



Minutes of the Board of County Commissioners Okeechobee County, Florida

Tuesday, June 26, 2018

Regular Session

The Board met this date in a Regular Session in the Okeechobee County Historic Courthouse in the "Judge William L. Hendry Courtroom", Room 270, at 304 NW 2nd Street in Okeechobee, Florida at 9:00 AM.

Roll Call

Attendee Name	Title	Status	Arrived
Terry Burroughs	Chairman	Present	
Bryant Culpepper	Commissioner	Present	
Kelly Owens	Commissioner	Present	
David Hazellief	Commissioner	Present	
Bradley G. Goodbread	Commissioner	Present	
Robbie Chartier	County Administrator	Present	
John Cassels	County Attorney	Present	
Jeff Shain	Deputy Clerk	Present	

I. Commencement

Chairman Terry Burroughs called the meeting to Order. Commissioner Bryant Culpepper offered the invocation, after which Commissioner Bradley G. Goodbread led the Pledge of Allegiance.

Employee Recognition

II. Public Comments

Motion: Motion to close Public Comments

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bryant Culpepper, Commissioner
SECONDER:	Bradley G. Goodbread, Commissioner
AYES:	Burroughs, Culpepper, Owens, Hazellief, Goodbread

III. Revisions

County Administrator Robbie Chartier addressed the Board and stated Consent Agenda Item 1g, Transfer of Funds for Speed Cushions was added to the Agenda. General Business Item 3e, Public Hearing and CDBG Grant Modification was moved to Public Hearings, Item 2b.

Motion: Motion to accept revisions to the Agenda

Sharon Robertson Clerk to the Board of County Commissioners Okeechobee County, Florida	1 of 20 June 26, 2018	Terry Burroughs, Chairman Board of County Commissioners Okeechobee County, Florida
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RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kelly Owens, Commissioner
SECONDER:	Bradley G. Goodbread, Commissioner
AYES:	Burroughs, Culpepper, Owens, Hazellief, Goodbread

IV. Agenda

1. Consent Agenda

Items 1a through 1g were approved by the Board to include the Additional Warrants.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bryant Culpepper, Commissioner
SECONDER:	Kelly Owens, Commissioner
AYES:	Burroughs, Culpepper, Owens, Hazellief, Goodbread

a. MINUTES: June 5, 2018 REGULAR SESSION

Requested Action: Approve minutes from the June 5, 2018 Regular Session.

b. WARRANTS 2018-12

Requested Action: Approve Warrants List 2018-12.

c. GRANT AMENDMENT APPROVAL FOR REVISIONS CONTAINED IN AMENDMENT 007 TO HOME CARE FOR THE ELDERLY (HCE) PROGRAM GRANT IH015-9400

Requested Action: Approve and authorize the Chairman to execute Amendment 007 to the Home Care for the Elderly (HCE) Grant Agreement IH015-9400 which redistributes funds within the total grant allocation.

d. GRANT AMENDMENT APPROVAL FOR REVISIONS CONTAINED IN AMENDMENT 006 TO COMMUNITY CARE FOR THE ELDERLY (CCE) PROGRAM GRANT IC015-9400

Requested Action: Approve and authorize the Chairman to execute Amendment 006 to the Community Care for the Elderly (CCE) Grant Agreement IC015-9400 which redistributes funds within the total grant allocation.

e. GRANT AMENDMENT APPROVAL FOR REVISIONS CONTAINED IN AMENDMENT 005 TO OLDER AMERICAN'S ACT (OAA) PROGRAM GRANT IA016-9400

Requested Action: Approve and authorize the Chairman to execute Amendment 005 to the Older American's Act (OAA) Grant Agreement IA016-9400 which contains significant language revisions to multiple sections, increased reporting requirements, and additional attachments to the original Agreement.

- f. GRANT AMENDMENT APPROVAL FOR REVISIONS CONTAINED IN AMENDMENT 006 TO OLDER AMERICAN'S ACT (OAA) PROGRAM GRANT IA016-9400

Requested Action: Approve and authorize the Chairman to execute Amendment 006 to the 2017 Older American's Act (OAA) Grant Agreement IA016-9400 which contains a funding increase of \$1,421.97, and associated changes to the agreement and attachments.

- g. TRANSFER OF FUNDS FOR PURCHASE OF 2 SPEED CUSHIONS FOR INSTALLATION ON SW 67TH DRIVE AND SW 9TH STREET

Requested Action: Approve Budget Transfer BT18-130 in the amount of \$5,000.00 from the Transportation Trust Fund Reserves to 304-01-541-14-6300 for the purchase of speed cushions on SW 67th Drive and SW 9th Street.

2. Proclamations/Public Hearings/Presentations

- a. 11:30 am EXECUTIVE SESSION: OKEECHOBEE COUNTY VS. OKEECHOBEE LIVESTOCK MARKET

County Attorney John Cassels addressed the Board and stated the County Attorney's office wishes to have an executive session with the Board of County Commissioners and the County Administrator regarding the following case:

CASE NO: 47-2017-CA-000182
and
CASE NO: 47-2017-AP-000296

HOBART McCOLLUM and OKEECHOBEE LIVESTOCK MARKET, INC.
vs.

OKEECHOBEE COUNTY, FLORIDA
BOARD OF ADJUSTMENTS AND APPEALS, and CATTLEMEN'S MARKET OF OKEECHOBEE, LLC,

Requested Action: Conduct an executive session held pursuant to Section 286.011(8), Florida Statutes. Attendees: Commissioner Burroughs, Commissioner Owens, Commissioner Culpepper; Commissioner Goodbread, Commissioner Hazellief; County Administrator Robbie Chartier, and County Attorney John Cassels.

RESULT:

CONDUCTED

- b. PUBLIC HEARING ON CDBG GRANT 17DB-OL-07-57-01-N11 MODIFICATION #1 REQUEST - OUA WATER SYSTEM

Deborah Belcher of Roumelis Planning and Development Services, Inc. addressed the Board and stated the County received a \$750,000 Community Development

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Block Grant (CDBG) from the Florida Department of Economic Opportunity (DEO). The grant budget contains \$60,000 for administration, including grant writing. The County has awarded the remaining \$690,000 to the Okeechobee Utility Authority(OUA) to fund the Whispering Pines water extension project. Roumelis Planning and Development Services, Inc. (RPDS) will assure the County’s oversight of the project relating to OUA compliance with the County-DEO grant agreement.

Chairman Terry Burroughs opened the Public Hearing.

Requested Action: Conduct a public hearing to get input from the public in reference to a grant modification for Community Development Block Grant 17DB-OL-07-57-01-N11.

RESULT:	CONDUCTED
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Motion: Motion to close the Public Hearing

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bryant Culpepper, Commissioner
SECONDER:	Bradley G. Goodbread, Commissioner
AYES:	Burroughs, Culpepper, Owens, Hazellief, Goodbread

Motion: authorize the Chairman or County Administrator to request a grant modification for Community Development Block Grant 17DB-OL-07-57-01-N11 and authorize the Chairman or County Administrator to execute documents required for Community Development Block Grant Modification #1.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kelly Owens, Commissioner
SECONDER:	Bradley G. Goodbread, Commissioner
AYES:	Burroughs, Culpepper, Owens, Hazellief, Goodbread

3. General Business

a. AGRICIVIC CENTER ADVISORY COMMITTEE APPOINTMENT

Agri Civic Center Manager Matt Dorriety addressed the Board and stated there are currently two vacancies on the Agri-Civic Center Advisory Committee:
 One vacancy that will expire March 1, 2019
 Two vacancies that will expire March 1, 2022
 Seats on the Advisory Committee are for staggered four year terms.
 One citizen application Mrs. Michelle Yochim-Rowley has been received for the vacancies on the Agri-Civic Center Advisory Committee and the applicant is not currently a member of any County Board or Committee.

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Requested Action: Approve appointment to the Agri-Civic Center Advisory Committee ("B" Board) Michelle Yochim-Rowley as a regular member to a term that expires March 1, 2022.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	David Hazellief, Commissioner
SECONDER:	Kelly Owens, Commissioner
AYES:	Burroughs, Culpepper, Owens, Hazellief, Goodbread

b. TOURIST DEVELOPMENT COUNCIL (TDC) BOARD MEMBER APPOINTMENT

Tourism Coordinator Sharie Turgeon addressed the Board and stated an application from Tammy Hollander, a representative of KOA, has been received. This vacancy is for subject to tax position on the TDC Board. If appointed she will fill the vacancy being left by Denise Raubaugh. An application from Mike Krause, owner of Okeechobee Fishing Headquarters has been received. This vacancy is for a not subject to tourist tax position on the TDC Board. This position was previously held by Gene Woods.

The applications received have been reviewed and the applicants comply with the rules of the Florida Statutes and Okeechobee County.

The term for subject to tax will expire July 1, 2020 and the not subject to tax position term will expire July 1, 2022

As of June 1, 2018 a vacancy was left by an elected official whom resigned from City Council. On June 7, 2018 the City of Okeechobee appointed Monica Clark to serve on the Okeechobee TDC Board. This will leave two (2) subject to tax positions open.

Requested Action: Approve appointment of Tammy Hollander to one (1) subject to tax member position of the Tourist Development Council (TDC) Advisory Board, term to expire July 1, 2020, William "Mike" Krause to one (1) regular member position of the TDC Advisory Board, term to expire July 1, 2022 and approve the recommendation from City Council for the appointment of Monica Clark to the TDC Board.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bradley G. Goodbread, Commissioner
SECONDER:	David Hazellief, Commissioner
AYES:	Burroughs, Culpepper, Owens, Hazellief, Goodbread

c. CHILDREN'S SERVICES COUNCIL OF OKEECHOBEE MEMBER NOMINATIONS/APPOINTMENTS

County Administrator Robbie Chartier addressed the Board and stated there are four (4) vacancies/unappointed positions on the Children's Services Council. The Board of County Commissioners nominate applicants for appointment and those applications are sent to the Governor's Office for consideration of appointment.

Seats on the Children's Service Council are for staggered three year terms.

There are currently four vacancies on the Children's Service Council Board:

One vacancy that will expire August 26, 2018

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One vacancy that expired August 26, 2017
 One vacancy that expired August 26, 2016
 One vacancy that expired August 26, 2015
 Applicants are:

Ms. Melisa Jahner (Incumbent), Ms. Heather Hancock (Incumbent), Ms. Wendy Coker (Incumbent), Ms. Pat McCoy (Incumbent).

Requested Action: Approve nominations to the Children's Services Council: Melisa Jahner term to expire August 2020, Heather Hancock term to expire August 2022, Wendy Coker term to expire August 2021 and Pat McCoy term to expire August 2019. All applications will be submitted to the Governor as determined by the Chairman and County Administrator.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bradley G. Goodbread, Commissioner
SECONDER:	David Hazellief, Commissioner
AYES:	Burroughs, Culpepper, Owens, Hazellief, Goodbread

d. FY16/17 AUDITED FINANCIAL STATEMENTS PRESENTATION - CLIFTON LARSON ALLEN

Julie Fowler and Brian Quinlin of Clifton Larson Allen, LLP, addressed the Board and gave a presentation of the FY16/17 Audited Financial Statements. The Board asked questions of Ms. Fowler and Mr. Quinlin.

Requested Action: Receive a presentation of the fiscal year ending September 30, 2017 audited financial statements as submitted by Julie Fowler of Clifton Larson Allen, LLP.

RESULT:	RECEIVED
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e. DOUGLAS BROWN COMMUNITY CENTER SUMMER PROGRAM CHAKA'S STARS FOUNDATION, INC. - SPECIAL RATE REQUEST MAY 2018

Community Services Director Albie Scoggins addressed the Board and stated the County only offers one summer program at the Okeechobee County Civic Center located on Hwy. 98

Chaka Smith desired to start his own summer program at the DBCC; which has been operating since 2011. Each year Chaka has asked for a special one-time rate during his summer program. The board has worked with the Chaka Stars Foundation, Inc. over the past six (6) years in this fashion. Chaka's summer program is providing a program to many of our youth and it does compliment and provide some relief to the County's summer program.

The proposed one-time special use rate breakdown for the 2018 Chaka's Stars Summer Camp is as follows:

Electric	\$1,100 (\$550/month electrical costs x 2 months)
Custodial	\$1,920 (\$240/week x 8 weeks)
Supplies	<u>\$ 180</u> (Tissue, Hand Towels, Soap, etc.)
Total	\$3,200

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Requested Action: Approve and authorize the Chairman to execute the facility license agreement and a one-time "Special Use Rate" of \$3,200 for Chaka's Stars Foundation, Inc. to operate a Summer Camp Program at the Douglas Brown Community Center (DBCC) for the seven (7) week period from June 11 - July 27; excluding July 4, 2018 and including six (6) days (or one additional week) of staff training, set-up and cleanup for a total of eight (8) weeks.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bradley G. Goodbread, Commissioner
SECONDER:	Kelly Owens, Commissioner
AYES:	Burroughs, Culpepper, Owens, Hazellief, Goodbread

f. DARRELL ENFINGER SPORTS COMPLEX SCORE TOWER AND DUGOUT RE-ROOF PROJECT AWARD RFP NO. 2018-03 STAFF REPORT AND INFORMATIONAL UPDATE REGARDING SHADE CLOTH / NETTING OPTIONS AT THE SPORTS COMPLEX

Community Services Director Albie Scoggins addressed the Board and stated on May 24, 2018 the Board of County Commissioners tabled the award of the Sports Complex Re-Roof Bid and requested that staff present more information that also included the replacement of the safety netting or shade cloth material at the same time.

Mr. Scoggins reviewed information gathered on shade cloth/netting options for the Sports Complex Ballfield area.

The cost estimate to replacement of the overhead safety netting as it was previously installed is roughly \$40,000. Because of the engineering and design requirement for installing a commercial shade structure or a General Contractors cost to engineer, design, purchase and install the agricultural shade cloth we are still waiting to receive formal quotes based on their recommendations and design for the installation of these structures.

Staff will update the Board as soon as the cost estimates are available.

On May 8, 2018, the County received one (1) bid from Close Construction, LLC in response to RFP Project No. 2018-03 for the Score Tower and Dugout Re-roof at the Darrell Enfinger Sports Complex in the base bid amount of \$57,300.00, plus Alternates No. 1 and No. 2, to add the Kynar 500 Paint Finish for an additional \$9,000, for a total bid amount of \$66,300.

Close Construction, LLC Base Bid	\$57,300
Alternate No. 1 Score Tower Roof - Kynar 500 Paint Finish	\$5,000
Alternate No. 2 Dugout Roofs - Kynar 500 Paint Finish	\$4,000

Total Bid Amount: \$66,300

Mr. Scoggins discussed the different shade/netting material and costs:

Safety Netting about \$37,000

Sun Shade Cloth about \$180,000-\$200,000

Nursery Agri shade cloth \$15,000 to \$20,000 material, plus engineering, structure and installation, for a total of about \$150,000.

The Board discussed other options for shade structures.
 Consensus of Board was not to spend \$150,000 to \$200,000.

Requested Action: Approve to install new Safety Netting for about \$37,000 and award of RFP No. 2018-03 for the Re-roof of the Score Tower and Dugout's at the Darrell Enfinger Sports Complex to Close Construction, LLC in the base bid amount of \$57,300, plus Alternates No. 1 and No. 2, to add the Kynar 500 Paint Finish for an additional \$9,000, for a total bid amount of \$66,300; and recommends the Chairman execute the Independent Contractor's Agreement, as prepared by the County Attorney.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	David Hazellief, Commissioner
SECONDER:	Bradley G. Goodbread, Commissioner
AYES:	Burroughs, Culpepper, Owens, Hazellief, Goodbread

g. CODE ENFORCEMENT LIEN AMNESTY PROGRAM

County Attorney Laura McCall addressed the Board and stated at its May 10, 2018 meeting, the Board of County Commissioners considered the development of a Code Enforcement Lien Amnesty Program. The County Attorney discussed proposed parameters of such a program, following which, it was the consensus of the Board to accept input from constituents, and then have the proposed Program brought back to the Board for approval and implementation.

The County Attorney and Code Enforcement staff have further refined the terms and conditions of the proposed Amnesty Program.

- (1) The letter to be sent to owners of properties with unpaid liens.
- (2) Frequently Asked Questions to be posted on the County's website.
- (3) A Press Release. It is suggested that the Press Release be distributed to the Okeechobee News, with a request to publish on August 1, 2018 (one month before the start of the Application process). It is also suggested that the Press Release be distributed to WOKC, the Okeechobee County Chamber of Commerce, Okeechobee Main Street, and the Economic Council of Okeechobee with a request to include it in any community events sections on their websites.

There would need to be a Public Hearing next month to amend the Code Enforcement Ordinance to provide for the Amnesty reduction.

The program would start August 1 and would be a six month process.

- a. First month getting the word out
- b. Next four months would be for people to apply
- c. Sixth month is for the property to get in compliance

Requested Action: Approve moving forward with the implementation of a Code Enforcement Lien Amnesty Program, in accordance with the terms set forth in the Frequently Asked Questions.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kelly Owens, Commissioner
SECONDER:	David Hazellief, Commissioner
AYES:	Burroughs, Culpepper, Owens, Hazellief, Goodbread

h. ZONING REGULATIONS AND FARM ANIMALS

Community Development Director Bill Royce addressed the Board and stated staff was asked to bring this topic to the Board for discussion, to consider making a provision to include other types of farm animals, such as chickens. An option could be to distinguish between the smaller lots zoned Agriculture that are in Rural Activity Centers, but not in other future land use classifications.

Three of the residential zoning districts include a provision for the keeping of farm animals as an accessory use, RSF-E, RM and RR.

Mr. Royce reviewed each of the zoning districts that provide provisions for keeping farm animals.

Mr. Royce also reviewed the Agriculture (A) zoning district.

In the Vikings, zoned Agricultural where most lots are 1.25 acres which are limited to horses and cows and look into changing the ordinance to allow chickens, pigs and goats but limit the number.

Requested Action: Consensus of the Board to look into rural activity centers and administrative rezoning limiting the amount of animals.

RESULT:	CONSENSUS OF THE BOARD
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Motion: to request the Planning Board to review zoning regulations as to how many and what types of farm animals can be kept on a parcel and to review if there are areas that could be considered for administrative rezoning to RSF-Estate.

RESULT:	CONSENSUS OF THE BOARD
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i. CHANGE ORDER #1 TO THE CONSTRUCTION CONTRACT WITH LYNCH PAVING FOR THE NE 34TH RESURFACING PROJECT - COUNTY PROJECT NUMBER 2017-016

County Engineer John Howle addressed the Board and stated Lynch Paving has completed construction of the resurfacing and drainage improvements to NE 34th Avenue between SR 710 and SR 70. The contract is a unit quantity contract whereby the contractor only gets paid for quantities actually used during construction. Due to a reduction in quantities not required, mostly contingency items, the contract amount is reduced by \$18,782.76 by Change Order 1 resulting in a final contract amount of \$434,598.50.

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Requested Action: Approve and authorize the Chairman to execute Change Order No: 1 with Lynch Paving, reducing the contract amount by \$18,782.76, which decreases the contract amount to \$434,598.50.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bryant Culpepper, Commissioner
SECONDER:	David Hazellief, Commissioner
AYES:	Burroughs, Culpepper, Owens, Hazellief, Goodbread

j. FIRST AMENDMENT TO CIVILSURV DESIGN GROUP, INC.'S MASTER AGREEMENT FOR PROFESSIONAL SERVICES DATED MARCH 24, 2017 AMENDING EXHIBIT C

County Administrator Robbie Chartier addressed the Board and stated at the June 5th Commission Meeting an agenda item was presented for Construction Inspection Services by CivilSurv Design Group, Inc. for the County's 2017/18 Annual Resurfacing Program.

The Work Authorization included full time inspection fees by a Senior Construction Inspector at a rate of \$115 per hour. It was discussed at the meeting that a Construction Inspector should be utilized at a hourly rate of \$75 per hour.

The current Schedule of Hourly Billing Rates in CivilSurv's Master Agreement does not currently have a Construction Inspector at a rate of \$75 per hour.

Requested Action: Approve first amendment CivilSurv Design Group, Inc.' s Master Agreement for Professional Services Dated March 24, 2017 to amend Exhibit C - by adding the position of Construction Inspector at an hourly rate of \$75.00 per hour.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bryant Culpepper, Commissioner
SECONDER:	Kelly Owens, Commissioner
AYES:	Burroughs, Culpepper, Owens, Hazellief, Goodbread

k. WORK AUTHORIZATION WITH CIVILSURV DESIGN GROUP, INC. TO PROVIDE INSPECTION SERVICES FOR 2017/18 PAVING PROGRAM

County Administrator Robbie Chartier addressed the Board and stated at the June 5, 2018 Board meeting the consensus of the Board was for staff to see if CivilSurv would reduce their rate from \$115.00 to \$75.00 per hour, or go to Culpepper & Terpening for their \$75.00 per hour rate. And bring back to the Board a Work Authorization to perform construction inspection for the 2017/18 Paving Program.

CivilSurv has added a \$75.00 per hour rate for an Inspector to perform this work. The new Work Authorization attached to this agenda item, reduces the previous request by \$9,650.00.

Inspection services for the County's Annual Road Paving Program are typically performed by County Staff. However, this year with the other projects that the Road and Bridge Department is working on and being short on staff, outside services are being required.

CivilSurv Design Group is the firm selected to perform these inspection services under the County's Continuing Services Contract.

Sharon Robertson Clerk to the Board of County Commissioners Okeechobee County, Florida	10 of 20 June 26, 2018	Terry Burroughs, Chairman Board of County Commissioners Okeechobee County, Florida
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Requested Action: Approve and authorize the Chairman to execute a Work Authorization prepared by the County Attorney's Office with CivilSurv Design Group in the amount of \$24,900.00 to perform construction inspection for the 2017/18 Paving Program and approve Budget Transfer BT 18-103 from the Road Improvement Fund Reserves in the amount of \$24,900.00.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	David Hazellief, Commissioner
SECONDER:	Bryant Culpepper, Commissioner
AYES:	Burroughs, Culpepper, Owens, Hazellief, Goodbread

I. CONFIRM RANKING OF FIRMS FOR CONSULTING ENGINEERING SERVICES AT THE OKEECHOBEE COUNTY AIRPORT AND COMMERCE PARK FROM RFQ (REQUEST FOR QUALIFICATIONS) # 2018-13

Airport Manager Kathy Scott addressed the Board and stated on April 20, 2018, the County advertised RFQ #2018-13 for Consulting Engineering Services at the Okeechobee County Airport & Commerce Park. The RFQ was advertised in newspapers and through the County Vendor Registry. On May 25, 2018, proposals were received from Amherst Consulting Company, LLC., AVCON, Inc., Hanson Professional Services, Inc. and Kimley-Horn and Associates. The Professional Services Evaluation Committee (PSEC) reviewed proposals and chose to receive presentations from all the firms. The presentations were done on June 12, 2018. The Committee found that all the firms were highly qualified and able to perform the required services.

Based upon the presentations and experience with the services required, the Committee has ranked the firms as follows: (PSEC ranking results attached)

- AVCON, Inc.: 279
- Hanson Professional Services, Inc.: 251
- Kimley-Horn and Associates: 234
- Amherst Consulting Company, LLC: 232

Requested Action: Approve the PSEC (Professional Services Evaluation Committee) ranking of the Engineering Firms from RFQ (Request For Qualifications) # 2018-13 and authorize the County Administrator, and/or her designee, to begin negotiations for a Continuing Engineering Services agreement at the Okeechobee County Airport and Commerce Park with the top ranked firm; AVCON, Inc., in accordance with the County's procurement policy and CCNA (Competitive Consultants Negotiation Act).

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kelly Owens, Commissioner
SECONDER:	Bradley G. Goodbread, Commissioner
AYES:	Burroughs, Culpepper, Owens, Hazellief, Goodbread

m. LEASE OF THE COUNTY COMMERCE PARK INCUBATOR BUILDING - UNIT "A" TO CRISPIM CONSTRUCTION PROS, LLC AS TENANT WITH MARIANA TEISEIRA AND EMERSON CRISPIM AS GUARANTORS

Sharon Robertson Clerk to the Board of County Commissioners Okeechobee County, Florida	11 of 20 June 26, 2018	Terry Burroughs, Chairman Board of County Commissioners Okeechobee County, Florida
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Airport Manager Kathy Scott addressed the Board and stated Emerson Crispim, Crispim Construction Pros, LLC, is requesting to lease Unit A of the Incubator Building in the County's Commerce Park. Mr. Crispim has been in business as a manufacturer of custom cabinetry, woodworking products and remodeling work for twelve (12) years. Crispim Construction Pros was incorporated in 2017. This business will meet the USDA Grant requirements; utilization of the building with the intent to bring business to Okeechobee and assist in their growth. Mr. Crispim requests a One (1) year with four (4) one (1) year renewals. The terms and rates for the Lease will be One (1) year lease term with four (4) one year renewal options. 3.5% Base Rent Annual increase. First year lease rate of \$1,530.81 Per month.

Requested Action: Approve and authorize the Chairman to execute a lease with Crispim Construction Pros, LLC, as tenant and Mariana Teiseira and Emerson Crispim as guarantors, for Unit A in the Incubator Building, with Lease rates, terms, conditions as presented and as prepared by the County Attorney.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bryant Culpepper, Commissioner
SECONDER:	Bradley G. Goodbread, Commissioner
AYES:	Burroughs, Culpepper, Owens, Hazellief, Goodbread

n. PLANNING & DEVELOPMENT TELEPHONE SYSTEM PROJECT NO. 2018-12 CHANGE ORDER NO. 1

Facilities Maintenance & Development Director Donnie Oden addressed the Board and stated the Bid for the Planning & Development NEC Univerge SV9100E Telephone System Bid No. 2018-12 was awarded to ICS Computers, Inc. in the amount of \$23,945 on May 10, 2018. After the bid and award it was brought to our attention that the Senior Services Department was expanding and required additional telephones. Therefore we requested a proposal from ICS Computers, Inc. for the additional telephones to be added to the new system.

Requested Action: Approve Change Order No. 1 to the contract with ICS Computers, Inc., new phone system for the county offices at the Health Department building, in the amount of \$2,880, to include the Senior Services Department.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bradley G. Goodbread, Commissioner
SECONDER:	David Hazellief, Commissioner
AYES:	Burroughs, Culpepper, Owens, Hazellief, Goodbread

o. STRAUGHN TROUT ARCHITECTS, LLL PROFESSIONAL ARCHITECTURAL & ENGINEERING SERVICES FOR THE PATCDL- PROPERTY APPRAISER TAX COLLECTOR DRIVER'S LICENSE BUILDING

Facilities Maintenance & Development Director Donnie Oden addressed the Board and stated At the Boards direction, staff is in the process of working to create a new

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facility to house the Property Appraiser Tax Collector and Driver's License Offices. Architectural and Engineering services required for the Proposed Property Appraiser Tax Collector and Driver's License building will include, but not be limited to, space needs assessment, schematic design, structural, mechanical, electrical, plumbing, civil engineering, preparation of preliminary and final construction drawings with complete specifications and contract documents suitable for solicitation of bids and permit issuance for the project and Construction Administration Services. The Board asked Mr. Oden for time lines. Mr. Oden stated it would be four (4) month for design and 270 days for construction.

Requested Action: Approve and authorize execution of the agreement with Straughn Trout Architects, LLC for professional Architectural and Engineering Services in the amount of \$244,150 for the Proposed Okeechobee County PATCDL - Property Appraiser Tax Collector Driver's License Building, Pending County Attorney review and approval; RFQ No. 2018-04.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bryant Culpepper, Commissioner
SECONDER:	David Hazellief, Commissioner
AYES:	Burroughs, Culpepper, Owens, Hazellief, Goodbread

Motion: Budget transfer # BT18-81 in the amount of \$94,150.00 from Capital Funds Reserve Account to Capital Projects Fund PATCDL Professional Services Account.

Budget transfer # BT18-81 in the amount of \$94,150.00 from Capital Funds Reserve Account to Capital Projects Fund PATCDL Professional Services Account..

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kelly Owens, Commissioner
SECONDER:	Bradley G. Goodbread, Commissioner
AYES:	Burroughs, Culpepper, Owens, Hazellief, Goodbread

p. ALDERMAN BUILDING EXTERIOR WALL REPAIRS BID NO. 2018-17

Facilities Maintenance & Development Director Donnie Oden addressed the Board and stated On June 15, 2018 the County received a Bid for the Alderman Building Exterior Wall Repairs Bid No. 2018-17. An Invitation to Bid was advertised and the bids were based on the following:

The work includes, furnishing all materials, equipment, and labor for the resurfacing of existing stucco walls with DPR Acrylic Finish w/ Primer according to the manufacturer's re-surfacing specifications including but not limited to, pressure cleaning, surface preparation, removal of delaminated stucco, crack repair, installation of adhesive basecoat and reinforcing mesh. Apply DPR finish at areas as illustrated in the photographs and described in the Specifications and Bid Documents. Contractor shall comply with all State and Local Codes and Requirements. Maintain public and employee access to the building and a safe working environment at all times.

The following lump sum bid was received:

Contractor: Boromei Construction, Inc., Lump Sum Bid: \$90,600.00

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Although (7) Vendors downloaded the Bid Package, only one bid was received and the bid amount exceeded the budgeted amount of \$35,000.

Requested Action: Approve to reject the bid received for the Alderman Building Exterior Wall Repairs Bid No. 2018-17 in the lump sum amount of \$90,600 from Boromei Construction, Inc.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	David Hazellief, Commissioner
SECONDER:	Bradley G. Goodbread, Commissioner
AYES:	Burroughs, Culpepper, Owens, Hazellief, Goodbread

**q. VEHICLE MAINTENANCE BUILDING ROOF REPLACEMENT PROJECT AWARD
 BID No. 2018-16**

Facilities Maintenance & Development Director Donnie Oden addressed the Board and stated the County received 2 bids on June 15, 2018 for the Vehicle Maintenance Building Roof Replacement Bid No. 2018-16, based on the following scope of work: The Bid shall be based on the removal and replacement of an existing 7,000 SF metal roof for a pre-engineered metal building as manufactured by Gulf States Manufacturer’s, Incorporated constructed in 1993 (25 Years). The work shall include but not be limited to, the removal and replacement of various eve struts, purlins, corner angles, 26-gauge galvalume metal roofing panels, ridge vents, gutters/downspouts, trims/flashing, and insulation to meet all current State and Local codes and requirements.

The following Lump Sum Bids were received:

DC Green, LLC	\$ 84,800
Boromei Construction, Inc.	\$106,900

Requested Action: Approve to award Bid No. 2018-16 to DC Green, LLC for the lump sum amount of \$84,800 for the Vehicle Maintenance Building Roof Replacement Bid No. 2018-16; and approve Budget Transfer BT18 - in the amount of \$20,800 from Capital Projects Reserves Account # 303-01-511-00-9991 to the Vehicle Maintenance Building Roof Replacement Acct # 303-42-522-00-6200 needed for the roof replacement.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kelly Owens, Commissioner
SECONDER:	Bradley G. Goodbread, Commissioner
AYES:	Burroughs, Culpepper, Owens, Hazellief, Goodbread

**r. STAFF REPORT: UPDATE ON FIRE STATION #2 STATE CONSTRUCTION
 GRANT**

Public Safety Director/Fire Chief Ralph Franklin addressed the Board and stated at the April 26, 2108, the Board approved the Chairmen to execute the Grant Award Letter for the renovation and expansion of Fire State #2.

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Since that date, staff has met with representatives from the State Fire Marshal's Office regarding this grant and has obtained more information on the provisions of this grant. Some of that updated information is:

1. Funds can only be used for the renovation and expansion of Fire Station #2.
2. Funds are available beginning July 1, 2018, and has a three year completion time.
3. Funds can be used to cover design and construction.
4. Funds can be used to cover the cost of re-location of staff during construction.

Fire Station #2 is approximately 34 years old. The station only has dormitory space for four people. That provides enough room for the current staff, but does not provide dormitory space for employees called back for disaster duty, employees on initial hire, paramedic orientation, or for students. Additionally, the station has limited room for kitchen, dining, and storage space. Completion of this renovation and expansion would provide a solution to all of these difficulties.

As part of this renovation and construction, the station would get a new roof, impact resistant windows, a fire alarm and a fire sprinkler system. All of these items would enhance the life safety features of the building. Additionally, these measure would provide for increased protection for our employees and the building.

The Board suggested that the funds stay at the \$500,000 grant, and would like a list of all modifications with costs.

Facilities Maintenance & Development Director Donnie Oden described the changes he would like to make.

Requested Action: Receive a report from the Public Safety Director/Fire Chief and the Capital Projects Director on the State Construction Grant for the renovation and expansion of Fire Station #2.

RESULT:	RECEIVED
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Motion: to do the construction on Fire Station #2 and stay within the \$500,000 grant.

RESULT:	CONSENSUS OF THE BOARD
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s. CONTRACT WITH UNITED COLLECTION SERVICE, INC., FOR PROVIDING AMBULANCE BILLING COLLECTION SERVICES

Public Safety Director/Fire Chief Ralph Franklin addressed the Board and stated this is a request to approve United Collections Service, Inc, as the secondary collection service for the County's ambulance billing. Okeechobee County Fire Rescue had been using Trans World for this collection service and that contract has now expired. On occasion, those initial bills are not paid and are then referred to a collection agency. This secondary collection is the service that United Collection will be providing. The charge for this service is 17.5% of what is collected. There is no per account cost for this service. Additionally, a second attempt to collect a debt to the County is required as a step in the Administrative Regulation concerning debt write-offs.

Requested Action: Approve and authorize the Chairman to execute the Independent Contractor's Agreement (ICA) for Ambulance Billing Collection Services between United Collection Service, Inc, with an effective date of July 1, 2018, for a period of four (4) years and six (6) months, with one (1) additional three (3) year

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renewal; utilizing a piggyback provision from Marion County Florida business agreement attached and made a part of ICA as Exhibit "A".

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kelly Owens, Commissioner
SECONDER:	Bradley G. Goodbread, Commissioner
AYES:	Burroughs, Culpepper, Owens, Hazellief, Goodbread

t. STUDENT RIDE AGREEMENT BETWEEN MEDICAL CAREER ACADEMY , INC. AND OKEECHOBEE COUNTY

Public Safety Director/Fire Chief Ralph Franklin addressed the Board and stated Okeechobee County Fire Rescue for the past several years has had a partnership with various educational institutions that allow for Emergency Medical Technician (EMT) and Paramedic students to ride on the Fire Rescue ambulances.

This program allows for the students to gain practical clinical experience in treating patients as part of their educational process. The students are supervised by a fire rescue paramedic and are only allowed to perform procedures within the scope of the training process. The Medical Career Academy will provide professional liability insurance coverage on the student participants and will provide evidence of insurance to the County. They also will provide background checks on the student participants.

Requested Action: Approve and authorize the Chairman to execute the Student Ride Agreement between Medical Career Academy, Inc. and Okeechobee County effective upon execution by both parties with an expiration of April 30, 2021.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	David Hazellief, Commissioner
SECONDER:	Bryant Culpepper, Commissioner
AYES:	Burroughs, Culpepper, Owens, Hazellief, Goodbread

u. RESOLUTION & BUDGET AMENDMENT FOR GRANT AWARD FROM FLORIDA E911 BOARD FOR SPRING 2018 RURAL COUNTY REIMBURSEMENT GRANT

Public Safety Director/Fire Chief Ralph Franklin addressed the Board and stated the Board approved the submission of the E911 2018 Spring Rural County Reimbursement Grant applications for various E911 system maintenance items at the March 22, 2018 meeting. Okeechobee County E911 was awarded the grant on April 19, 2018.

This grant allows us to purchase maintenance contracts on various components of the County's E911 system. The grant award in the amount of \$68,997.00 allows us to purchase these from the following vendors:

1. Geo Com for map data maintenance	\$ 5,400.00
2. Kova for recorder maintenance	\$ 4,507.00
3. SHI for battery backup maintenance	\$ 7,050.00
4. Venture Tech for software maintenance	\$52,040.00
Total	\$68,997.00

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Requested Action: Adopt Resolution 2018-18 amending the FY 2017-2018 Budget to appropriate unanticipated funding received from the Florida E911 Board Spring 2018 Rural County Reimbursement Grant in the amount of \$68,997.00, for various E911 maintenance services, approve Budget Amendment 18-12, and authorize the issuance of the various purchases orders for the maintenance items.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bradley G. Goodbread, Commissioner
SECONDER:	Bryant Culpepper, Commissioner
AYES:	Burroughs, Culpepper, Owens, Hazellief, Goodbread

v. FEMA PUBLIC ASSISTANCE ALTERNATIVE PROCEDURE FOR DIRECT ADMINISTRATIVE COSTS AGREEMENT

County Administrator Robbie Chartier addressed the Board and stated in October, 2017, after Hurricane Harvey and Irma, FEMA initiated a new policy statement regarding the payment of direct administrative costs (DAC) to sub-recipients (Counties and Cities) on a fixed estimate of four percent (4%) of full eligible project costs (prior to reductions for insurance proceeds, cost share or any other reductions). This is a change from the previous method which allowed for the claiming of DAC on each eligible project worksheet vs. claiming DAC as one consolidated project worksheet for all eligible projects.

The new statement also allows for an incentive of 1% for timely closeout of projects within 90 days of the end of the project period of performance.

This new method is voluntary but an agreement must be signed binding the County to the provisions of the policy.

Under this method, this will cover the current year to date costs of \$64,040.00, as well as any additional future cost for DMS's Disaster Consultant Services. Total cost for DMS Disaster Consultant Services will not exceed \$90,000 without Board approval.

There was a discussion on the details FEMA is requesting.

Requested Action: Approve and authorize the County Administrator as Subrecipient Representative for the County to FEMA to execute Appendix A: Agreement for Participation FEMA Public Assistance Alternative Procedure (PAAP) for Direct Administrative Costs (DAC).

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kelly Owens, Commissioner
SECONDER:	Bradley G. Goodbread, Commissioner
AYES:	Burroughs, Culpepper, Owens, Hazellief, Goodbread

w. INDEPENDENT CONTRACTOR'S AGREEMENT WITH POLICOM CORPORATION FOR SERVICES RELATED TO ECONOMIC DEVELOPMENT

County Administrator Robbie Chartier addressed the Board and stated at the May 24, 2018 Economic Development Workshop, William H. Fruth, President of Policom presented to the Board how to build a local economy. The Board agreed to have Policom present a proposal to provide economic development activities to the

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County to assist in developing an independent board to handle economic development, to update the 2005 economic development plan and to make recommendations on the financial structure of the newly formed organization.

The Board suggested that the Economic Council of Okeechobee work with Mr. Fruth to develop the structure of the new organization. Attached to the agenda item is the proposal from Policom Corporation for the Board's review and approval.

The Board called upon Ms. Jennifer Tewksbury of the Economic Council of Okeechobee, she stated the proposal from Policom was reviewed by the Economic Council and they agreed.

Requested Action: Approve and authorize the Chairman to execute an Independent Contractor's Agreement with Policom Corporation, as prepared by the County Attorney, in the amount of \$28,000 to provide services for Economic Development organizational structure, revision to economic development plan and recommendations for sources of funding for a newly created economic development organization; and approve BT18-115 in the amount of \$28,000 from the Restricted Reserve for Economic Development in the Landfill Trust Fund to Professional Services line item.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bradley G. Goodbread, Commissioner
SECONDER:	David Hazellief, Commissioner
AYES:	Burroughs, Culpepper, Owens, Hazellief, Goodbread

4. Administration Report

- a. County Administrator Robbie Chartier discussed the following:
 - 1. Budget Director is working on the Budget. The Board will be getting their books by the deadline. Ms. Chartier will be giving the Board an overview at the July 12th meeting to get prepared for the Budget Workshops.
 - 2. 4H Program Director has been selected, it is Ms. Paula Daniel. Ms. Daniel will be attending the July 12th meeting to be introduced.
 - 3. Working on the Berman road Repaving, the grant has a July 19 deadline but there is also another grant opportunity.
 - 4. Wetland Mitigation grant funding. Consensus of Board to bring back for discussion/update.
 - 5. Electronic Document Management System Project update.
 - 6. Making Website ADA Complainant. Closed Captioned proposal received for about \$19,000 per year. Consensus of Board to bring back an Agenda Item for further discussion.

5. Commissioner Reports

- a. Commissioner Kelly Owens discussed the following:
 - 1. HRTPO Meeting, listed items adopted.
 - 2. Does the Board want to make Berman Road a local traffic road only, from SR 710 to SR 70, consensus of Board was not to.

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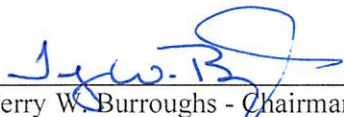
- 3. Possibility of DOT funding for Berman Road. Consensus of Board to follow up.
 - 4. Berman Road double line stripping through SE 34th.
- b. Commissioner Bradley G. Goodbread discussed the following:
 - 1. Bass Pro permitting update, none available.
 - 2. Flooding issue, but not on a County maintained road. There is a process to bring it up to County standards and make it a County maintained road.
 - c. Commissioner Bryant Culpepper discussed the following:
 - 1. Tiny Homes in the Vikings, but are less then 1000 sq. ft.
 - 2. Mr. Nelson asked what could be done with clearing debris in canals in areas not part of County property. FWC may be able to go into canals to clean them.
 - d. Commissioner David Hazellief discussed the following:
 - 1. Canals in Treasure Island, docks falling in and derelict boats need to be moved.
 - 2. Would like information on MSTU. Ms. Chartier will discuss at next meeting.
 - 3. Yard trash pick up going down hill again.
 - 4. Murphy at Fort Drum Mine would like a letter of support for a FEMA loan. Consensus of Board to draft letter.
 - e. Chairman Terry Burroughs discussed the following:
 - 1. Budget Meetings dates: start on July 18 at 1:00pm to 5:00pm, 19th 9-3, 20th 9-3, 23 9-3, 24 and 25 if needed.
July Board meetings are on the 12th and 26th. The meeting on the 26th the Board will be adopting tentative millage rates and assessment rates.

6. Additional Documents, If Any, Presented At Meeting

V. Adjournment

There being no further business to come before the Board, Chairman Terry Burroughs declared the Regular Session of the Board of County Commissioners adjourned at 2:50 p.m.

BOARD OF COUNTY COMMISSIONERS
OKEECHOBEE COUNTY, FLORIDA

By: 
Terry W. Burroughs - Chairman



ATTEST:

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Sharon Robertson
Clerk of the Circuit Court & Comptroller

By:



Jeffrey Shain
Jeffrey Shain, Deputy Clerk

(SEAL)

Approved: _____

07/12/2018

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