



Union County Board of County Commissioners
15 Northeast 1st Street, Lake Butler, FL 32054 • Phone: 386-496-4241 • Fax: 386-496-4810

AGENDA
REGULAR MEETING
OCTOBER 16, 2023
6:00 P.M.

NOTE: If any person decides to appeal any decision made with respect to any matter considered at this meeting or hearing, he or she will need a record for the proceedings and may need to ensure that a verbatim record is made

1. Meeting Called to Order.....Chairman Perez
2. Invocation and Pledge.....Commissioner Tallman
3. Public Comments
4. Report/ discussion From Thomas Howell and Ferguson.....John Beall
5. Approval of Consent Agenda.....Chairman Perez
 - Finance Report
 - Minutes
 - Budget Amendment
6. Annual Forestry Report.....Austin Thomas
7. Consideration of Subordination Request for Judy Rodriquez.....Russ Wade
8. Proclamation Declaring October as American Pharmacist Month.....Russ Wade
9. Consideration of Clay Electric BRIC Grant.....Kellie Rhoades & Derick Thomas
10. Consideration of Fire Station/Lake Butler Public Works Agreement.....Chairman Perez
11. Consideration of Interlocal Agreement with City of Lake Butler for Floodplain ManagementChairman Perez
12. Consideration of Statewide Mutual Aid Agreement and **Resolution 2023-14**Jimmy Williams
13. Consideration to Adjust 2023-24 Christmas Holiday Schedule.....Jimmy Williams
14. Consideration of Grant Agreement for Union County Vulnerability Assessment Including Municipalities....Jimmy Williams
15. Consideration of Grant Agreement for Courthouse Restoration Project.....Jimmy Williams
16. Consideration to Codify All Ordinances into Complete County Code.....Jimmy Williams
17. Consideration of Agriculture Education Center Rental Agreement.....Russ Wade & Jim DeValerio
18. Report from **County Coordinator, Jimmy Williams** and Department Heads
 - Kim Hayes, Solid Waste Director**
 - Shelton Arnold, Jr., Road Department**
 - Mary Brown, Public Library**
 - Toby Witt, EMS Director**
 - Jim DeValerio, Extension Director**
19. Report Kellie Hendricks Rhoades, Clerk of Courts and Comptroller..... Clerk Rhoades
20. Report from Russell A. Wade III, County Attorney.....Attorney Wade
21. Report from County Commissioners
 - Ryan Perez, District 1**
 - Channing Dobbs, District 2**
 - Jimmy Tallman, District 3**
 - Mac Johns, District 4**
 - Willie Croft, District 5**
22. Adjournment

BOARD MEMBERS:

RYAN PEREZ, District 1 • CHANNING DOBBS, District 2 • JIMMY TALLMAN, District 3 • MAC JOHNS District 4 • WILLIE CROFT, District 5

KELLIE HENDRICKS RHOADES
Clerk of Court/Comptroller

RUSSELL WADE
County Attorney

**BOARD OF COUNTY COMMISSIONERS
UNION COUNTY, FLORIDA
CONSENT AGENDA
OCTOBER 16, 2023**

1. Minutes:

- September 18, 2023 Tentative Budget Hearing
- August 29, 2023 Emergency Meeting
- May 15, 2023 Regular Meeting
- April 17, 2023 Regular Meeting
- May 16, 2022 Board of Adjustments Public Hearing

2. Finance Report

- Checks submitted for approval of payment
- Additional bills submitted after processing

BOARD OF COUNTY COMMISSIONERS
SERVING AS THE BOARD OF ADJUSTMENTS
UNION COUNTY, FLORIDA
PUBLIC HEARING
MAY 16, 2022

NOTE: If any person decides to appeal any decision made with respect to any matter considered at this meeting or hearing, he or she will need a record for the proceedings and may need to ensure that a verbatim record is made.

PRESIDING: Ryan Perez, Chair

RECORDING: Pamela H. Woodington, Finance Director

ATTENDING: Commissioner Willie Croft; Commissioner Channing Dobbs; Commissioner Mac Johns;
Commissioner James A. Tallman; James Williams, County Coordinator; Dianne Hannon, Board
Secretary; Russ Wade, County Attorney

MEETING CALLED TO ORDER

Chair Perez called the meeting to order at 5:45 pm.

CONSIDERATION OF AN APPLICATION AND RESOLUTION SE22-01, FOR A SPECIAL EXCEPTION, SE22-01SE, SHADD LODGE, LOCATED AT 14207 NW 102ND TRAIL, LAKE BUTLER, FLORIDA 32054, AS FILED BY CARISSA EMERY

Attorney Wade read the header of Resolution SE 22-01. Commissioner Cannon asked Mr. Williams if all questions were addressed. Mr. Williams then mentioned that W.W. Gay required that the County hire a structural engineer, which was signed off on. He further stated that the site plan was approved as being in compliance with the LDR's.

PUBLIC COMMENTS IN FAVOR OF:

There was no discussion in favor of Resolution SE 22-01 and its accompanying documents.

PUBLIC COMMENTS OPPOSED TO:

There was no discussion against Resolution SE 22-01 and its accompanying documents.

ACTION BY THE BOARD

Commissioner Cannon moved to approve the Special Exception Application SE22-01SE, filed by Carissa Emery, and the accompanying Resolution SE22-01. Commissioner Croft seconded the motion and it passed unanimously.

Seeing no further business, Chairman Perez adjourned the meeting at 5:49 pm by general consent.

APPROVED:

ATTEST:

Ryan Perez, Chair

Kellie Hendricks Rhoades, Clerk & Comptroller

BOARD OF COUNTY COMMISSIONERS
UNION COUNTY, FLORIDA
REGULAR MEETING
APRIL 17, 2023

NOTE: If any person decides to appeal any decision made with respect to any matter considered at this meeting or hearing, he or she will need a record for the proceedings and may need to ensure that a verbatim record is made.

PRESIDING: Ryan Perez, Chair

RECORDING: Pamela H. Woodington, Finance Director; Reagan E. Robinson, Deputy Clerk

ATTENDING: Commissioner Willie Croft; Commissioner Channing Dobbs; Commissioner Mac Johns; Commissioner James A. Tallman; James Williams, County Coordinator; Dianne Hannon, Board Secretary; Russ Wade, County Attorney

MEETING CALLED TO ORDER

Chair Perez called the meeting to order at 6:02 pm.

PUBLIC COMMENTS

Mark Lyons, a Baker County resident addressed the Board in concern of House Bill 1197 and Senate Bill 1240 which failed, however, it proposed to take away from Local Government any authority over water, wetlands, water contamination, runoff. There is a six-month study currently being performed on the product EZ base. This is a byproduct of Coal. The ash is mixed with limestone and sand and marketed as EZ base which was used as a road base. Mr. Lyons stated that Clay and Baker County have both used this product and it has caused problems with water and air quality. He provided testing results from Shoals Park and the effects of its findings on the citizens who resided near the park. He then spoke of its journey through the legislature and his hopes that the bill regarding this issue is not passed. Commissioner Dobbs stated that he would reach out to Mr. Chuck Brannan, representative for Union and its surrounding counties, with the information provided.

Mr. J.R. Davis came before the Board and inquired about the resolution of a lean release for Ms. Doris Thomas.

Mrs. Cindy North spoke highly of Mr. Lyons, sharing that he was the one who advocated for a moratorium on the County's mining issue. She then expressed her belief that the County needs to put a moratorium on coal ash as well. She mentioned friends and family that are being directly affected by Duke's deposit of coal ash in surrounding waterways. She closed by thanking the Board for the work that they do.

Hearing no further requests to speak, Chair Perez closed the floor to public comments.

APPROVAL OF THE CONSENT AGENDA

Commissioner Johns moved to approve the consent agenda which contains the Finance Report, including a budget amendment and additional documents, as well as previous minutes. Commissioner Croft seconded the motion and it passed unanimously.

ORDINANCE NO. 2023-01 (JIMMY MATTHEW FROM PLANNING & ZONING PUBLIC HEARING)

Attorney Wade read the header for Ordinance 23-01, regarding the amendment of Ordinance 95-04 to amend the zoning of the new zoning for less than 10 cubic feet of land for the purpose of an application of 23-01 to the property owner of said acreage. After determining that a comprehensive plan amendment was needed in order to move forward with the process, the Board chose to move to the next item of business and circle back later in the meeting.

CONSIDERATION OF CEI FOR CR-229

Mr. Williams mentioned the sheets that the Commissioners turned in regarding their choice on who to use for the projects. He explained that he tabulated their scores and the results were as follows: CSIGO ranked first at 92.6, Lochner was second at 84.4 and North Florida Professional Services was third at 81.4.

Commissioner Dobbs moved to award CSIGO the contract for CR-229. Commissioner Johns seconded and the motion passed unanimously.

CONSIDERATION TO BID CONSTRUCTION 149TH/229TH PROJECT

Commissioner Dobbs moved that the Board advertise for bid construction for 149 to 229 projects. Commissioner Croft seconded the motion and it passed unanimously.

CONSIDERATION OF RESOLUTION 2023-04 DELEGATING AUTHORITY OF COUNTY COORDINATOR

Attorney Wade read the header for Resolution 2023-04, delegating authority of signature authority to the County Coordinator to incur no further expense to the County and its budget. Commissioner Dobbs spoke about the CR-229 project and how due to the challenges of the current due process structure, has been pushed back months, negatively impacting constituents in his District. He noted that this is the type of change that needs to be enacted upon in order to streamline some government processes.

Commissioner Dobbs moved to approve the changes Resolution 2023-04 makes at no expense to the County. Commissioner Johns seconded the motion and it passed unanimously.

CONSIDERATION OF FDOT CONSTRUCTION AGREEMENT FOR CR-18, RESOLUTION 23-05, ADVERTISE FOR CEI

Commissioner Tallman moved to approve the FDOT construction agreement for CR-18 and Resolution 2023-05 to advertise for CEI. Commissioner Dobbs seconded the motion and it passed unanimously.

CONSIDERATION OF SHIP LOCAL HOUSING ASSISTANCE PLAN & SUB-RECIPIENT AGREEMENT, AND RESOLUTION 2023-06 APPROVING THE SHIP LOCAL HOUSING ASSISTANCE PLANS

Attorney Wade read the header for Resolution 2023-06 to approve the SHIP Local Housing Assistance Plan as required by the State Housing Initiative Partnership Program Act.

Commissioner Tallman moved to adopt the SHIP Local Housing Assistance Plan and Sub-Recipient Agreement, and Resolution 2023-06. Commissioner Croft seconded the motion and it passed unanimously.

CONSIDERATION OF RESOLUTION 2023-07 REVISING LANGUAGE TO THE 2022-23 AND 2022-26 SHIP LOCAL HOUSING ASSISTANCE PLANS

Commissioner Dobbs moved to adopt Resolution 2023-07, revising language to the 2022-23 and 2022-26 SHIP Local Housing Assistance Plans. Commissioner Tallman seconded the motion and it passed unanimously.

CONSIDERATION OF NATIONAL HEALTHCARE DECISIONS MONTH PROCLAMATION

Attorney Wade read a proclamation declaring April 2023 as National Healthcare Decision Month in Union County Florida. He explained that National Healthcare Decision Day is recognized across our nation in April 2023 to raise public awareness of the need to plan ahead for healthcare decisions, especially those related to end-of-life care and medical decision-making when patients are unable to speak for themselves, and to encourage the specific use of advanced directives to communicate these important health care decisions.

Commissioner Tallman moved to approve the National Healthcare Decisions Month proclamation. Commissioner Croft seconded the motion and it passed unanimously.

CONSIDERATION OF GRANT COMMITTEES

Mr. Williams explained that the committees listed below would represent each grant that the County has worked on and received through the Board of County Commissioners office, in order to expedite and implement these grants in the County. It was recommended that the committees meet monthly and have the ability to appoint certain people in the committee to certain positions, such as project manager, finance administrator, and so forth. Mr. Tallman noted that signature authority be approved to each committee in addition to the chair to assist in meeting and accomplishing grant deadlines. The first one is the Agricultural Education Facility Grant Committee which had already been appointed by the board. Member would include the Union County Livestock Association, Commissioner Tallman, UF/IFAS 4H Agent, Mrs. Meagan Daniel and IFAS Agriculture Agent, Mr. Jim DeValerio. Board finance head would be Mrs. Pam Woodington, and Clerk Rhoades would be designated as the finance alternate.

The Broadband Grants Committee would be the Florida Association of Counties, their staff, Chair Perez and Mr. Williams with the County alternate being Mr. Peyton Clemons. Again, Board finance head would be Mrs. Pam Woodington, and Clerk Rhoades would be designated as the finance alternate. The Brownsville committee consists of PPM staff, already approved by the Board of County Commissioners, Mr. DeValerio and Chair Perez. The lead county staff would again be Mr. Williams and alternately Mr. Clemons.

The Courthouse Security Grant Committee had already been approved by the Board, with Commissioner Johns, Mr. Williams, Sheriff Brad Whitehead and Captain Lyn Williams all serving on the Board. Finance would be represented by Mrs. Woodington and alternately Clerk Rhoades.

The FDOT Grants Committee meeting, for all SCRAP and SCOP funding, would be set by the grand administrator and consultants of FDOT. Members would include Commissioner Dobbs, Mr. Williams and alternately Mrs. Diane Hannon. Board finance would again be represented by Mrs. Woodington and alternately Clerk Rhoades.

The Providence Fire EMS Station Committee members would include the design firm's staff, Commissioner Johns, Mr. Williams and alternately Mr. Clemons, EMS Director Mr. Toby Witt, Fire Coordinator Mr. Paul McDavid, Finance Director Mrs. Woodington and alternately Clerk Rhodes.

Public Safety Complex Grant Committee, previously approved, would be the design firm's staff, the construction firm, Commissioner Tallman, Mr. Williams and Emergency Management Director Mr. Tim Allen, Sheriff Whitehead and Captain Williams, Mr. Fred Whitehead and Mrs. Woodington.

The Resilient Florida Planning Grant, which leads up to the mitigation grant, consist of Jones Edmonds, Commissioner Croft, Lee County staff, Mr. Williams, Mr. Allen, Mr. DeValerio, Finance Director Mrs. Woodington and alternately Clerk Rhoades.

The Special Category Historic Preservation Grant Committee would be for the design portion of the historic preservation to the Courthouse. The committee members would consist of a team from North Florida Professional Services, Chair Perez, Mr. Williams and alternately Ms. Clemons, Tax Collector Mrs. Lisa B. Johnson, Property Appraiser Mr. Bruce Dukes, Supervisor of Elections Mrs. Debbie Osborne, Clerk Rhoades and Sheriff Whitehead.

Lastly, Mr. Williams mentioned a policy committee to consider the update of the County's purchasing policy. Those who would sit on the Board would be Commissioner Dobbs, Mr. Williams, Ms. Clemons, Mrs. Woodington and Clerk Rhoades.

Commissioner Dobbs moved to approve the grant committees. Commissioner Tallman seconded the motion and it passed unanimously.

CONSIDERATION OF EMPLOYEE POLICY MANUAL

Ms. Michaela Clemons from Human Resources addressed the Board, explaining the proposed amendments to the employee policy manual, the procedures that are listed in it, and our policies regarding time and attendance. The biggest change was to the approval portion, she mentioned. Instead of having to meet a certain number of hours worked every week when leave is prorated, all employees should approve leave each pay period regardless of hours worked in that pay period. Ms. Clemons then noted that all employees hired prior to April 17, 2023 would be grandfathered in, still getting their leave permitted based off of the hours that they work, which would be half of what a normal full-time employee gets.

Commissioner Tallman moved to approve the changes to the employee manual policy. Commissioner Johns seconded the motion and it passed unanimously.

CONSIDERATION TO PAY FOR VEHICLES AS AVAILABLE

Mr. Williams stated that he was speaking of the purchase of vehicles that was already pre-approved by the Board, the vehicle from Murray Ford and the ambulance. He requested that the Board consider signing the check now, so that when the vehicle comes available, it can be immediately purchased and picked up.

Commissioner Dobbs moved to approve the signage of the checks when the vehicles arrive. Commissioner Johns seconded the motion and it passed unanimously.

CONSIDERATION OF FLORIDA FORESTRY SERVICE VOLUNTEER FIRE ASSISTANCE GRANT APPROVAL

Mr. Toby Witt, EMS Director, informed the Board of a grant Mr. Paul McDavid, Fire Coordinator, applied for that reimburses the Fire Station for equipment that would be purchased anyway to fight wildfire with. He explained the grant reimburses half of what was purchased, up to \$16,000. He mentioned that this was nothing more than an informational formality. However, Mrs. Woodington noted that a budget amendment was needed to approve the purchase of equipment up to \$16,000.

Commissioner Tallman moved to adopt a budget amendment for the Florida Forestry Service Volunteer Fire Assistance Grant. Commissioner Dobbs seconded the motion and it passed unanimously.

CONSIDERATION OF THREE-PARTY AGREEMENT FOR MEDICAL EXAMINER SERVICES

Mr. Williams presented the annual renewal of the three-party agreement for medical examiner services.

Commissioner Johns moved to approve the renewal of the three-party agreement for medical examiner services. Commissioner Dobbs seconded the motion and it passed unanimously.

Chair Perez then readdressed Ordinance 2023-01. **Commissioner Dobbs moved to adopt Ordinance 2023-01, relating to an amendment of less than 50 acres of land in the future land use plan map of the Union County Comprehensive Plan pursuant to an application CPA 2020-01 by the property owner of said acreage.**

Commissioner Tallman seconded the motion and it passed unanimously.

Afterwards, Attorney Wade presented the companion ordinance, Ordinance 2023-02. **Commissioner Croft moved to adopt Ordinance 2023-02. Commissioner Tallman seconded the motion and it passed unanimously.**

REPORT FROM COUNTY COODINATOR AND DEPARTMENT HEADS

Mr. Williams first addressed the training the County hosted on cybersecurity for the Florida Association of Counties. He then mentioned the success of EMS ambulance services, taking first place at the competition on Friday. Mr. Williams gave kudos to Mrs. Meagan Daniel and her work in obtaining a \$20,000 grant from Clay Electric to support 4-H and its programs. He noted that the RFQ had been posted, before going over the statuses of all construction and road projects in the County. He then addressed two new eight-man crew of inmates were

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Regular Meeting

going to start work as early as Wednesday that will, amongst other duties, install guardrails and maintain cemeteries. Discussion ensued regarding the addition of other locations for those services to be completed at.

Mrs. Kim Hayes, Solid Waste Director, answered a community member's question regarding a fence.

Mr. Shelton Arnold Jr., Road Department Director, discussed where funding for the additional work crews is coming from with the Board. **Commissioner Tallman moved to appropriate funding to cover the cost of the two additional work crews' equipment from GFSA#2 not to exceed \$50,000. Commissioner Johns seconded the motion and it passed unanimously.**

Mrs. Mary Brown of the Union County Public Library requested the Board's approval of the continuation of a five-year copy machine contract. **Commissioner Tallman moved to approve the Public Library's contract for a five-year copy machine lease. Commissioner Croft seconded the motion and it passed unanimously.**

Mr. Toby Witt reported that, for the first time in many years, every piece of fire apparatus that is active is in running order. He directed his praise for this accomplishment to Mr. McDavid. He then informed Mrs. Woodington that he obtained the VIN number for the ambulance, which was awaiting graphics.

Mr. Jim DeValerio, UF/IFAS Extension Agent, echoed Mr. Williams' appreciation of Mrs. Meagan Daniel. He then brought the upcoming 4-H Auction and St. Jude Swine Show to the Board's attention.

REPORT FROM KELLIE HENDRICKS RHOADES, CLERK OF COURTS AND COMPTROLLER

Mrs. Woodington mentioned that Mr. Tim Allen, Emergency Management Director, has a five-year contract out to bid with Michael Baker International and Datamark that will take care of the evaluation, facilitation, planning and other services themselves. Mrs. Woodington explained the grant's efficiency and that it is 100% reimbursable.

Commissioner Dobbs moved to approve the \$457,124 grant application for Michael Baker International. Commissioner Tallman seconded the motion and it passed unanimously.

REPORT FROM COUNTY COMMISSIONERS

Chair Perez mentioned that he was excited to be attending 4-H Day on the Hill that upcoming Wednesday with Mrs. Daniel.

Commissioner Dobbs opened discussion regarding traffic and parking issues, as well as the rearrangement of County buildings and the possibility of utilizing a drive through at the Tax Collector's office.

Commissioner Tallman addressed the need for restoration at the museum and the revenue possibility from harnessing the County's natural gas.

Seeing no further business, Chairman Perez adjourned the meeting by general consent.

APPROVED:

ATTEST:

Ryan Perez, Chair

Kellie Hendricks Rhoades, Clerk & Comptroller

BOARD OF COUNTY COMMISSIONERS
UNION COUNTY, FLORIDA
REGULAR MEETING
MAY 15, 2023

NOTE: If any person decides to appeal any decision made with respect to any matter considered at this meeting or hearing, he or she will need a record for the proceedings and may need to ensure that a verbatim record is made.

PRESIDING: Ryan Perez, Chair

RECORDING: Kellie Hendricks Rhoades, Clerk & Comptroller

ATTENDING: Commissioner Willie Croft; Commissioner Channing Dobbs; Commissioner Mac Johns; Commissioner James A. Tallman; James Williams, County Coordinator; Dianne Hannon, Board Secretary; Russ Wade, County Attorney

MEETING CALLED TO ORDER

Chair Perez called the meeting to order at 6:00 pm.

PUBLIC COMMENTS

Fred Sirmones, Jr. approached the Board, stating that he has a team ready to put a youth center in the community, and would like to work with the commissioners to provide a trash pick-up service for earned income to support it.

Carol Pittman approached the Board about an issue he had previously brought up about a year ago. The County maintains a retention pond behind his property, and uses an easement on his property for access to it. At his request, the County put up "No Trespassing" signs, and he's now asking that they be removed. They are being ignored, and the Sheriff's Office has indicated that they cannot enforce them because the signs make the property appear to be county property. He also questioned lime rock being removed from the Providence Fire Station site, and said it appeared that the project is not moving forward. Commissioner Johns responded that the Fire Station is one of his priorities, and gave credit to the previous commissioner, Lacey Cannon, for getting the project funded. Commissioner Johns said the lime rock was never intended to be used at the fire station, and was only placed there for staging because of the convenience of the site, and that it was removed when it was needed. He understood Mr. Pittman's frustrations, and agreed that he was unhappy that it was moving so slowly because the Fire Station is one of his priorities. Commissioner Johns said that the problem is red tape and bureaucracy, and that things in government just move slowly. Commissioner Johns also responded that he has no issue with removing the signs, and the Board agreed by general consent, and asked the Road Superintendent to remove the signs.

Rita Acevedo approached the Board about a road issue by her home. She asked that the road be closed, and that the County stop maintenance, and that signs be posted as such. No objection was made by any Board member.

Hearing no further requests to speak, Chairman Perez close the floor to public comments.

APPROVAL OF CONSENT AGENDA

Commissioner Tallman moved to approve the Finance Report and additional bills. Commissioner Croft seconded the motion and it passed unanimously.

Commissioner Croft moved to approve the minutes presented by Clerk Rhoades. Commissioner Dobbs seconded the motion and it passed unanimously.

WW GAY CONTRACT RENEWAL

Mr. Williams presented the renewal of the maintenance contract with WW Gay for the courthouse chiller, and stated that there was no increase from the previous year. **Commissioner Croft to approve the contract. Commissioner Dobbs seconded the motion, and it passed unanimously.**

MORATORIUM FOR RV PARKS

Commissioner Tallman announced that he had attended a meeting organized by Bruce Dukes, Property Appraiser regarding RVs, and has reviewed policies from other counties, and stated Union County has no policy. He expressed that he felt there was a good mix of people at the meeting, and several different concerns were made. Commissioner Tallman recommended a moratorium for three months for RV Park applications. Attorney Russ Wade said that there are rules in the Comprehensive Plan and Land Development Regulations, and that they are done through a special exception from the Board of Adjustments. There was further discussion about code enforcement, and JR Davis also expressed concern about people living in private RVs on their property. He stated that he felt this should be allowed in certain hardship cases, but that others should have to pay for county services. Attorney Wade gave a synopsis of current RV Park regulations. Commissioner Dobbs asked the attorney how long he recommended, and after discussion, a consensus was made to make the moratorium for one year, as it could be lifted if a solution is made earlier. **Commissioner Dobbs moved, and Commissioner Tallman seconded, to direct the County Attorney to draft an ordinance and advertise for the next meeting to create a one-year moratorium from processing applications for campgrounds and adoption at trailer parks. The motion passed unanimously.**

Commissioner Tallman again brought up the issue of code enforcement, and Chairman Perez answered that he has discussed the issue with Sheriff Whitehead, and he will report back at the next Board meeting.

APPOINTMENT TO REGIONAL UTILITIES COMMITTEE

Chairman Perez expressed that he is already on the Economic Development Council, and felt that the two items would be closely related, and volunteered to be on the committee. **Commissioner Tallman moved to appoint Ryan Perez to the Regional Utilities Committee. Commissioner Johns seconded the motion, and it passed unanimously.**

RESOLUTION 2023-08, BUILDING DEPARTMENT FEE SCHEDULE

Mr. Williams stated that the building department fees are still needing to be increased to catch up from not being changed for years, and presented a new fee schedule. **Commissioner Croft moved to adopt the new fee schedule as presented in Resolution 2023-08. Commissioner Dobbs seconded the motion, and it passed unanimously.**

RESOLUTION 2023-09, COMPREHENSIVE PLAN & LAND DEVELOPMENT REGULATION FEE SCHEDULE

Commissioner Croft moved, and Commissioner Dobbs seconded, to adopt the new fee schedule as presented in Resolution 2023-09. It passed unanimously. Clerk Rhoades asked Mr. Williams to instruct the Building Department Secretary to follow up with the finance department so that everyone involved would be following the correct amounts.

LAND DEVELOPMENT REGULATION ADMINISTRATION

Attorney Wade advised that, per Land Development Regulations, the LDR Administrator is the Building Administrator by default, but the Board could name the County Coordinator. Commissioner Johns inquired about a pay increase for taking on this responsibility. Mr. Williams stated that there wouldn't be one. **Commissioner Dobbs moved to appoint the County Coordinator as the LDR Administrator. Commissioner Croft seconded the motion, and it passed unanimously.**

RECOMMENDATION FROM INSURANCE COMMITTEE

Chairman Perez announced that the insurance committee, consisting of himself, Lyn Williams, Pamela Woodington, Lisa Johnson and Michaela Clemons, had received back responses from the RFQ, and after tabulation, the highest ranked company was Brown & Brown. He provided the tabulation results to the Clerk. **Commissioner Dobbs moved to appoint Brown & Brown as the County's broker for Health Insurance. Commissioner Croft seconded the motion and it passed unanimously.** Tyson Johnson, from the County's current insurance provider,

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Regular Meeting

thanked the County for the years of partnership, and assured everyone that they would do their part to ensure a smooth transition.

OTHER BUSINESS

Mr. Williams provided an update regarding new state funding, including \$305,000 for fire equipment, \$300,000 in recurring Payment in Lieu of Taxes for DOC Housing, and \$6.9 million for a public safety complex. He also provided an updated regarding road projects and broadband being installed throughout the county. Chairman Perez interjected that this is federally funded, and the placement of the lines are being determined at the federal level.

Commissioner Dobbs asked about the TD Bank building, and Mr. Williams answered that they will not give an amount for a purchase price, and it appears that several buyers are in a bidding war.

Kim Hayes, Solid Waste and Animal Control Director, approached the Board, stating that she would like to build a better relationship with the City of Lake Butler regarding animal control. Commissioner Johns asked if it was possible for the County work with the City to expand facilities. Mrs. Hayes answered that she is willing to work with the city, but they are only offering \$7,000 a year, and that isn't enough to cover the increased cost. She stated that both the county and the city need an employee and a new facility.

Jim DeValerio told the Board that a Swine Show for St. Jude's was held at the Agriculture Education Building, and was a huge success, raising around \$10,000. He also said that he had a part-time intern for the summer.

Denise Vogelgesong introduced herself as the new representative with FMIT Insurance.

Chairman Perez addressed the gypsum road materials issue that passed legislation, and Mr. Williams assured the Board that all designs are reviewed by the County, and these materials would not be allowed.

Commissioner Dobbs thanked Mr. Williams for his part in procuring the PILT on DOC-owned housing.

Commissioner Dobbs also recognized Rondoll Huggins, the newly elected City of Lake Butler Commissioner, who was in attendance at the meeting. He asked that Mr. Huggins do his part to ensure that the promise of a lift station for the Agriculture Education Building in exchange for an easement across OJ Phillips was met. Commissioner Johns reiterated the need for the City of Lake Butler and Union County to get along. Mr. Huggins agreed that he would like to bridge the gap.

Commissioner Johns announced that Sarah's Park is complete, and he is planning a grand re-opening to the park.

Chairman Perez adjourned the meeting by general consent at 8:20.

APPROVED:

ATTEST:

Ryan Perez, Chair

Kellie Hendricks Rhoades, Clerk & Comptroller

BOARD OF COUNTY COMMISSIONERS
UNION COUNTY, FLORIDA
EMERGENCY MEETING
AUGUST 29, 2023

NOTE: If any person decides to appeal any decision made with respect to any matter considered at this meeting or hearing, he or she will need a record for the proceedings and may need to ensure that a verbatim record is made.

PRESIDING: Ryan Perez, Chair

RECORDING: Reagan E. Robinson, Deputy Clerk

ATTENDING: Commissioner Willie Croft; Commissioner Channing Dobbs; Commissioner Mac Johns; James Williams, County Coordinator; Dianne Hannon, Board Secretary; Russ Wade, County Attorney; Pamela Woodington, Finance Director; Kellie Hendricks Rhoades, Clerk of Courts & Comptroller

MEETING CALLED TO ORDER

Chair Perez called the meeting to order at 10:00 am. Commissioner Dobbs offered the invocation and led the Pledge of Allegiance.

PUBLIC COMMENTS

Hearing no requests to speak, Chair Perez closed the floor to public comments.

DECLARATION OF EMERGENCY

Commissioner Dobbs moved to declare the County in a State of Emergency due to Hurricane Idalia. Commissioner Croft seconded the motion and it passed unanimously.

HURRICANE EMERGENCY DISCUSSION

Mr. Williams, along with Mr. Tim Allen (Emergency Management Director), spoke of the debris contract with Traci Buzbee. They explained that it was good for 60 days for debris operations if costs are in excess of \$1,000,000, of which the State will cover directly. **Commissioner Dobbs moved to enter the debris contract with SDR. Commissioner Croft seconded the motion and it passed unanimously.**

Mr. Williams then addressed employee preparation time, allowing non-essential employees to leave. Commissioner Dobbs and Chair Perez both suggested closing at 12 pm, Clerk Rhoades mentioned that course operations were closing at 1 pm and proposed that all administrative offices do the same. Commissioner Johns advocated for employees to be paid early to aid with the preparation. Mrs. Woodington confirmed that this action was already in motion. **Commissioner Dobbs moved to close all administrative offices effective at 1 pm through Wednesday. Commissioner Croft seconded the motion and it passed unanimously.**

Chair Perez asked what the Board was considering regarding closure Thursday. Mr. Allen responding, stating that it all depends of the severity of the storm and its damage. After further debate, Chair Perez said that he would follow Mr. Tim Allen's recommendations regarding Thursday. Mrs. Lisa B. Johnson, Tax Collector, mentioned that no one had let the Courthouse Officials know about the scheduled meeting. Mr. Williams apologized and said that he would let everyone know in the future. Mrs. Woodington then asked that the Board authorize payment to North Florida Professional Services of \$12,500 for the completion of the Courthouse restoration design, which is grant funded. **Commissioner Dobbs moved to approve the payment of \$12,500 for North Florida Professionals regarding Courthouse restoration design. Commissioner Croft seconded the motion and it passed unanimously.** Seeing no further business, Chairman Perez adjourned the meeting at 10:19 am by general consent.

APPROVED:

ATTEST:

Ryan Perez, Chair

Kellie Hendricks Rhoades, Clerk & Comptroller

BOARD OF COUNTY COMMISSIONERS
UNION COUNTY, FLORIDA
TENTATIVE BUDGET HEARING
SEPTEMBER 18, 2023

NOTE: If any person decides to appeal any decision made with respect to any matter considered at this meeting or hearing, he or she will need a record for the proceedings and may need to ensure that a verbatim record is made.

PRESIDING: Ryan Perez, Chair

RECORDING: Reagan E. Robinson, Deputy Clerk

ATTENDING: Commissioner Willie Croft; Commissioner Channing Dobbs; Commissioner Mac Johns; Commissioner James A. Tallman; James Williams, County Coordinator; Dianne Hannon, Board Secretary; Russ Wade, County Attorney; Pamela Woodington, Finance Director; Kellie Hendricks Rhoades, Clerk of Courts & Comptroller

MEETING CALLED TO ORDER

Chair Perez called the meeting to order at 5:05 pm.

INVOCATION AND PLEDGE

Commissioner Dobbs offered the invocation and led the Pledge of Allegiance.

PRESENTATION OF PROPOSED MILLAGE FOR 2023-2024

- **Current Year Proposed Aggregate Millage Rate 10.0000**
- **Current Year Rolled-Back Rate 9.4257**
- **Current Year Proposed Rate as a Percent Change of Rolled Back Rate 6.09%**

PUBLIC COMMENTS

Mr. Avery Roberts, owner of Roberts Land & Timber, stood before the Board and requested records that show where the County was five and 10 years ago, revenues and expenses, as well the specific funding sources. He recommended an increase in the number of public workshops and that the public (including himself) should be more involved at all times. He shared his belief that the County needs additional income, but that it must be accomplished using smart growth tactics. Mr. Roberts also mentioned the County utilizing a Code Enforcement Officer (CEO) in order to better regulate action by landowners. He brought up the gas tax and stated that it was a low-hanging fruit. He closed by thanking the Board for their service to the County.

Mr. Williams asked to withdraw his request for a pay increase. Hearing no objection from the Board, his request was withdrawn.

Seeing no further requests to speak, Chair Perez closed this portion of the hearing to public comments.

BOARD ACTION ON PROPOSED MILLAGE

Commissioner Tallman moved to approve the Proposed Millage Rate at 10.0000 with a Rolled-Back Rate of 9.4257. Commissioner Dobbs seconded the motion and it passed unanimously.

PRESENTATION OF TENTATIVE BUDGET 2022-2023

Clerk Rhoades presented the Tentative Budget and indicated that it had been made available the Wednesday before via the Clerk's website, as was discussed in previous workshops.

Clerk Rhoades asked that the Board recognize a transfer to Solid Waste and Animal Control in the General Fund Special Account No. 2 (GFSA#2) for which the transfer in had already been budgeted for. The notion was agreed upon by general consensus.

Chair Perez asked the Board to allow him to meet with Courthouse Officials regarding a fair increase for Sissy, as she didn't receive a compression raise. The Board had no opposition to his request.

Commissioner Tallman expressed his support Mr. Roberts' suggested for the County to hire a CEO. The position is a great need, especially in regard to the RV Park, he explained. Clerk Rhoades stated that the Board has \$75,000 allocated for contingencies in the budget and that those funds could be used to hire a CEO. Commissioner Tallman responded that if it was the pleasure of the Board, he'd like to see that action taken.

PUBLIC COMMENTS

Mrs. Lindsey Reddish addressed the Board, requesting clarification regarding a meeting on May 15, 2023. Recapping the discussion during the meeting, she stated the Land Development Regulation (LDR) Administrator title was requested by Mr. Williams, as he wanted it clarified on record for the job he'd been doing for four years. She directed her attention to Commissioner Dobbs and confirmed that he had made the motion that Mr. Williams, as the County Coordinator, be appointed the LDR Administrator because he was "doing his job". She then confirmed with Commissioner Croft that he seconded that motion. Before the vote was cast, Mrs. Reddish explained that Commissioner Johns asked Mr. Williams if there would be a pay increase. Mr. Williams agreed that "pay was off the table", to which the Board voted unanimously to approve. She then referenced a meeting on September 12th, where Commissioner Johns asked to address Mr. Williams' request for a \$5 pay increase. She clarified that Commissioner Dobbs had said the pay increase was for the LDR Administrator position and noted Commissioner Tallman's agreement with Commissioner Dobbs statement. She then asked the Board why they went from agreeing to not pay him for the position four months prior to the present day, where Mr. Williams had asked for a pay increase for a job that he requested to be on record for. Prior to May 15th, she explained (with the direction of Attorney Wade) that the position would have fell on the Building Inspector by default and that any direction for LDRs given prior to May 15th would be null and void. That is of course, unless they came from the Building Inspector. She again asked why a pay increase was an option now. Mrs. Reddish understood that Mr. Williams had withdrawn his request based on a workshop that she had called him about in October, November and again in January to address. She mentioned that there is a previously established board, the Union County Development Authority, signed off on by Mrs. Karen Cossey, to consider issues such as this. Per Mr. Williams, she stated, he didn't "have the time". Because Mr. Williams doesn't answer to her, instead the Board, she asked for an explanation from the Board regarding the pay increase that was agreed to not be considered.

Commissioner Dobbs stated that the LDR administrator was technically, at that point, the Chair. Mrs. Reddish discredited his statement, informing him that, per Attorney Wade, the LDR administrator position falls by default to the Building Inspector. He responded that while this may be true, that the Chair had conducted them the past couple of years and Mr. Williams took the responsibility over after he was hired. Commissioner Dobbs felt that Mr. Williams should be compensated for it. Mrs. Reddish reminded him that he agreed that pay for taking on LDR administrator was not an option at the May 15th meeting. Commissioner Dobbs stated that he had evidently misunderstood, Mrs. Reddish suggested that he listen to the meeting at the 1 hour, 22 minutes mark.

Mr. Williams explained that there was going to be a discussion about pay increase that night, but told the Board members that he would rather leave it off the table until the budget time. When Commissioner Johns asked him if there going to be discussion about pay, he explained that he said no because Commissioner Johns thought that we were going to discuss it that night, rather than later. Mr. Williams mentioned He'd told the Commissioners individually that he couldn't break Sunshine Law and that pay would be discussed during the budget process rather than that night.

Commissioner Johns confirmed that Mr. Williams had contacted him individually. When Mr. Williams informed him that he wanted to take over LDRs as the administrator, Commissioner Johns had already been criticized by citizens in his district and other districts about Mr. Williams' previous pay raises. Upon speaking to Mr. Williams, Commissioner Johns stated that he explained that he would not be voting for him to take over LDRs as the administrator if there was a pay raise involved. When it came up in the meeting, Commissioner Johns confirmed that

the vote from him in favor had been contingent upon Mr. Williams not receiving a pay raise. Mrs. Reddish then affirmed her understanding that none of the Board members were aware when they voted that Commissioner Johns only did so under the inclination that Mr. Williams would not be compensated. Commissioner Dobbs then asked who made the motion and she informed him that he did. After learning that the motion hadn't been amended, he stated that he still stands by his motion. Mrs. Reddish then confirmed that his original intention of the motion was to give Mr. Williams a pay increase.

Mrs. Courtnie Douglas approached the Board upon listening to the audio from a Preliminary Budget Workshop, after which she reached out to her County Commissioner and was informed that the LDR administrator position was within Mr. Williams' original job description. She addressed the fact that there's a lot of confusion on the Board's part as it relates to the topic. Also agreeing with Mr. Roberts, she said a public workshop would be useful to clarify the job, roles, responsibilities, as well as the goals and objectives of Mr. Williams' position. She also noted another substantial lack of understanding from the Board as it relates to grant processes. She explained that grants are awarded for specific projects and programs with very little money for administrative costs. Having written, awarded, and directed grants for various roles and nonprofits herself, Mrs. Douglas understands those specific programs and projects demand an extremely extensive process that, if Mr. Williams had been doing on his own for the past year, would be nearly impossible. She noted that the reality is one person cannot complete the grant process completely on their own. As far as tying someone's pay across the board to merit for a job well done, she prosed, that the 2.5-5% administrative cost should be directed to anyone associated with that grant's process. She believes it's imperative to create an incentive associated with a team atmosphere. Not only that, but making sure that the deliverables are done on time, that the reports are completed and accurate, and that the budget isn't exceeded. Mrs. Douglas also brought to light a viewpoint not often considered: not all grants are great if they come with ongoing expenses that cause deficits towards the total County budget. She closed with the notion that the County needs to "set the goals and expectations accordingly".

Mr. Bart Andrews, owner of Andrews Site Prep, informed the Board that he had dealt with Mr. Williams in the past. It is his firm belief that Mr. Williams doesn't need nor deserve a raise. Mr. Andrews spoke of a septic tank permit Mr. Williams was supposed to get, but was apparently too busy to do so. This action left Mr. Andrews to pull the permit, before which he had to sign specialty letters made up by Mr. Williams and his secretary. Mr. Andrews again stated that Mr. Williams doesn't need a raise and he doesn't need a job. Mr. Andrews backs this claim by explaining the instance where he had to sign a paper that stated he would not back charge the County for a septic tank that was free. He said it was pretty sorry of somebody that runs our County.

Seeing no further requests to speak, Chair Perez closed this portion of the hearing to public comments.

BOARD ACTION ON THE TENTATIVE BUDGET

The Board discussed Clerk Rhoades request to amend the Tentative Budget by adding the GFSA#2 side of the transfers to Animal Control (\$40,000) and Solid Waste (\$260,757) for vehicle and roll-off coming out of GFSA#2.

Commissioner Johns asked if the EMS Department received compression raises. Mr. Toby Witt, EMS Director, stated that they were brought up to the rates prior to the requirement due to others. Commissioner Johns then recommended that the budget be amended so that Mrs. Patricia Harris would receive a compression raise. Commissioner Johns also requested that the Board remove Mr. Williams raise and cost of living adjustment (COLA) from the Tentative Budget. Commissioner Dobbs stated his belief that his COLA should be left in the budget.

Commissioner Johns moved that Mr. Williams not receive a raise or COLA. Receiving no second, his motion died due to lack of support.

Commissioner Dobbs moved that Mr. Williams receive COLA, but not the additional raise. Commissioner Tallman seconded the motion and it passed unanimously.

September 18, 2023
Tentative Budget Hearing

Commissioner Johns moved to recognize the transfer from GFSA#2. Commissioner Dobbs seconded the motion and it passed unanimously.

Commissioner Dobbs moved to approve the Tentative Budget as amended. Commissioner Johns seconded the motion. Chair Perez, Commissioner Dobbs and Commissioner Johns voted in favor of the motion, while Commissioner Croft voted against it. Commissioner Tallman also voted against the motion, stating that he did not have an opportunity to review the budget.

Seeing no further business, Chair Perez adjourned the meeting by general consent.

APPROVED:

ATTEST:

Ryan Perez, Chair

Kellie Hendricks Rhoades, Clerk & Comptroller

SUBORDINATION AGREEMENT

NOTICE: THIS SUBORDINATION AGREEMENT RESULTS IN YOUR SECURITY INTEREST IN THE PROPERTY BECOMING SUBJECT TO AND OF LOWER PRIORITY THAN THE LIEN OF SOME OTHER OR LATER SECURITY INSTRUMENT.

THIS AGREEMENT, executed this _____ day of October, 2023, by UNION COUNTY, COUNTY COMMISSION, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA as follows:

WITNESSETH

THAT WHEREAS, FELIPE RODRIGUEZ AND JUDY RODRIGUEZ ("Owner") did execute a Mortgage (or deed of trust), dated 06/13/2017, to UNION COUNTY, COUNTY COMMISSION, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA, granting a security interest in a tract of land in the City of Lake Butler, Union County, State of Florida, described as follows:

**All that certain land situate in Union County, Florida, viz:
Lot 3 of Oak Manor, According to the plat thereof, as Recorded in
Plat Book 1, at Page 30 of the Records of Union County, Florida.
Parcel Id #: 36-05-19-48-000-0030-0**

Also known as: 9941 SOUTHWEST 151ST PLACE, LAKE BUTLER, FL
32054-7573.

To secure a Note in the sum of \$415,500.00 dated _____ 20__, which Mortgage (or Deed or Trust) will be recorded in said county; and

WHEREAS, Owner has executed, a Mortgage (or Deed of Trust) and Note in the sum not to exceed \$415,500.00 dated _____ 20__, in favor of Longbridge Financial, LLC ("Lender") payable with interest and upon the terms and conditions described therein, which Mortgage (or Deed of Trust) will be recorded in the Official records of said county; and

WHEREAS, Owner has executed, a Mortgage (or Deed of Trust) and Note in the sum not to exceed \$ 415,500.00 dated _____ 20__, in favor of Federal Housing Commissioner ("Lender") payable with interest and upon the terms and conditions described therein, which Mortgage (or Deed of Trust) will be recorded in the Official records of said county; and

WHEREAS, it is a condition precedent to obtaining said loan that said Mortgage (or Deed of Trust) last above mentioned shall be a lien or charge upon the land the hereinbefore described, prior and superior to the lien or charge of the security instrument first above mentioned; and

WHEREAS, Lender is willing to make said loan provided the Mortgage (or Deed of Trust) securing the same is a lien or charge upon the above described property prior and superior to the lien or _____ (initials of subordinating lender's authorized signer) charge of the security instrument first above mentioned and provided that Beneficiary will specifically and subordinate the lien or charge of the security instrument first above mentioned to the lien or charge of the Mortgage (or Deed of Trust) in favor of Lender; and

WHEREAS, it is to the mutual benefit of the parties hereto that Lender make such loan to Owner; and Beneficiary is willing that the Mortgage (or Deed of Trust) securing the same shall, when recorded,

constitute a lien or charge upon said land which is prior to the lien or charge of the Mortgage (**or Deed of Trust**) first above mentioned.

NOW, THEREFORE, in consideration of the mutual benefits accruing to the parties hereto and other valuable consideration, the receipt and sufficiency of which consideration is hereby acknowledged, and in order to induce Lender to make the loan above referred to, it is hereby declared, understood and agreed as follows:

(1) That said Mortgage (**or Deed of Trust**) securing said Note in favor of Lender, shall be a lien or charge on the property therein described, prior and superior to the lien or charge of the security instrument first above mentioned.

(2) That Lender would not make its loan above described without this subordination agreement.

(3) That this agreement shall be the whole and only agreement between the parties hereto with regard to the subordination of the lien or charge of the security instrument first above mentioned to the lien or charge of the Mortgage (**or Deed of Trust**) in favor of Lender above referred to and shall supersede and cancel any prior agreements as to such, or any, subordination including, but not limited to, those provisions, if any, contained in the Mortgage (or Deed of Trust) first above mentioned, which provide for the subordination of the lien or charge thereof to a deed or deeds of trust or to a mortgage (**or deed of trust**) or mortgages (**or deeds of trusts**) to be thereafter executed.

Beneficiary declares, agrees and acknowledges that

(a) Lender in making disbursements pursuant to any such agreement is under no obligation or duty to, nor has Lender represented that it will, see to the application of such proceeds by the person or persons to whom Lender disburses such proceeds and any application or use of such proceeds for purposes other than those provided for in such agreement or agreements shall not defeat the subordination herein made in whole or in part;

(b) It intentionally and subordinates the lien or charge of the security instrument first above mentioned in favor of the lien or charge upon said land of the Mortgage (**or Deed of Trust**) in favor of Lender above referred to and understands that in reliance upon.

NOTICE: THIS SUBORDINATION AGREEMENT CONTAINS A PROVISION WHICH ALLOWS THE PERSON OBLIGATED ON YOUR REAL PROPERTY SECURITY TO OBTAIN A LOAN A PORTION OF WHICH MAY BE EXPENDED FOR OTHER PURPOSES THAN IMPROVEMENT OF THE LAND.

_____ (initials of subordinating lender's authorized signer)

ATTEST:

(TYPE HERE NAME, ADDRESS & PHONE
NUMBER OF SUBORDINATING LENDER)

BY: _____

Title:

State of _____

County of _____

On _____ before me, _____,
a Notary Public in and for said County and State, personally appeared,

_____, and _____
personally known to me (or proved to me on the basis of satisfactory evidence) to be the
person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that
he/she/they executed the same in his/her/their authorized capacity(ies) and that by his/her/their
signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s),
acted, executed the instrument.

WITNESS my official hand and seal.

Notary Signature

(This area for official notarial seal)

_____ (initials of subordinating lender's authorized signer)

Proclamation

Whereas, pharmacists are the most accessible health care providers delivering critical services to patients and contributing to the health and well-being of all people; and

Whereas, pharmacists are best positioned to be the health care provider that ensures optimal medication therapy outcomes, helps to ensure patients are adherent to their medications; and serve as providers during public health emergencies; and

Whereas, as front-line providers throughout the healthcare system and community during the COVID-19 pandemic, pharmacists and pharmacy personnel have ensured the public is cared for, even at the risk of exposure; and

Whereas, with a community pharmacy located within five miles of nearly all Americans, pharmacists and pharmacy personnel are making an impact to control the spread of COVID-19 in U.S. communities through testing, treatment, and vaccination efforts; and

Whereas, pharmacists are ideally suited to work collaboratively with other health care providers and help patients overcome illness and live healthier lives through chronic disease management and the fully effective use of their medicines; and

Whereas, today, there are over 300,000 licensed pharmacists providing care and serving as patient advocates for ensuring access to the best and safest therapy for the patients they serve: and

Whereas, the American Pharmacists Association, has declared October as American Pharmacists Month.

Now, therefore, be it resolved that We, the Board of Union County, do hereby proclaim October as American Pharmacists Month and urge all our citizens to acknowledge the valuable services of pharmacists to provide safe, accessible, affordable, and beneficial patient care services and products to all residents and protect the public health of our communities.

In witness whereof, I have hereunto set my hand
and caused this seal to be affixed.

Ryan Perez, Chairman

Kellie H. Rhoades, Clerk/Comptroller



Strengthening Utility Infrastructure Resilience Across Clay Electric Cooperative's Service Territory

Cooperative Grant Proposal Overview

Clay Electric Cooperative (Clay Electric) is proposing, in coordination with Union County, to submit a grant application for FEMA's Building Resilient Infrastructure and Communities (BRIC) Grant Program. The BRIC program, administered through the Florida Department of Emergency Management (FDEM), funds infrastructure projects that reduce the risks associated with natural disasters such as flooding, wildfires, hurricanes and other climate-related hazards.

Clay Electric, a not-for-profit organization, is not directly eligible for BRIC funding and therefore requires a local government partner to apply on their behalf. Clay Electric is proposing a partnership with Union County, an eligible entity, to apply for BRIC funding to harden electrical utility infrastructure through its service territory. The proposed project represents nearly \$35 million in infrastructure investments throughout the region to make Union and surrounding counties more resilient to hurricanes and other disasters.

Project Overview

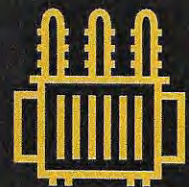


Emergency Generator Replacement (\$1.8 million)

Replacement of the Lake Butler Reception Medical Center Generator

Backfeed Loop and Substation Hardening (\$1.835 million)

Rebuild and harden transmission lines and adjacent substation to create a backfeed loop to mitigate against total line loss.

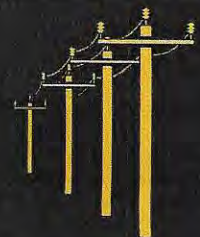


Transmission Line Hardening (\$16.24 million)

Hardening line equipment and replacing wood poles with concrete poles throughout the service territory to mitigate against wind damage, thereby making the electric grid more resilient to hazards.

Distribution Line Hardening (\$14.77 million)

Hardening existing distribution lines throughout the service territory to mitigate against wind damage. Includes upgrading line equipment and replacing wood poles with more resilient concrete poles.



Project Cost Overview

Total Project Cost: \$34,645,543

Project Length: 36 Months

Requested Federal Grant Funds: \$25,984,157 (75%)

Clay Electric's Non-federal Match: \$8,661,386 (25%)

Up to 5% of the total project costs may be available for administrative costs

Union County's Roles and Responsibilities:

- Act and sign as the applicant for the BRIC grant application on behalf of Clay Electric;
- Coordinate and collaborate with Clay Electric on the grant application and any subsequent grant award process;
- Timely coordination and collaboration with Clay Electric and their consultant, OVID Solutions, on any required County Permitting to ensure project success;
- Provide access to the FEMA Go application portal so that Clay Electric and their consultant, OVID Solutions, can prepare the online grant application;
- Upon grant award, release any appropriated funds to Clay Electric in accordance with any terms and conditions of a future grant award agreement.

Clay Electric's Roles and Responsibilities:

- Complete the online BRIC application with supporting documents in the FEMA GO portal for review and submission by Union County or authorized representative;
- Provide all project match funding which is required as a minimal of 25% of the total grant funding request;
- Coordinate all multi-jurisdictional project activities with other applicable counties and their LMS committees;
- Prepare and execute Memorandums of Understanding (MOUs) as may be required by Union County or other project counties;
- Timely complete and submit all required documentation for grant management, including but not limited to deliverables, reports on progress and expenditures incurred;
- Complete construction work in compliance with all State and Federal regulations;
- Maintain records in sufficient detail for proper pre- and post-audit thereof to substantiate all costs incurred.



MITIGATION

Notice of Interest Form

Flood Mitigation Assistance (FMA) and Building Resilient Infrastructure and Communities (BRIC)
FY 2023-2024 Application Period

Form Submittal Deadline: August 31, 2023

Please complete this form to determine the applicability of a potential mitigation project for the FEMA Flood Mitigation Assistance (FMA) and/or the Building Resilient Infrastructure and Communities (BRIC) Grant programs, administered by the Florida Division of Emergency Management (FDEM). This Notice of Interest Form is **REQUIRED** in order to submit a subapplication to the State for the FY 2023-2024 FMA and BRIC application period. Submission of this form does not guarantee future approval of an award.

For assistance or to submit the completed form, email non-disasterprograms@em.myflorida.com.

Point of Contact Information *	
First Name: Kellie	Last Name: Rhoades
Organization: Union County	Title: Clerk of Courts & Comptroll
Email: (to receive response) rhoadesk@unionclerk.com; dthomas@clayelectric.com	

Potential Project Information *	
<input checked="" type="checkbox"/> Building Resilient Infrastructure and Communities (BRIC)	<input type="checkbox"/> Flood Mitigation Assistance (FMA)
Sub-Applicant Name: Union County	
Is the community in good standing with the NFIP?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is the activity included in an approved local hazard mitigation plan?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Expiration date of approved local hazard mitigation plan: (MM/DD/YY)	04/15/26
Has this proposed project been submitted for funding consideration under any other Hazard Mitigation Assistance program?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

**Eligible Sub-Applicants include State Agencies, Federally-recognized Tribes, Local Governments/Communities (Local Governments/community may include non-federally recognized tribes consistent with the definition of local government in 44 CFR 201.2, including any federally recognized Indian tribe or authorized tribal organization, or Alaska Native village or organization that is not federally recognized per Title 25 of the United States Code Section 479a et seq.)*

**General cost share is 75% Federal and 25% Non-federal with select exceptions.*

**Capability and Capacity Building refers to new plan creation and plan updates, project scoping, building codes and standards updates, partnership building activities, etc. (only accepting subapplications under FMA)*

Current as of 07/2023

(*) all fields required



MITIGATION

Potential Project Information *

Project Title: *(Please include location in title, i.e., Anywhere County, Main St. Elevation)*

Union County, Strengthening Electric Utility Infrastructure Resilience Across Clay Electric Cooperative's

Is this a Phased Project?

Yes

☐

No

☒

Location: *(if applicable)* multiple locations across Clay Electric Cooperative's entire service territory

Estimated Length of Project: *(in months)* 36

Estimated Project Cost: *(Total Cost)* \$45,360,731.00

Anticipated Cost Share Percentage: 25% non-federal

Activity Type: Other (specify clearly in description)

Activity Description: *(Provide a detailed description of the problem, the proposed solution, and a sketch/map of the project; add additional pages if necessary)*

Activity Type: Infrastructure Failure/Utility Mitigation

Full Project Title: Union County, Strengthening Electric Utility Infrastructure Resilience Across Clay Electric Cooperative's Service Territory

Sub-Applicant Project Partner (sub-sub-applicant): Clay Electric Cooperative (Clay Electric)

25% non-federal cost share to be provided by Clay Electric

See attached project narrative and maps.

Current as of 07/2023

(*) all fields required

Inter-Local Agreement between Union County, Florida and the City of Lake Butler, Florida

THIS INTER-LOCAL AGREEMENT is made and entered into on this _____ day of _____, _____, by and between the Board of County Commissioners, Union County, a political subdivision of the State of Florida (hereinafter "County") and the City of Lake Butler a municipal corporation of the State of Florida (hereinafter "City"), both of which understand and agree as follows:

WHEREAS, the County and the City has the legal authority to perform general government services within their respective jurisdictions; and

WHEREAS, under Chapters 125, 163, 166, and 553, Florida Statutes, the Parties hereto have the common power and responsibility to adopt, administer, and enforce land development regulations, including floodplain management regulations, and to enforce the Florida Building Code within their jurisdictional limits; and

WHEREAS, the City desires and requests the County to provide services necessary to administer and enforce the floodplain management regulations adopted by the City within the corporate limits of the City; and

WHEREAS, the COUNTY is willing and able to provide such services subject to the terms and conditions set forth herein; and

WHEREAS, under Chapter 163, Florida Statutes, the Parties are authorized to enter into Inter-Local agreements;

NOW, THEREFORE, in consideration of the mutual covenants and obligations contained herein, the County and the City hereby agree as follows:

1. **PURPOSE.** Under Section 163.01, Florida Statutes, the purpose of this Agreement is to establish the responsibilities of the Parties and procedures whereby the County will provide specified services to administer and enforce the floodplain management regulations of the City within the corporate limits of the City.

2. ADMINISTRATION AND ENFORCEMENT OF FLOODPLAIN MANAGEMENT REGULATIONS

DEFINED. The Parties agree that the administration and enforcement duties contemplated by this Agreement are those duties that are necessary and appropriate to enforce the floodplain management regulations of the City, which are found in Article VIII of the City's Land Development Regulations involving, in general, the duties of the Floodplain Administrator set forth therein, and other duties that shall generally and naturally stem from the participation of the City in the National Flood Insurance Program. Activities required to be performed only by the City under the National Flood Insurance Program are not included in this Agreement.

The Parties expressly agree that, unless explicitly identified in writing by the City, no performance standards other than those which are generally applicable to similar enforcement activities by the County elsewhere outside of the corporate limits of the City, is intended or should be inferred as a result of this Agreement. *[Explanatory Note: this puts the burden on the municipality to identify, in writing, any provisions that vary from the county's, such as freeboard.]*

The Parties also expressly agree that the County may elect to enforce the regulations of the City using any of the methods established under Chapter *[Instruction: insert appropriate citation for County's regulations]* of County's Code of Ordinances.

- 3. REPRESENTATIVES OF THE PARTIES.** The Parties hereby designate the following as their duly authorized representatives responsible for the implementation of this Agreement, including the establishment of specific procedures and processes to facilitate the purpose and intent: *[Explanatory Note: this allows the representatives to develop written procedures that identify which party will fulfill or perform specific functions and duties of the floodplain administrator and that may be modified from time to time by the representatives, without requiring formal amendment of the Agreement.]*

<u>Union County, Florida</u>	<u>City of Lake Butler, Florida</u>
<i>[County Official, by title]</i>	<i>[Municipal Official, by title]</i>
<i>[Address]</i>	<i>[Address]</i>

- 4. DUTIES OF the City.** The City, acting through its designated representative, shall:
- Be responsible to the National Flood Insurance Program for administering and enforcing the floodplain management regulations of the City.
 - Upon request by the Florida Division of Emergency Management's Office of Floodplain Management or the Federal Emergency Management Agency, attend meetings and participate in telephonic and electronic communications related to the City's participation in the National Flood Insurance Program, including but

not limited to Community Assistance Visits, Community Assistance Contacts, and Community Rating System verification visits, if applicable.

- c. In coordination with the County, undertake appropriate actions identified in writing by the Florida Division of Emergency Management or the Federal Emergency Management Agency as necessary to resolve matters related to continued participation in good standing in the National Flood Insurance Program.
- d. In coordination with the County, support actions deemed appropriate after events that damage buildings to determine whether such buildings located in special flood hazard areas that have sustained substantial damage. Such term is defined in the floodplain management regulations of the City.

5. **DUTIES OF COUNTY.** The County, acting through its designated representative, shall administer and enforce the floodplain management regulations of the City throughout the term of this Agreement and shall:

- a. Maintain records identified in said regulations in a form and manner that allows the production of documents pertinent to the City upon request by the City, the Florida Division of Emergency Management's Office of Floodplain Management or the Federal Emergency Management Agency.
- b. Upon request by the Florida Division of Emergency Management's Office of Floodplain Management or the Federal Emergency Management Agency, attend meetings and participate in telephonic and electronic communications related to the City's participation in the National Flood Insurance Program, including but not limited to Community Assistance Visits, Community Assistance Contacts, and Community Rating System verification visits, if applicable.
- c. In coordination with the City, undertake appropriate actions identified in writing by the Florida Division of Emergency Management's Office of Floodplain Management or the Federal Emergency Management Agency as necessary to resolve matters related to continued participation in good standing in the National Flood Insurance Program.
- d. In coordination with the City, undertake actions deemed appropriate after events that damage buildings to determine whether such buildings located in special flood hazard areas have sustained substantial damage. Such term is defined in the floodplain management regulations of the City.

6. **MODIFICATION.** This Agreement may not be modified unless such modifications are in the form of a written amendment executed by both Parties.

7. **TERMINATION.** *[Option A]* This Agreement shall remain in effect unless terminated by either party. This Agreement may be terminated by either party, without cause, and for any reason, upon Ninety (90) Days written notice provided to the other party.

[Option B] This Agreement shall run for a period of (1) oneyear from the effective date and shall be automatically renewed for successive (1) year increments unless either party gives the other party written notice of its intent not to renew this Agreement, which notice shall be delivered not less than Ninety (90) days prior to the renewal date.

The Parties further agree that:

a. Upon termination, the Parties shall concur on an appropriate transition that ensures adequate administration and enforcement of the floodplain management regulations of the City, with particular attention to the delivery by the COUNTY to the City, of all records and data in its possession, regardless of the medium. Costs associated with the delivery of documents and data to the City shall be borne by the party requesting termination.

b. *[Instruction: if reimbursement is provided in #8, include this provision; if not provided in #8, delete this item (b) and modify (a) to be a separate paragraph.]* Termination shall not affect the reimbursement of any cost then owing to the County by the City, or which subsequently are owed as a result of enforcement actions concluded following the effective date of termination.

8. **REIMBURSEMENT.** *[Option A]* As compensation for the County's services, the County shall collect and retain all revenues derived from permit and inspection fees generated within the City; such fees shall not exceed fees charged to the County residents for similar services.

[Option B] the County shall invoice the City on a monthly basis for actual services provided to the City by the County during the preceding *[insert time period]*. [CITY, TOWN, VILLAGE] shall reimburse [COUNTY] within *[time period]* of the date of the invoice. [CITY, TOWN, VILLAGE] shall be invoiced for fractional portions of an hour in quarter-hour increments to the nearest quarter-hour at the rate set forth herein.

[Instruction: selection of this option requires rates to be established, e.g., for building official, counter clerk, plan reviewer, inspector, etc.]

9. **LIABILITY.** The Parties, their respective elected officials, officers, and employees shall not be deemed to assume any liability for the acts, omissions, or negligence of the other party:

a. The City as a subdivision of the State of Florida and under Section 768.28, Florida Statutes, agrees to be fully responsible for its negligent acts or omissions or

tortious acts which result in claims or suits against the County and agrees to be fully liable for any damages proximately caused by said acts or omissions.

- b. The COUNTY, as a subdivision of the State of Florida and under Section 768.28, Florida Statutes, agrees to be fully responsible for its negligent acts or omissions or tortious acts which result in claims or suits against the City and agrees to be fully liable for any damages proximately caused by said acts or omissions.

Nothing herein is intended to serve as a waiver of sovereign immunity by the City or by the County, nothing herein shall be construed to create any indemnification by one party of another, and nothing herein shall be construed as consent by the City or the County to be sued by third parties in any matter arising out of this Agreement.

10. **CLAIMS.** The County shall notify the City in writing, within (30) Thirty Days of its receipt or knowledge of any claims or pending claims arising out of the performance of the services rendered hereunder.
11. **SEVERABILITY.** If any part of this Agreement is found invalid or unenforceable by any court, such invalidity or unenforceability, or the occurrence of any event rendering any portion or provision of this Agreement void, shall not be deemed to affect the validity and enforceability of any other parts of the Agreement.
12. **ASSIGNMENT.** This Agreement shall be binding on the Parties, their representatives, successors, and assigns, and any interest herein shall not be assigned, transferred, or otherwise encumbered, under any circumstances, by either party, without the prior written consent of the Parties; specifically, no duty or responsibility of the Parties shall be assigned or contracted to a third party, whether a public or private entity, unless the Parties first modify this Agreement to set forth the duties of said third party.
13. **APPLICABLE LAW.** This Agreement shall be construed, controlled, and interpreted according to the laws of the State of Florida. The parties agree that any action relating to this Agreement shall be instituted and prosecuted in the courts of [County], Florida, and therefore, each party to this Agreement hereby waives the right to any change of venue.
14. **PRIOR AGREEMENTS SUPERSEDED.** This Agreement incorporates and includes all prior negotiations, correspondence, conversations, agreements, and understanding applicable to the matters contained herein, and the Parties agree that there are no commitments that are not contained in this Agreement or the written procedures and processes developed by the representatives of the Parties.

15. **ENTIRETY OF AGREEMENT.** This Agreement sets forth the entire agreement between the Parties and that there are no promises or understands other than those stated herein.
16. **EXECUTION.** This Agreement shall be executed in triplicate, with each fully executed copy treated as an original.
17. **EFFECTIVE DATE.** This Agreement shall become effective upon filing fully executed copies with the Clerk of the Circuit Court of Union, Florida. In addition, a copy of the executed Agreement shall be provided to the Florida Division of Emergency Management's Office of Floodplain Management.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the respective dates under each signature: Union County, Florida through its Board of County Commissioners, signing by and through its authorized Chair, and the City of Lake Butler, signing by and through its authorized Mayor.

ADD APPROPRIATE SIGNATURE BLOCKS

Dianne Hannon

From: allentc@unionsheriff.us <allentc@unionsheriff.us>
Sent: Monday, September 25, 2023 5:42 PM
To: James Williams; Dianne Hannon; Michaela Clemons; Russ Wade
Cc: woodingtonp; rhoadesk
Subject: New Statewide Mutual Aid Agreement for Adoption
Attachments: SMAA_2023_County.pdf

Dianne / Jimmy:

Could you please add this to the next Board meeting agenda? Every so often, the state of Florida updates their Statewide Mutual Aid Agreement, and we have to re-pass it by ordinance, sign, and return. There is a signature page for counties in the attachment, and the very last page is an example ordinance to pass.

Thank you,

Tim

Timothy C. Allen

Union County Emergency Managemen...
Director
(386) 456-4300 Work
(352) 454-4363 Mobile
allentc@unionsheriff.us
58 NW 1st St
Lake Butler, FL 32054
<http://www.unionsheriff.us>

NOTE: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

RESOLUTION FOR ADOPTION OF STATEWIDE MUTUAL AID AGREEMENT

RESOLUTION NO. 2023-14

WHEREAS, the State of Florida Emergency Management Act, Chapter 252, authorizes the State and its political subdivisions to provide emergency aid and assistance in the event of a disaster or emergency; and

WHEREAS, the statutes also authorize the State to coordinate the provision of any equipment, services, or facilities owned or organized by the State or its political subdivisions for use in the affected area upon the request of the duly constituted authority of the area; and

WHEREAS, this Resolution authorizes the request, provision, and receipt of interjurisdictional mutual assistance in accordance with the Emergency Management Act, Chapter 252, among political subdivisions within the State;

NOW, THEREFORE, be it resolved by the Board of County Commissioners of Union County, Florida that in order to maximize the prompt, full and effective use of resources of all participating governments in the event of an emergency or disaster we hereby adopt the Statewide Mutual Aid Agreement which is attached hereto and incorporated by reference.

ADOPTED BY: the Board of County Commissioners of Union County, Florida.

DATE: October 16, 2023

Attest:

BOARD OF COUNTY COMMISSIONERS
OF UNION COUNTY, FLORIDA

By:

Kellie Hendricks Rhoades
Clerk of Court

Ryan Perez
Chair



2023 – 2024 Holiday Schedule

Friday, November 11, 2023 – Veterans Day

Thursday, November 23, 2023 – Thanksgiving

Friday, November 24, 2023 – Friday Following Thanksgiving

Monday, December 25, 2023 – Christmas Eve Observation*

Tuesday, December 26, 2023 – Christmas Day Observation*

Monday, January 1, 2024 – New Year's Day

Monday, January 15, 2024 – Martin Luther King, Jr. Day

Friday, March 29, 2024 – Easter Observation

Monday, May 27, 2024 – Memorial Day

Thursday, June 4, 2024 – Independence Day

Monday, September 2, 2024 – Labor Day

Monday, November 11, 2024 – Veteran's Day

Thursday, November 28, 2024 – Thanksgiving

Friday, November 29, 2024 – Friday Following Thanksgiving

Tuesday, December 24, 2024 – Christmas Eve

Wednesday, December 25, 2024 – Christmas Day

*These dates are being proposed as exceptions to the BOCC's Holiday Policy at the BOCC Meeting on October 16, 2023.

STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Standard Grant Agreement

This Agreement is entered into between the Parties named below, pursuant to Section 215.971, Florida Statutes:

1. Project Title (Project): **Union County Vulnerability Assessment Including Municipalities** Agreement Number: **23PLN69**

2. Parties **State of Florida Department of Environmental Protection,
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000** (Department)

Grantee Name: **Union County** Entity Type: **Local Government**

Grantee Address: **15 NE 1st Street, Lake Butler, Florida 32054** FEID: **59-6000882** (Grantee)

3. Agreement Begin Date: **7/1/2022** Date of Expiration: **6/30/2025**

4. Project Number: **(If different from Agreement Number)** Project Location(s): **Union County**

Project Description: **The project will conduct a comprehensive Vulnerability Assessment pursuant to Section 380.093, Florida Statutes, as well as develop an Adaptation Plan for Union County and the municipalities of Lake Butler, Raiford, and Worthington Springs.**

5. Total Amount of Funding:	Funding Source?	Award #s or Line Item Appropriations:	Amount per Source(s):
\$ 300,000.00	<input checked="" type="checkbox"/> State <input type="checkbox"/> Federal	FY 22-23 GAA 1776	\$ 300,000.00
	<input type="checkbox"/> State <input type="checkbox"/> Federal		\$
	<input type="checkbox"/> Grantee Match		\$ 0.00
Total Amount of Funding + Grantee Match, if any:			\$ 300,000.00

6. Department's Grant Manager	Grantee's Grant Manager
Name: Charles Neuhauser	Name: James Williams
or successor	or successor
Address: Resilient Florida Program 2600 Blair Stone Road, MS235 Tallahassee, Florida 32399	Address: Union County 15 NE 1st Street Lake Butler, FL 32054
Phone: 850-245-2138	Phone: 386-596-4241
Email: Charles.Neuhauser@FloridaDEP.gov	Email: Countycoord@unioncounty-fl.gov

7. The Parties agree to comply with the terms and conditions of the following attachments and exhibits which are hereby incorporated by reference:

<input checked="" type="checkbox"/> Attachment 1: Standard Terms and Conditions Applicable to All Grants Agreements
<input checked="" type="checkbox"/> Attachment 2: Special Terms and Conditions
<input checked="" type="checkbox"/> Attachment 3: Grant Work Plan
<input checked="" type="checkbox"/> Attachment 4: Public Records Requirements
<input checked="" type="checkbox"/> Attachment 5: Special Audit Requirements
<input checked="" type="checkbox"/> Attachment 6: Program-Specific Requirements
<input type="checkbox"/> Attachment 7: Grant Award Terms (Federal) *Copy available at https://facts.fldfs.com , in accordance with §215.985, F.S.
<input type="checkbox"/> Attachment 8: Federal Regulations and Terms (Federal)
<input type="checkbox"/> Additional Attachments (if necessary):
<input checked="" type="checkbox"/> Exhibit A: Progress Report Form
<input type="checkbox"/> Exhibit B: Property Reporting Form
<input checked="" type="checkbox"/> Exhibit C: Payment Request Summary Form
<input type="checkbox"/> Exhibit D: Quality Assurance Requirements
<input type="checkbox"/> Exhibit E: Advance Payment Terms and Interest Earned Memo
<input checked="" type="checkbox"/> Exhibit J: Common Carrier or Contracted Carrier Attestation Form PUR1808
<input checked="" type="checkbox"/> Additional Exhibits (if necessary): Exhibit F: Final Report Form, Exhibit G: Photographer Release Form, Exhibit H: Contractual Services Certification, Exhibit I: Vulnerability Assessment Compliance Checklist Certification



Union County Agriculture Education Center Rental Agreement

*Rental Agreement per event must be completed and approved by the UF/IFAS Union County Extension Office before facility may be reserved.

Only non-profit agriculture and youth development related events will be considered for facility use.

Applicant Information

Organization: _____
Lessee contact: _____ Email: _____
Address: _____
Phone: _____ Cell Phone: _____
Emergency name/number: _____
Tax status of organization: _____
Tax ID number: _____
Person responsible for set up, checking out/in a key & clean up: _____
Email & phone # of person responsible to check n/out: _____
Address: _____
Phone: _____ Cell Phone: _____
Signature of lessee: _____

Event Information

Rental Dates and Times From: _____ To: _____
Type of Event: _____
Facilities Requested: Education Room: ☐ Livestock Pavilion: ☐ Both: ☐
Number of Contestants expected: _____
Number of Attendees: _____
Will there be a charge for admission? Yes: ☐ No: ☐
If yes, please describe: _____

Deposit	Cleaning/Hold Cash Deposit Must be included with this contract to reserve facilities	\$200
Education Room Donation	\$10/hour x _____ hour (5 hour minimum)	\$
Livestock Pavilion Donation	\$10/hour x _____ hour (5 hour minimum)	\$
	Total	\$

Make check payable to Union County Board of County Commissioners.



Union County Agriculture Education Center Rental Agreement

USER AGREEMENT RULES:

This agreement pertains to only non-profit agriculture and youth development related events will be considered for facility use. There is no charge for Union County 4-H, FFA and youth organizations. For profit agriculture and youth education entities must apply for use at least three months prior to the event.

Rental Agreement per event must be completed and approved by the UF/IFAS Union County Extension Office before facility may be reserved.

The grounds will be inspected the business day following the event. If there is any damage to the facilities or excessive garbage, the cleaning/holding deposit will be forfeited. If the facilities are left in good standing the deposit will be returned.

Renting Party is responsible for providing event insurance with a minimum liability coverage of \$1,000,000. A copy of the certificate of insurance is due to the Union County Agriculture Education Center one business day prior to the event.

Lessee is responsible for designating a representative to oversee setting up and obtaining/returning a key from the UF/IFAS Union County Extension staff.

It is the responsibility of the lessee to make sure all guests are following the rules set forth by Union County Agriculture Education Center.

User coordinates porta potties, dumpster rental, etc. Dumpster rentals can be arranged with Union County Solid Waste at 386-496-2180, 15285 SW 84th St, Lake Butler, FL 32054 one to two weeks prior to the event.

Animal Welfare:

All animals on the Union County Agriculture Education Center premises must be attended to and cared for in a humane manner. Any animal that becomes injured during an event must be removed from the premises by the end of the day. All animals must be fed, watered, and cared for properly. Any individual or lessee/agent that does not comply with the animal welfare policy will be removed from the premises immediately and the lessee may be barred from future use of the facility.

Commented [DJT1]: I don't know how we enforce this unless someone is here to do so.

Electrical Power:

Union County Agriculture Education Center is not responsible for any loss or inconvenience to the renting party, or its guests caused by any electrical power failure or interruption of service.

Event Set-Up:

Once the Lessee/Agents has accepted the grounds, continued watering and ground prep is the responsibility of the Lessee/Agents and equipment must be provided by the Lessee/Agents for continued prep. Set-Up and tear down for the event is the lessee's responsibility. Livestock containment panels may be used but they should be left as they were found prior to the event.

Set-up for your event must be done within the day(s) or times that the facility has been rented.

Union County Agriculture Education Center does not provide trash bags, toilet paper and paper towels in the restrooms or auditorium.



Union County Agriculture Education Center Rental Agreement

Kitchen/Education Room:

Sweep floor and spot mop on dirty areas. Mop entire floor if it is dirty. Clean refrigerator, sinks, counters, stove, and oven (if used.) All food, drinks, and other belongings must be removed.

Safety & Security:

No illegal drugs or alcohol are to be consumed in this complex.

Bonfires- There shall be NO fires on the property!

Outdoor cooking will be done using propane or contained wood/charcoal grills a safe distance from the building.

Gates and fencing: renting party is responsible for keeping their guest from climbing or swinging on gates and fencing. Gates and fencing will bend and break, renting party is responsible for any damages to the facility.

No pets, except for service animals, are allowed on property without prior approval from Union County Agriculture Education Center.

Climbing of trees is not allowed.

Show animals will be contained and moved in ways that minimize the risk of persons being injured.

Trash/Litter:

Lessee is responsible for removing all trash (including animal waste) from the grounds. This includes but not limited to cans, paper, etc. from all areas inside the premises. Glass bottles are prohibited.

The grounds and facility should be left in the same condition as when you arrived. Garbage should be picked up and disposed of in the dumpster on site. Pens must be cleaned, and hay should be removed from parking areas. If the facility is not cleaned, this will result in loss of deposit.

Restrooms:

Renting Party is responsible for making sure their guest does not damage the restrooms. Our staff will inspect them prior to the start of the event and after the event. The renting party will be held liable for any damages. Sweep bathroom and wipe down all sinks, flush toilets, and discard of trash. Porta potties are required for events with more than 100 attendees.

Lessee shall indemnify the County for any and all liability for personal injuries, property damage, or for loss of life, or property resulting from, or in any way connected with, the condition, or use of the premises covered by this rental contract, or any means of ingress thereto or egress there from except liability for personal injuries, property damages, or loss of life, or property caused solely by the negligence of the County.

By signing below, I hereby acknowledge that I have completely read, fully understand, and agree with the Union County Agriculture Education Center Rental Agreement and Rules.

Signature of Renting Party

Date

Signature of Union County Ag. Ed. Center Rep.

Date



Union County Agriculture Education Center Rental Agreement

Facility Inspection Checklist

Renters Name: _____ Phone: _____ Date: _____

Facility representative to check in/out: _____

Event: _____

Renter Pre-Inspection	Yes	No
Education room clean		
Walls clean		
Tables clean		
Men's bathroom clean		
Women's bathroom clean		
Kitchen floor clean		
Kitchen counter and sink clean		
Kitchen oven and refrigerator clean		
No trash		
Trash picked up on grounds		
_____ Renter's Signature		
_____ Facility Representative Signature		
Date _____ Time _____		

Renter Self-Checkout	Yes	Initial	Office Use
Education room floors clean			
Walls spot cleaned/ no damage			
No attachments to any surfaces			
Tables and chairs cleaned and stacked as found			
Room set-up as found			
Kitchen (floors, sink, oven, trash)			
Remove all food items from kitchen			
Bathrooms (swept/flushed/trash)			
Trash picked up inside and out			
All hay and animal waste in dumpster			
All trash removed			
All doors (4) checked and locked			
Arena configured the way it was found			
All items that do not belong to the facility should be removed at the end of event			
_____ Renter's Signature			
_____ Facility Representative Signature			
Date _____ Time _____			

**UNION COUNTY SOLID WASTE
MONTHLY REPORT**

MONTH	PRIVATE RENTALS	PRISON CONTRACTS	TONAGE FOR UNION COUNTY	CHARGE FOR COUNTY	SALE OF SURPLUS AND SCRAP METAL	MONTHLY TOTAL
10/01/22	\$2,608.59	\$3,085.00	257.16	\$10,923.48	\$1,255.69	\$18,129.92
11/01/22	\$6,301.96	\$2,325.00	323.6	\$12,463.05	\$1,773.75	\$23,187.36
12/01/22	\$4,213.13	\$2,805.00	402.4	\$17,383.74	\$1,938.96	\$26,743.23
01/01/23	\$3,203.56	\$2,465.00	298.22	\$13,020.48	\$4,195.50	\$23,182.76
02/01/23	\$4,246.36	\$2,765.00	469.59	\$12,403.16	\$2,124.00	\$22,008.11
03/01/23	\$3,342.94	\$2,510.00	301.53	\$13,123.92	\$1,253.12	\$20,531.51
04/01/23	\$2,737.92	\$2,480.00	257.76	\$11,129.80	\$2,765.00	\$19,370.48
05/01/23	\$3,730.48	\$3,260.00	305.62	\$13,212.32	\$2,241.75	\$22,750.17
06/01/23	\$3,363.36	\$3,145.00	298.69	\$13,010.80	\$2,656.15	\$22,474.00
07/01/23	\$2,534.04	\$2,675.00	287.57	\$12,469.16	\$2,672.20	\$20,637.97
08/01/23	\$4,950.48	\$2,800.00	316.25	\$13,841.92	\$1,877.47	\$23,786.12
09/01/23	\$4,552.12	\$2,490.00	269.14	\$11,806.08	\$5,720.50	\$24,837.84
YTD	\$45,784.94	\$32,805.00	3787.53	\$154,787.91	\$30,474.09	\$267,639.47

UNION COUNTY ANIMAL CONTROL			
MONTHLY REPORTS			
9/1/2022 - TOTAL INTAKES FOR THE MONTH			
LIVE INTAKES	CANINE	FELINE	TOTAL
STRAY/AT LARGE	14	0	14
RELINQUISHED BY OWNER	4	0	4
OWNER INTENDED EUTHANASIA	0	0	0
TRANSFERRED IN FORM AGENCY	0	0	0
OTHER INTAKES	0	0	0
TOTAL LIVE INTAKES	18	0	18
OUTCOMES			
ADOPTION	3	0	3
RETURN TO OWNER	6	0	6
TRANSFERRED TO ANOTHER AGENCY	8	0	8
RETURN TO FIELD	0	0	0
OTHER LIVE OUTCOME	0	0	0
SUBTOTAL LIVE OUTCOMES	17	0	17
DIED IN CARE	0	0	0
LOST IN CARE	0	0	0
SHELTER EUTHANASIA	0	0	0
OWNER INTENDED EUTHANASIA	0	0	0
SUBTOTAL OUTCOMES	0	0	0
TOTAL OUTCOMES	17	0	17
MONTHLY MONIES COLLECTED			\$653.00

ROAD DEPT
September 2023
MONTHLY WORK SUMMARY

DISTRICT 3

Picked up paper and trash throughout district
Mowed and weeded throughout district
Patched and repaired pot holes in roads for district
Graded roads in district

DISTRICT 4

Picked up paper and trash throughout district
Mowed and weeded throughout district
Patched and repaired pot holes in roads for district
Graded roads in district

DISTRICT 5

Picked up paper and trash throughout district
Mowed and weeded throughout district
Patched and repaired pot holes in roads for district
Graded roads in district

DISTRICT 1

Picked up paper and trash throughout district
Mowed and weeded throughout district
Patched and repaired pot holes in roads for district
Graded roads in district

DISTRICT 2

Picked up paper and trash throughout district
Mowed and weeded throughout district
Patched and repaired pot holes in roads for district
Graded roads in district



Union County
Public Library

250 SE 5th Avenue Lake Butler, FL 32054
Phone 386-496-3432

Library Director Report – September 2023

Sep 2 – The library carpet throughout the building was professionally cleaned.

Sep 4 – The library was closed for the Labor Day holiday.

Sep 5 – UC Extension Agent, Jim DeValerio presented an informative program about bats for the senior social group.



Sep 6, 7, 13, 14, 20, 21, 27, 28 – Renee presented preschool storytime programs about birthdays, camping, superheroes and dragons for children and families in the community.



Sep 7 & 21 – Renee held after school programs for students in the area. One of the programs included fun projects about solar power.

Sep 12 – Tennille presented the monthly adult craft program where participants made mosaic creations.

Sep 15 – Priti, Tennille and I attended the NEFLIN Annual meeting in Jacksonville.

Sep 18 – Tennille met with the JFOL teen group at the UCHS Club Day.

Sep 18 – I attended the Department Head meeting and the UCBCC budget hearing & regular meeting.

Sep 21 – I attended the NRPLC Governing Board meeting in Raiford.

Sep 26 – Priti presented a game program for the senior social group.

UNION CO. PUBLIC LIBRARY Sep-23	FY23
ATTENDANCE	1844
REGISTRATION	7741
E-BOOKS CIRCULATION	348 2337
COMPUTER USE	288
REFERENCE	585
NUMBER OF MATERIALS	40,262
DAYS OPEN	24
PROGRAMS ON-SITE CHILDREN OFF-SITE CHILDREN ON-SITE YA OFF-SITE YA ADULT	10/277 0 0 1/19 3/43
VOLUNTEER HOURS	34
AVE. ATTENDANCE PER DAY	77
AVE. CIRCULATION PER DAY	112



UNION COUNTY
DEPARTMENT OF
EMERGENCY SERVICES



P. O. BOX 266
LAKE BUTLER, FL 32054

PHONE (386) 496-3839
FAX (386) 496-2158

TOBY WITT
DIRECTOR

Total Call Report for September 2023

Total 911 Calls: 221
Total Transports: 132
Total Non-Transports: 89
Total DOC Calls: 20
Total LBH Calls: 16
Average Calls Per Day: 7

Total Times UCEMS Requested Mutual Aid: 8

Total Times UCEMS was Requested for Mutual Aid: 2

Total Call Report for October 2023

Total 911 Calls: 82
Total Transports: 57
Total Non-Transports: 25
Total DOC Calls: 11
Total LBH Calls: 5
Average Calls Per Day: 7

Total Times UCEMS Requested Mutual Aid: 0

Total Times UCEMS was Requested for Mutual Aid: 0

UF/IFAS EXTENSION & UNION COUNTY WORKING TOGETHER

SEPTEMBER 2023 COMMISSIONERS REPORT



Featured 4-H clubs in Action: Beyond The Buckle Horse Club, Sugarberries gathering supplies for Hurricane Idalia relief, Pawsitively Pets visit the Union County Animal Control, Homeschool Club leaning about healthy living (left to right).

- ◆ 43 Union County 4-H members collected supplies valued at \$1200 for victims of Hurricane Idalia. The supplies were dispersed through Lafayette County Extension.
- ◆ 20 youth participated in the Pawsitively Pet Day Camp, with 100% of participants showing increased knowledge of pet care, food safety, and animal control responsibilities.
- ◆ 14 community clubs welcomed 216 youth to their first 4-H meeting for the 2023-2024 year. Clubs meet monthly, focusing on finding youth sparks through 4-H Projects and competency in life skills.
- ◆ The 4-H agent held an in-school STEM program at LBMS where students showed proficiency in chemical reactions, pressure, and speed.
- ◆ Extension Overall Advisory Board met to reviewed Extension outreach and discussed future programming needs.
- ◆ 9 attended a presentation on Bats in Florida and the Union County Library.
- ◆ The Department of Corrections used the Extension Auditorium for in-service training on three occasions.

Event Calendar

- Citrus in NE Florida , 10/3/23
- UCHS Homecoming Parade 4-H Float 10/6
- Union Co. Beekeepers: Minimizing Bee Exposure to Pesticides, 10/17
- 4-H Archery Field Match 10/21
- UCLA Exhibitor Meeting 10/23
- Union County Beekeepers, 7 PM, 11/14
- FARM CITY CELEBRATION Youth Ag Expo & Luncheon 11/16
- Digging Into Dairy 4-H Day Camp 11/17
- FJBA 11/18&19
- 4-H Archery Indoor Match 12/2
- 4-H Holiday Bake Off 12/4
- UCLA Tag/Weigh In 12/9
- Union County Beekeepers 12/19

CONTACT TYPE	4-H	AG/HORT/ADMIN	TOTALS
Office Visits	142	18	160
Phone/Texts	74	18	92
Emails	825	16	841
Field & Farm Visits		70	70
Educational Program	245	40	285
Social Media Post Reach	4188		4188
TOTAL	5474	162	5636
Educational Works Created	19	2	21
Education Programs Held	4	2	6
Meetings Attended	12	12	24