emergency Preparedness - Fiscal Year 2025-26

RECOMMENDATION:

Authorize the Executive Director to execute an agreement with the Florida Division of Emergency Management for an estimated amount of $52,324.66 in training funds, on behalf of the North Central Florida Local Emergency Planning Committee, for Fiscal Year 2025-26.

BACKGROUND:

The Florida Division of Emergency Management passes through funds from the United States Department of Transportation for hazardous materials training.

The Council, on behalf of the North Central Florida Local Emergency Planning Committee, offers free hazardous materials response training to local government employees. This training includes basic awareness level through more advanced technician level training. The estimated amount of the agreement will be $52,324.66 with a local in-kind match of an estimated amount of $13,081.17.

If you have any questions concerning this matter, please do not hesitate to contact me.

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October 16, 2025

TO: Council Members

FROM: Scott Koons, AICP, Executive Director SK

SUBJECT: Community Development Block Grant Federal Fiscal Year 2023/2024 Administrative Services Agreement - City of Madison

RECOMMENDATION:

Authorize the Chair to sign an agreement with the City of Madison to provide Community Development Block Grant administrative technical assistance services for their Housing Rehabilitation Project for a fixed fee amount of $140,000.

BACKGROUND:

The Council proposes to enter into a technical assistance agreement with the City of Madison to provide assistance with the administration of their Federal Fiscal Year 2023/2024 Community Development Block Grant Housing Rehabilitation Project. This agreement will be funded with Community Development Block Grant Program funds. The amount of the administrative technical assistance services agreement will be a fixed fee amount of $140,000.

If you have any questions concerning this matter, please do not hesitate to contact me.

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October 16, 2025

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director SRK

SUBJECT: Florida Transportation Disadvantaged Program - Community Transportation Coordinator Selection for Columbia Hamilton and Suwannee Counties

RECOMMENDATION:

Authorize the use of the non-competitive selection process to designate the Community Transportation Coordinator for the Columbia, Hamilton and Suwannee multi-county service area.

BACKGROUND:

The Council is the Designated Official Planning Agency for the Transportation Disadvantaged Program in Columbia, Hamilton and Suwannee Counties. The Florida Commission for the Transportation Disadvantaged requires that the designated official planning agencies recommend a Community Transportation Coordinator at the end of each contract period.

Suwannee Valley Transit Authority is the designated Community Transportation Coordinator for the Columbia, Hamilton and Suwannee multi-county service area. Suwannee Valley Transit Authority's Memorandum of Agreement will expire June 30, 2026. According to Section 287.057(3) (e)12, Florida Statutes, the Council, serving as the Designated Official Planning Agency, may choose to recommend a governmental entity, such as the Suwannee Valley Transit Authority, as the Community Transportation Coordinator without using a competitive selection process.

If you have any questions concerning this matter, please do not hesitate to contact me.

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October 16, 2025

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director SRK

SUBJECT: Florida Transportation Disadvantaged Program - Community Transportation Coordinator Designations for Dixie, Gilchrist and Union Counties

RECOMMENDATION:

- **Recommend the use of the competitive request for proposals process to designate the Community Transportation Coordinators for Dixie, Gilchrist and Union Counties;**
- **Authorize the Executive Director to appoint a Technical Review Committee of Council employees; and**
- **Authorize the Technical Review Committee to review, assign points and establish a numerical rank order for the proposals and make recommendations to the Council concerning the designation of the Community Transportation Coordinators for Dixie, Gilchrist and Union Counties.**

BACKGROUND:

The Council is the Designated Official Planning Agency for the Transportation Disadvantaged Program for Dixie, Gilchrist and Union Counties. The Florida Commission for the Transportation Disadvantaged requires that the designated official planning agencies use the competitive request for proposals process to recommend the designation of non-governmental community transportation coordinators at the end of each contract period.

Suwannee River Economic Council, Inc. is the designated Community Transportation Coordinator for Dixie, Gilchrist and Union Counties. Suwannee River Economic Council, Inc.'s Memorandums of Agreement will expire June 30, 2026. Therefore, the Council must use a competitive request for proposal process to recommend the Community Transportation Coordinators for Dixie, Gilchrist and Union Counties.

The Council will accept proposals from qualified agencies or firms for the award of a contract to coordinate transportation services for the transportation disadvantaged in Dixie, Gilchrist and Union Counties. The selected contractors will be the designated community transportation coordinator under Florida's Transportation Disadvantaged Program, as authorized by Chapter 427, Florida Statutes, and more fully described in Rule 41-2, Florida Administrative Code.

A Technical Review Committee will be appointed by the Executive Director. The Technical Review Committee will be comprised of Council employees. Each Technical Review Committee member will assign points to the proposals. A numerical rank order will be established by the Technical Review Committee for all proposals received by the Council.

The proposals and rankings by the Technical Review Committee will be provided to the Dixie, Gilchrist and Union County Transportation Disadvantaged Coordinating Boards for review. The Boards may provide non-binding comments concerning the proposals to the Council.

The Council will review the recommendations of the Technical Review Committee and any comments provided by the Dixie, Gilchrist and Union County Transportation Disadvantaged Coordinating Boards and forward recommendations to the Florida Commission for the Transportation Disadvantaged concerning the designation of the community transportation coordinators including any terms of designation. The Florida Commission for the Transportation Disadvantaged will make the final designations.

If you have any questions concerning this matter, please do not hesitate to contact me.

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October 16, 2025

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director SRK

SUBJECT: Resolution Recognizing 100th Anniversary of the Town of Yankeetown

RECOMMENDATION:

Adopt the attached resolution recognizing the 100th Anniversary of the Town of Yankeetown.

BACKGROUND:

In recognition of the 100th anniversary of the establishment of the Town of Yankeetown, the attached resolution is recommended for approval by the Council.

The Town of Yankeetown was incorporated in 1925. In 1923, Indiana lawyer and politician Armanis F. Knotts settled the community of Knotts Village later renamed Yankeetown.

In 1925, the historic Izzak Walton Lodge was built as a lodge for visiting fisherman. In 1961, the movie Follow That Dream featuring Elvis Presley was filmed in the Town of Yankeetown.

The Withlacoochee River follows along the northern boundary of the Town of Yankeetown. The present day economy of the Town of Yankeetown is based upon commercial and sport fishing.

If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

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RESOLUTION NO. 2025-16

A RESOLUTION OF THE NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL RECOGNIZING THE 100TH ANNIVERSARY OF THE TOWN OF YANKEETOWN

WHEREAS, in 1923, Indiana lawyer and politician Armanis F. Knotts settled the community of Knotts Village later renamed Yankeetown; and

WHEREAS, the Town of Yankeetown, was incorporated in 1925; and

WHEREAS, in 1925, the historic Izzak Walton Lodge was built as a lodge for visiting fisherman; and

WHEREAS, in 1961, the movie Follow That Dream featuring Elvis Presley was filmed in the Town of Yankeetown; and

WHEREAS, the Withlacoochee River follows along the northern boundary of the Town of Yankeetown; and

WHEREAS, the present day economy of the Town of Yankeetown is based upon commercial and sport fishing.

NOW, THEREFORE, BE IT RESOLVED, that the North Central Florida Regional Planning Council congratulates the Town of Yankeetown on its 100th Anniversary.

DULY ADOPTED by the North Central Florida Regional Planning Council this 23rd day of October 2025.

NORTH CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL

Attest:

_____
Scott R. Koons, Executive Director

_____
Mary C. Alford, Chair

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October 16, 2025

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director SRK

SUBJECT: Resolution Recognizing 125th Anniversary of the Town of Jennings

RECOMMENDATION:

Adopt the attached resolution recognizing the 125th Anniversary of the Town of Jennings.

BACKGROUND:

In recognition of the 125th anniversary of the establishment of the Town of Jennings, the attached resolution is recommended for approval by the Council.

The Town of Jennings was incorporated in 1900. In 1835, George Jennings arrived from Georgia and settled in the area. The Town of Jennings is named after early settler George Jennings.

The economy of the Town of Jennings was based upon agriculture and the turpentine industry. Dead River at Jennings Bluff showcases the karst topography of the area. Today, the economy of the Town of Jennings is based upon agriculture and natural resources.

If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

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RESOLUTION NO. 2025-17

A RESOLUTION OF THE NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL RECOGNIZING THE 125TH ANNIVERSARY OF THE TOWN OF JENNINGS

WHEREAS, in 1835, George Jennings arrived from Georgia and settled in the area; and

WHEREAS, the Town of Jennings, was incorporated in 1900; and

WHEREAS, the Town of Jennings was named after early settler George Jennings; and

WHEREAS, the economy of the Town of Jennings was based upon agriculture and the turpentine industry; and

WHEREAS, Dead River at Jennings Bluff showcases the karst topography of the area; and

WHEREAS, today, the economy of the Town of Jennings is based upon agriculture and natural resources.

NOW, THEREFORE, BE IT RESOLVED, that the North Central Florida Regional Planning Council congratulates the Town of Jennings on its 125th Anniversary.

DULY ADOPTED by the North Central Florida Regional Planning Council this 23rd day of October 2025.

NORTH CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL

Attest:

_____
Scott R. Koons, Executive Director

_____
Mary C. Alford, Chair

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October 16, 2025

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Resolution Recognizing 175th Anniversary of the City of Archer

RECOMMENDATION:

Adopt the attached resolution recognizing the 175th Anniversary of the City of Archer.

BACKGROUND:

In recognition of the 175th anniversary of the establishment of the City of Archer, the attached resolution is recommended for approval by the Council.

The City of Archer was incorporated in 1850. The settlement was originally named Deer Hammock and later Darden's Hammock. The City of Archer was named after James T. Archer, Florida's first Secretary of State.

The Florida Railroad, connecting the east and west coasts of Florida from Fernandina on the east to Cedar Key on the west arrived in the City of Archer in the 1850s. The railroad played an important role in the economy of the City of Archer.

Grammy Award winner and Rock 'N Roll Hall of Fame member Bo Diddley called the City of Archer home for many years. The City of Archer annually hosts Art at the Archer Depot Festival in honor of United States Senator David Levy Yulee.

If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

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RESOLUTION NO. 2025-18

A RESOLUTION OF THE NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL RECOGNIZING THE 175TH ANNIVERSARY OF THE CITY OF ARCHER

WHEREAS, the settlement was originally named Deer Hammock and later Darden's Hammock; and

WHEREAS, the City of Archer, was incorporated in 1850; and

WHEREAS, the City of Archer was named after James T. Archer, Florida's first Secretary of State; and

WHEREAS, the Florida Railroad, connecting the east and west coasts of Florida from Fernandina on the east to Cedar Key on the west arrived in the City of Archer in the 1850s; and

WHEREAS, the railroad played an important role in the economy of the City of Archer; and

WHEREAS, Grammy Award winner and Rock 'N Roll Hall of Fame member Bo Diddley called the City of Archer home for many years; and

WHEREAS, the City of Archer annually hosts Art at the Archer Depot Festival in honor of United States Senator David Levy Yulee.

NOW, THEREFORE, BE IT RESOLVED, that the North Central Florida Regional Planning Council congratulates the City of Archer on its 175th Anniversary.

DULY ADOPTED by the North Central Florida Regional Planning Council this 23rd day of October 2025.

NORTH CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL

Attest:

_____
Scott R. Koons, Executive Director

_____
Mary C. Alford, Chair

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