NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
MINUTES

Holiday Inn Hotel & Suites
Lake City, Florida

September 28, 2017
7:00 p.m.

MEMBERS PRESENT

Anthony Adams, Lafayette County
David Arreola, City of Gainesville
Patricia Bouie, City of Hawthorne
LaBarfield Bryant, City of Jasper
Harvey Budd, City of Gainesville
Beth Burnam, Hamilton County
James Catron, City of Madison
Charles Chestnut IV, Alachua County
Louie Davis, City of Waldo
Rick Davis, Madison County
Thomas Demps, Taylor County
Fletcher Hope, City of Archer
Janice Mortimer, City of Starke
Tim Murphy, Columbia County
Garth Nobles, Jr., City of Live Oak
Daniel Riddick, Bradford County
Larry Sessions, Suwannee County
Kenrick Thomas, Gilchrist County
Lorene Thomas, Dixie County
Helen Warren, City of Gainesville
Stephen Witt, City of Lake City

MEMBERS ABSENT

Rick Coleman, City of Newberry
Ken Cornell, Alachua County
Mike Deming, City of Perry
Jason Evans, City of High Springs
Jason Holifield, Dixie County
William Hunter, Hamilton County
Robert Hutchinson, Alachua County
John Meeks, Levy County
James Montgomery, Columbia County
James Tallman, Union County
Daniel Webb, Union County
Robert Wilford, City of Alachua
Mike Williams, Madison County

COUNCIL ATTORNEY

Jonathan Wershow

OTHERS PRESENT

Jane Blais
Sandra Buck-Camp
Diana Davis
LJ Two Sprits Johnson
Brian Kaufman
Stew Lilker
Susan Ramsey

STAFF PRESENT

Steven Dopp
Scott Koons
Jean Strong
Tara Tucker

Board Members names are bolded
Gubernatorial Members names are italicized
I. INVOCATION, PLEDGE OF ALLEGIANCE AND INTRODUCTIONS

Chair Thomas called the meeting to order at 7:05 p.m. with an invocation given by Commissioner Burnam and the pledge of allegiance to the flag. Chair Thomas stated that there was a quorum of the Council.

II. INTRODUCTIONS

Chair Thomas welcomed and introduced Lauri Shubert, from Florida Department of Transportation; Brian Kaufmann, County Coordinator from Madison County; Sandra Buck-Camp and LJ Johnson, members of the Columbia, Hamilton, Suwannee Transportation Disadvantaged Coordinating Board; Diana Davis, wife of Council member Louie Davis; Jane Blais, citizen from Columbia County and Stew Lilker from the Columbia County Observer.

III. APPROVAL OF AGENDA

Chair Thomas asked that Item VI.B. - North Florida Economic Development Partnership - Experience North Florida Sponsorship be removed from the Consent Agenda and added to the regular agenda as Item VIII.A.6.

ACTION: Commissioner Warren made the motion, with a second by Commissioner Budd, to remove Item VI.B. - North Florida Economic Development Partnership - Experience North Florida Sponsorship from the Consent Agenda and added as Item VIII.A.6 to the regular agenda and approve the agenda, as amended. The motion carried unanimously.

IV. NORTH CENTRAL FLORIDA COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY PRESENTATION

Steven Dopp, Senior Planner, gave a presentation on the updated North Central Florida Comprehensive Economic Development Strategy 2018-2022. Chair Thomas thanked Mr. Dopp for his presentation.

V. APPROVAL OF MINUTES - August 24, 2017

Chair Thomas asked that the minutes of the August 24, 2017 meeting be approved as written.

ACTION: Councilman Bryant made the motion, with a second by Commissioner Chestnut, to approve the minutes of the August 24, 2017 meeting as written. The motion carried unanimously.

VI. CONSENT AGENDA

A. Monthly Financial Report - August 2017

Chair Thomas asked if there were any questions regarding the item on the Consent Agenda and requested that this item be approved.
ACTION: Commissioner Chestnut made the motion, with a second by Mayor Davis, to approve the item on the Consent Agenda. The motion carried unanimously.

VII. CHAIR’S REPORT - Executive Director Elected First Vice-President
National Association of Development Organizations

Chair Thomas congratulated Executive Director Scott Koons for recently being elected First Vice-President of the National Association of Development Organizations. She stated that the Association was founded in 1967 and provides advocacy, education, networking and research for the network of 540 regional development organizations. She also stated that the organization also promotes programs and policies that strengthen local governments, communities and economies through regional cooperation, program delivery and comprehensive strategies.

VIII. COMMITTEE REPORTS

A. Executive Committee

1. Proclamation Declaring October 2017 as Community Planning Month

Scott Koons, Executive Director stated that the month of October 2017 has been chosen to celebrate National Community Planning Month. He added that the American Planning Association and its professional institute, the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of life in communities and the environment. Mr. Koons stated that the Executive Committee recommends that a proclamation proclaiming October 2017 as Community Planning Month in north central Florida be adopted. The adopted proclamation is attached hereto and made a part of these minutes.

ACTION: Commissioner Arreola made the motion, with a second by Commissioner Chestnut, to adopt a proclamation proclaiming October 2017 as Community Planning Month in the north central Florida region, which has been attached hereto and made a part of these minutes. The motion carried unanimously.

2. Proclamation Declaring October 6, 2017 as Manufacturing Day

Mr. Koons stated that October 6, 2017 has been chosen to celebrate Manufacturing Day. He added that Manufacturing Day is an effective way to highlight the importance of manufacturing in our region and support those manufacturing and school programs that prepare our workforce. Mr. Koons stated that the Executive Committee recommends that a proclamation proclaiming October 6, 2017 as Manufacturing Day in north central Florida be adopted. The adopted proclamation attached hereto and made a part of these minutes.
ACTION: Commissioner Chestnut made the motion, with a second by Councilman Bryant, to adopt a proclamation proclaiming October 6, 2017 as Manufacturing Day, in the north central Florida region, which has been attached hereto and made a part of these minutes. The motion carried unanimously.

3. Proclamation Declaring October 23-29, 2017 as Florida City Government Week

Mr. Koons stated that the Florida League of Cities has designated the week of October 23-29, 2017 as Florida City Government Week. Florida City Government Week is part of an ongoing effort sponsored by the League to raise public awareness about services that cities perform and to educate the public about how city government works. Cities are encouraged to involve their local schools, businesses, media and civic clubs in their Florida City Government Week activities. Mr. Koons stated that the Executive Committee recommends that a proclamation proclaiming October 23-29, 2017 as Florida City Government Week in north central Florida be adopted. The updated proclamation is attached hereto and made a part of these minutes.

ACTION: Mayor Davis made the motion, with a second by Commissioner Chestnut, to adopt a proclamation proclaiming October 23-29, 2017 as Florida City Government Week in the north central Florida region, which has been attached hereto and made a part of these minutes. The motion carried unanimously.

4. Engagement Letter for Auditor Fiscal Year 2016-17 Audit

Mr. Koons stated that the Council selects an auditor for a three-year period, with the condition that an engagement letter be approved each year to ensure that the auditor is conducting the audits in an acceptable manner. He further stated the current auditor was selected in 2016 and has conducted one audit under this series and that the Executive Committee recommends that a second engagement letter be entered into for the audit of Fiscal Year 2016-17. Mr. Koons reported the proposed fee was $15,801, which is $301 more than the fee charged for the Fiscal Year 2015-16.

ACTION: Commissioner Demps made the motion, with a second by Mayor Davis, to authorize the Chair to execute an engagement letter with the auditing firm of Powell and Jones, Certified Public Accountants of Lake City, to conduct the Fiscal Year 2016-17 audit of the Council’s accounts, for a lump sum fee of $15,801, with the understanding that this engagement letter includes an audit of the Council’s Employee Pension Plan for the same fiscal year. The motion carried unanimously.
5. Executive Director Annual Performance Evaluation

Chair Thomas stated that the employment contract between the Executive Director and the Council specifies that the Executive Committee shall adopt performance standards to annually review and evaluate the Executive Director and further specifies that the annual review and evaluation of the Executive Director shall be conducted by the Executive Committee. She added that, at its discretion, the Executive Committee is authorized to provide a merit increase to the Executive Director on an annual basis commencing October 1 of each year.

Chair Thomas stated that the Executive Committee has adopted performance standards to review and evaluate the Executive Director and that the performance review was conducted by each Committee member prior to the September 28, 2017 Council meeting. She reported that the review resulted in “exceeds job requirements” for all evaluation standards, with an overall average score of 5.0 on a 5.0 scale. Chair Thomas stated that, based upon this review, the Executive Committee awarded the Executive Director a five percent merit pay adjustment. She reported that Mr. Koons requested that his merit pay increase for Fiscal Year 2018, along with his Fiscal Year 2017 merit pay increase, be deferred until Fiscal Year 2019. She further reported that the Executive Committee approved Mr. Koons’ request concerning his merit pay increase deferment.

No Council action was required on this item.

6. North Florida Economic Development Partnership - Experience North Florida Sponsorship

Mr. Koons stated that the North Florida Economic Development Partnership is the public-private partnership that promotes economic development in the 14-county North Central Florida Rural Area of Opportunity and this area includes Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Suwannee, Taylor and Union Counties in the North Central Florida Regional Planning Council region as well as Baker, Jefferson and Putnam Counties. He stated that the Partnership is conducting an event entitled Experience North Florida at the Bienville Plantation in White Springs, FL on November 1-3, 2017 and the purpose of the event is to connect site location consultants representing north Florida targeted industries with economic development professionals, state and regional project managers, state and local elected officials, corporate business leaders and other key decision-makers committed to attracting investment to the region.

Mr. Koons reported that the Partnership is soliciting sponsorships to underwrite the cost of the event. He stated that the Executive Committee recommends that the Council be a sponsor at the Titanium Level for $1,000. Mr. Koons noted that this level of sponsorship entitles the Council to have one attendee participate in all group functions and have the Council logo featured on all event printed materials, website and on-site signage.
ACTION: Commissioner Chestnut made the motion, with a second by Commissioner Demps, to approve the Council being a Titanium Level Sponsor for the North Florida Economic Development Partnership Experience North Florida event in the amount of $1,000.

Stew Lilker Columbia County Observer, addressed the Council concerning this matter and requested that the Council not approve the Council being a sponsor for the North Florida Economic Development Partnership Experience North Florida event.

Following discussion by the Council, the following action was taken concerning this item.

The motion carried unanimously.

B. Clearinghouse Committee

Commissioner Adams, Clearinghouse Committee Vice-Chair, gave the Clearinghouse Committee report. He stated that the Clearinghouse Committee met earlier in the evening and reviewed the following local government comprehensive plan amendments which were included on the Council agenda for consideration.

#102 - Alachua County Comprehensive Plan Adopted Amendment
#103 - Columbia County Comprehensive Plan Adopted Amendment
#105 - Union County Comprehensive Plan Draft Amendment
#106 - City of Archer Comprehensive Plan Adopted Amendment

He reported that the Committee finds that the local government comprehensive plans, as amended, are not anticipated to result in significant adverse impacts to regional facilities, Natural Resources of Regional Significance or adjacent local governments.

Commissioner Adams stated that the Committee recommends forwarding these findings to the respective local governments and the Florida Department of Economic Opportunity.

ACTION: Commissioner Adams made the motion, with a second by Commissioner Chestnut, to approve the Committee recommendation concerning Item #102 - Alachua County Comprehensive Plan Adopted Amendment; Item #103 - Columbia County Comprehensive Plan Adopted Amendment; #105 - Union County Comprehensive Plan Draft Amendment; and #106 - City of Archer Comprehensive Plan Adopted Amendment. The motion carried unanimously.
C. Comprehensive Economic Development Strategy Committee -

Susan Ramsey, Comprehensive Economic Development Strategy Committee Chair, reported that the Committee had been working the past several months with staff to complete the required five-year update of the Strategy. She reported that the Committee has reviewed existing strategies and has recommended new strategies. Ms. Ramsey also stated that the Committee completed a draft of the Strategy at its July 10, 2017 meeting. She reported that the Council approved the draft Comprehensive Economic Development Strategy 2018-2022 and authorized that the draft Strategy be noticed for a 30-day public comment period at their meeting on July 27, 2017. Ms. Ramsey also reported that no comments were received. Finally she stated that the Committee recommends that the Council approve the Comprehensive Economic Development Strategy Report 2018-22 and authorize that it be submitted to the U. S. Economic Development Administration.

ACTION: Councilman Bryant made the motion, with a second by Commissioner Arreola to adopt Resolution No. 2017-13 adopting the Comprehensive Economic Development Strategy 2018-2022 and authorize that it be submitted to the U. S. Economic Development Administration. The motion carried unanimously.

IX. EX-OFFICIO MEMBER REPORTS

Barney Bennett, Florida Department of Transportation, District 2, stated that District 2 will be holding Department Tentative Five-Year Work Program public hearings on October 19, 2017 at the District 2 Urban Area Office in Jacksonville and on October 24, 2017 at the Department District 2 Office in Lake City.

Russell Simpson, Florida Department of Environmental Protection Department, stated that the Northeast District is available to assist local governments and individuals concerning permit applications and Department regulatory compliance issues.

Katelyn Potter, Suwannee River Water Management District, stated that the District is working with local communities to address flooding from Hurricane Irma, including the Sampson Lake area in Bradford County. She stated that the District’s funding for springs projects begins in January 2018. She advised local governments to submit projects for funding consideration.

James Troiano, St. Johns Water Management District, stated that the District is also working with local communities to address flooding from Hurricane Irma, including the Paynes Prairie area in Alachua County.

Sean Greene, Florida Fish and Wildlife Conservation Commission stated that the Commission is also currently focusing on Hurricane Irma recovery.
X.  CITIZEN COMMENTS -

Stew Lilker, Columbia County Observer, addressed the Council on behalf of Jane Blais, citizen from Columbia County, concerning flooding from Hurricane Irma residing in septic tanks overflowing along the Santa Fe River.

XI.  EXECUTIVE DIRECTOR’S REPORT

A.  Florida Regional Councils Association Monthly Activity Report

Mr. Koons reported that the Florida Regional Councils Association is the statewide organization of the ten regional planning councils. The Association strengthens Florida’s regional planning councils, partners with government and the business community to enhance regional economic prosperity and improves the consistency and quality of regional planning councils programs to ensure they add value to state, regional and local initiatives. He stated that the Association strives to accomplish these goals by carrying out the activities listed in the August 2017 activities report included in the Council meeting packet.

B.  Florida Chamber Foundation Scorecard™

Mr. Koons stated that the Florida Chamber Foundation has developed the Florida Scorecard™ to provide Florida leaders the metrics needed to secure Florida’s future. The Florida Chamber Foundation’s objective to develop a 20-year, statewide strategic plan requires a commitment to measuring our current status and progress toward the stated goals of the Six Pillars 20-year Strategic Plan. He further stated that the Scorecard reports metrics related to each of the Six Pillars. The Six Pillars are Talent Supply and Education, Innovation and Economic Development, Infrastructure and Growth Leadership, Business Climate and Competitiveness, Civic and Governance Systems and Quality of Life and Quality Places. He reviewed the September 2017 Scorecard™ included in the Council meeting packet.

C.  Legislative Report

Mr. Koons reported that the 2018 Legislative Session is scheduled to convene on January 9, 2018 and adjourn on March 9, 2018. He also stated that legislative interim Committee meetings had been rescheduled to begin the week of October 9, 2017 due to Hurricane Irma.

D.  Regional Dispute Resolution Process

Mr. Koons stated that the Council received a request for an informal pre-initiation meeting as specified in Chapter 29C-8 from Alachua County concerning a comprehensive plan amendment challenge the County has filed against the City of Gainesville which is currently the subject of an administrative hearing proceeding. He further stated that Council staff met with County staff on August 15, 2017 for the informal pre-initiation meeting to ascertain whether the process is appropriate for resolving the above referenced dispute.
Mr. Koons stated it was determined at the informal pre-initiation meeting that the process would be appropriate for resolving the above referenced dispute and the subsequently the Alachua County Board of County Commissioners at its September 12, 2017 meeting voted to initiate the voluntary regional dispute resolution process. He noted that the initial settlement meeting is scheduled for October 4, 2017 at the Council office and will be facilitated by Council staff. Mr. Koons also stated that there is no charge to parties for processing an initiation request and facilitation of the initial settlement meeting, however, he noted that the Council must be compensated for situation assessments, facilitation of additional settlement meetings, mediation, technical assistance and other staff services based on reasonable actual costs.

E. Visit Florida Flagler Award

Mr. Koons reported that the Council provides staff services to The Original Florida Tourism Task Force to assist them in implementing their regional marketing program. He stated that the Task Force recently received a Flagler Award from VisitFlorida for the Visit Natural North Florida Bicycle Guide Web project. Mr. Koons reported that Council staff assisted the Task Force in development of an online bicycle web page consisting of bicycle routes with route directions provided via a cell telephone app.

F. Regional Directory

Mr. Koons reported that the 2017 Regional Directory was mailed to local, regional, state and federal officials, and planning and related agencies the week of September 11, 2017. He also stated the Council staff would like to thank everyone who assisted in compiling this information.

G. Public Record Complaint

Council Attorney Jonathon Wershow reported on the Public Record Complaint. He stated that a settlement agreement has been agreed to by HPS Enterprises II, LLC in accordance with the terms offered by the Council as authorized at its August 24, 2017 meeting. He further reported that it is anticipated that HPS Enterprises II, LLC will sign the settlement agreement the week of October 2, 2017.

Chair Thomas informed the Council that the next Council meeting will be held on October 26, 2017. The meeting was adjourned at 8:13 p.m.

Lorene J. Thomas, Chair

Date 10/26/17
PROCLAMATION

DECLARING OCTOBER 2017 AS COMMUNITY PLANNING MONTH

WHEREAS, change is constant and affects all cities, towns, suburbs, counties, rural areas, regions, and other places; and

WHEREAS, community planning and plans can help manage this change in a way that provides better choices for how people work and live; and

WHEREAS, community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and

WHEREAS, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the month of October 2017 is designated as National Community Planning Month throughout the United States of America and its territories; and

WHEREAS, the celebration of National Community Planning Month provides an opportunity to publicly recognize the participation and dedication of the members of planning and zoning boards and other citizen planners who have contributed their time and expertise to the improvement of the north central Florida region; and

WHEREAS, the celebration of National Community Planning Month provides an opportunity to publicly recognize the many valuable contributions made by professional community and regional planners in the north central Florida region and extend our heartfelt thanks for the continued commitment to public service by these professionals.

NOW, THEREFORE, the North Central Florida Regional Planning Council hereby proclaims the month of October 2017 as Community Planning Month throughout the north central Florida region in conjunction with the celebration of National Community Planning Month.

DULY ADOPTED AND PROCLAIMED this 28th day of September 2017.

Attest:

Robert W. Wilford
Secretary-Treasurer

Lorene J. Thomas
Chair

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
PROCLAMATION

DECLARING OCTOBER 6, 2017 AS MANUFACTURING DAY

WHEREAS, the Fabrication and Manufactures Association International, the National Association of Manufactures, the U.S. Department of Commerce Manufacturing Extension Partnership and the Manufacturing Institute have designated the first Friday of October as Manufacturing Day;

WHEREAS, the goals of Manufacturing Day are to celebrate the impact manufacturing has on the north central Florida region, increase awareness about the benefits of a manufacturing career and attract students to future manufacturing jobs;

WHEREAS, recognizing Manufacturing Day is an effective way to highlight the importance of manufacturing in our region and support those manufacturing and school programs that prepare our future workforce;

WHEREAS, over 300 manufacturers provide jobs for over 12,000 citizens throughout the region and create products ranging from pulp and lumber products to fire rescue vehicles to orthopedic implant devices;

WHEREAS, regional companies and education/workforce partners support manufacturing and manufacturing careers through increased collaboration and service to the regional manufacturing community;

WHEREAS, manufacturing brings increased economic diversity to our region by providing high paying jobs at all skill levels and furthering the standard of living by focusing on technology, innovation and production;

NOW, THEREFORE, the North Central Florida Regional Planning Council hereby proclaims October 6, 2017 as Manufacturing Day in the north central Florida region and the Council urges all citizens to discover the value manufacturing brings to our economy and encourages students and educators to learn about the possibility of manufacturing as a career.

DULY ADOPTED AND PROCLAIMED this 28th day of September 2017.

Attest: 

SEAL

Robert W. Wilford
Secretary-Treasurer

Lorene J. Thomas
Chair
PROCLAMATION

DECLARING OCTOBER 23-29, 2017 AS FLORIDA CITY GOVERNMENT WEEK

WHEREAS, city government is the government closest to most citizens; and the one with the most direct daily impact upon its residents; and

WHEREAS, city government is administered for and by its citizens, and is dependent upon public commitment to and understanding of its many responsibilities; and

WHEREAS, city government officials and employees share the responsibility to pass along understanding of public services and their benefits; and

WHEREAS, Florida City Government Week is a very important time to recognize the important role played by city government in our lives; and

WHEREAS, this week offers important opportunity to spread the word to all citizens of Florida that they can shape and influence this branch of government which is closest to the people; and

WHEREAS, the Florida League of Cities and its member cites have joined together to teach students and other citizens about municipal government through a variety of different projects and information; and

WHEREAS, Florida City Government Week offers an important opportunity to convey to all citizens of Florida that they can shape and influence government through their civic involvement.

NOW, THEREFORE, the North Central Florida Regional Planning Council hereby proclaims the week of October 23-29, 2017 as Florida City Government Week throughout the north central Florida region.

DULY ADOPTED AND PROCLAIMED this 28th day of September 2017.

Attest: 

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

Robert W. Wilford
Secretary-Treasurer

Lorene J. Thomas
Chair
RESOLUTION NO. 2017-13

A RESOLUTION OF THE NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL ADOPTING THE NORTH CENTRAL FLORIDA COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY 2018-2022; REPEALING ALL RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the North Central Florida Regional Planning Council was designated by the U.S. Department of Commerce, Economic Development Administration an economic development district; and

WHEREAS, economic development districts are required to prepare, adopt and maintain a comprehensive economic development strategy to guide the economic prosperity and resiliency of their region; and

WHEREAS, the comprehensive economic development strategy qualifies the region and local governments located within the region for federal assistance under Public Works and Economic Adjustment Assistance Act programs; and

WHEREAS, economic development districts are required to update their comprehensive economic development strategies at least every five years.

NOW, THEREFORE, BE IT RESOLVED, that the North Central Florida Regional Planning Council hereby adopts the North Central Florida Comprehensive Economic Development Strategy 2018-2022, dated September 28, 2017, and said strategy is hereby incorporated by reference and made a part hereof; and

RESOLVED, FURTHER, that all resolutions or portions of resolutions in conflict with this resolution are hereby repealed to the extent of such conflict; and

RESOLVED, FURTHER, that this resolution shall become effective upon adoption.

DULY ADOPTED by the North Central Florida Regional Planning Council this 28th day of September 2017.

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

Attest:

Scott R. Koons, Executive Director
Lorene J. Thomas, Chair