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

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**AGENDA  
REGULAR MEETING  
AUGUST 15, 2022  
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.....Chair Tallman
2. Invocation and Pledge.....Commissioner Croft
3. Public Comments
4. Approval of Consent Agenda.....Chair Tallman
  - Finance Report
  - Minutes
  - Budget Amendment
5. Consideration of SHIP Program Annual Report and Local Housing Certification.....Chair Tallman
6. Consideration of **Resolution 2022-07** SHIP Program LHAP Mortgage Assistance.....Chair Tallman
7. Consideration of Payroll/Attendance Software, UKG Ready Solutions.....Commissioner Perez
8. City of Lake Butler, Notice of Proposed Voluntary Annexation Ordinance..... Attorney Wade
9. Consideration of Agreement # 441325D/NFP Design for CR18.....Attorney Wade
10. Consideration of Agreement #FM704 New Fire/EMS Station.....Commissioner Cannon
11. Consideration of Liberty Supplemental Insurance Benefits.....Commissioner Cannon
12. Consideration of **Resolution 22-08**, Historical Grant for Construction.....Commissioner Cannon
13. Consideration of Agreement #22-70019, Brownfields Assessment Scope.....Attorney Wade
14. Consideration of Right of Way Access for US Geological Survey.....Attorney Wade
15. Consideration of Union County Insurance Plan.....Pam Woodington
16. 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**
  - Tim Allen, Emergency Management /Interim Fire Director**
  - Luke Harlow, Extension Office**
17. Report Kellie Hendricks Rhoades, Clerk of Courts and Comptroller.....Clerk Rhoades
18. Report from Russell A. Wade III, County Attorney.....Attorney Wade
19. Report from County Commissioners
  - Ryan Perez, District 1**
  - Channing Dobbs, District 2**
  - Jimmy Tallman, District 3**
  - Lacey Cannon, District 4**
  - Willie Croft, District 5**
20. Adjournment

**BOARD MEMBERS:**

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

KELLIE HENDRICKS RHOADES  
Clerk of Court/Comptroller

RUSSELL WADE  
County Attorney

**State Housing Initiatives Partnership (SHIP) Program**  
**Annual Report and Local Housing Incentives Certification**

On Behalf of UNION COUNTY, FLORIDA I hereby certify that:

1. The Annual Report information submitted electronically to Florida Housing Finance Corporation is true and accurate for the closeout year 2019/2020 and interim year 2020/2021.
2. The local housing incentives or local housing incentive plan have been implemented or are in the process of being implemented. Including, at a minimum:
  - a. Permits as defined in s.163.3164 (15) and (16) for affordable housing projects are expedited to a greater degree than other projects; and
  - b. There is an ongoing process for review of local policies, ordinances, regulations, and plan provisions that increase the cost of housing prior to their adoption.
3. The cumulative cost per newly constructed housing per housing unit, from these actions is estimated to be \$0.
4. The cumulative cost per rehabilitated housing per housing unit, from these actions is estimated to be \$ 0.

Staff Member responsible for submitting annual report to FHFC: Stephanie Barrington, SHIP Director, Suwannee River Economic Council, Inc.

\_\_\_\_\_  
Jimmy Tallman, Chairman  
Board of County Commissioners

\_\_\_\_\_  
Date

ATTEST (County Seal)

\_\_\_\_\_  
Kellie Hendricks Rhoades, Clerk of Court

\_\_\_\_\_  
Date

420.9075 (10) Each county or eligible municipality shall submit to the corporation by September 15 of each year a report of its affordable housing programs and accomplishments through June 30 immediately preceding submittal of the report. The report shall be certified as accurate and complete by the **local government's chief elected official or his or her designee**. Transmittal of the annual report by a county's or eligible municipality's chief elected official, or his or her designee, certifies that the local housing incentive strategies, or, if applicable, the local housing incentive plan, have been implemented or are in the process of being implemented pursuant to the adopted schedule for implementation.

UNION COUNTY, FLORIDA

RESOLUTION NO 2022-07

**A Resolution of the Union County Board of County Commissioners revising the language  
to the 2020 - 2023 SHIP Local Housing Assistance Plan.**

WHEREAS, it is in the best interest of the citizens of Union County, Florida to modify the language in the SHIP Local Housing Assistance Plan as follows:

WHEREAS, it is necessary to amend the language as currently stated in the Local Housing Assistance Plan, **Section I, Program Details, Item L Purchase Price Limits** from \$200,000 to \$225,000.

NOW, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSION OF UNION COUNTY, FLORIDA THAT the above stated language is hereby amended in the 2020 - 2023 SHIP Local Housing Assistance Plan.

Passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Jimmy Tallman, Chairman  
Board of County Commissioners  
Union County, Florida

ATTEST:

\_\_\_\_\_  
Kellie Hendricks Rhoades, Clerk of Court  
Union County, Florida

## Cost Breakdown For UKG Ready Solutions Time and Attendance Software

### Initial Cost of UKG Ready Solutions T&A Software

UKG Ready Implementation	Annual Maintenance Fees	Annual Cost of Software	Total Cost of UKG Ready System	Monies Saved from Replacing EMS System	Total Cost to County Minus EMS System
\$ 2,400.00	\$ 595.00	\$ 4,080.00	\$ 7,075.00	\$ 2,291.50	\$ 4,783.50

### Annual Cost of UKG Ready after One-Time Implementation Fee

Annual Maintenance Fees	Annual Cost of Vendor Hosting	Total Annual Cost of UKG Ready System*	Monies saved from replacing EMS System	Total Annual Cost Minus EMS System
\$ 595.00	\$ 4,080.00	\$ 4,675.00	\$ 2,291.50	\$ 2,383.50

\*Annual cost after the one-time implementation fee of \$2,400.00

UKG Ready Solutions T&A		
Department	Cost per month	Annual Cost
BOCC/Building	\$ 48.70	\$ 584.40
USW	\$ 48.70	\$ 584.40
TTF	\$ 48.70	\$ 584.40
EMS	\$ 48.70	\$ 584.40
911	\$ 48.70	\$ 584.40
EMG	\$ 48.70	\$ 584.40
Ext	\$ 48.70	\$ 584.40
Lib	\$ 48.70	\$ 584.40
<b>Total:</b>	<b>\$ 389.60</b>	<b>\$ 4,675.20</b>

### UKG Ready Key Features:

- Fully automated verification and submittal of time sheets. No printing for signatures required. Alternate proposed software, Lathem, requires time sheets be printed and signed for employee verification.
- Unlimited levels of hierarchy allow for time sheets to be submitted from employee to Department Head to County Coordinator to Payroll. Lathem allows supervisory roles to manage and edit time sheets, but only allows one administrator to open and close payroll; does not allow for verification through chain of command.
- Audit Trail is tracked and any changes to an employee's time sheet will automatically be sent back to employee for verification before allowing submittal of time sheet. Lathem will list changes made to an employee time sheet on the hard copy they have to sign at the end of the payroll, but does not allow employees to immediately verify changes made to their time.
- Allows for Organization Hub where important messages and documentation can be uploaded to employees for ease of access. Not offered through Lathem.





LAKE BUTLER  
FLORIDA

Scenery, serenity and YOU!

Dale M. Walker, ICMA-CM, CGFM  
City Manager  
dwalker@cityoflakebutler.com

July 29, 2022

*Via Certified Mail*

Union County, Florida  
Board of County Commissioners  
Att. James Williams, CPM, CBC  
County Coordinator  
15 NE 1<sup>st</sup> Street  
Lake Butler, FL 32054

**REF: NOTICE OF PROPOSED VOLUNTARY ANNEXATION ORDINANCE**

**ORDINANCE NO. 2022-02**

**AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LAKE BUTLER, ANNEXING TO THE CITY OF LAKE BUTLER, FLORIDA, ± 27.6 ACRES OF LAND LOCATED IN TOWNSHIP 5 SOUTH- RANGE 19 EAST, SECTION 36 OF UNION COUNTY, MORE PARTICULARLY DESCRIBED AS COMMENCE AT A 4 INCH SQUARE CONCRETE MONUMENT (NOT IDENTIFIED) FOUND AT THE SOUTHEAST CORNER OF SAID SECTION 36, AND RUN NORTH 01 DEGREE 24 MINUTES 13 SECONDS WEST, ALONG THE EAST LINE OF SAID SECTION 36, A DISTANCE OF 984.65 FEET TO A 5/8 INCH IRON ROD (LABELED: LB6995) FOUND AT THE NORTHEAST CORNER OF A PARCEL OF LAND IDENTIFIED AS TAX PARCEL IDENTIFICATION NUMBER 36-05-19-00-000-0180-0, AND TO THE POINT OF BEGINNING OF THE HEREINAFTER DESCRIBED PARCEL OF LAND: THENCE RUN SOUTH 88 DEGREES 45 MINUTES 17 SECONDS WEST, ALONG**

**THE NORTH LINE OF SAID TAX PARCEL, A DISTANCE OF 666.69 FEET TO A 5/8 INCH IRON ROD (LABELED: LB6995) FOUND AT THE NORTHWEST CORNER OF SAID TAX PARCEL; THENCE RUN NORTH 01 DEGREE 24 MINUTES 49 SECONDS WEST, ALONG THE EAST LINE OF A PARCEL OF LAND IDENTIFIED AS TAX PARCEL 36-05-19-00-000-0170-0, A DISTANCE OF 1458.59 FEET TO A 4 INCH SQUARE CONCRETE MONUMENT (NOT IDENTIFIED) FOUND AT THE INTERSECTION WITH THE SOUTHERLY RIGHT OF WAY LINE OF STATE ROAD NUMBER 121; THENCE RUN NORTH 42 DEGREES 46 MINUTES 14 SECONDS EAST, ALONG SAID SOUTHERLY RIGHT OF WAY LINE, A DISTANCE OF 957.10 FEET TO A 3 INCH SQUARE CONCRETE MONUMENT (LABELED: LB6995) FOUND AT THE INTERSECTION WITH THE AFORESAID EAST LINE OF SECTION 36; THENCE RUN SOUTH 01 DEGREE 24 MINUTES 13 SECONDS EAST, ALONG SAID EAST LINE OF SECTION 36, A DISTANCE OF 2146.89 FEET TO THE POINT OF BEGINNING.**

To Whom It May Concern:

This is to notify Union County, pursuant to § 171.044(6), Fla. Stat., of the City of Lake Butler's proposed annexation of property into the City limits by adopting Ordinance # 2022-02, pursuant to § 171.044, Fla. Stat. A map of the property proposed to be annexed is attached hereto. The City will consider the proposed annexation on September 20, 2022 at 6 p.m. EST, at Lake Butler City Hall, 200 SW 1st Street, Lake Butler, FL 32054 and on October 18, 2022 at 6 p.m. EST in the same location. A copy of the notice for the adoption of the Ordinance No. 2022-02 is attached hereto. The notice will be published in the Gainesville Sun on September 8, 2022 and September 15, 2022 for further information. Further, three printed copies of the notice will be printed and posted for four (4) consecutive weeks at the following location: City Hall 200 SW 1<sup>st</sup> Street Lake Butler, Florida; [www.cityoflakebutler.com](http://www.cityoflakebutler.com) website; Union County Courthouse 55 West Main St Lake Butler, Florida.

If you have any questions, please call the City Manager's office at (386) 496-3401.

Should any person decide to appeal any decision made by the City Commission with respect to any matter considered at the hearings, he or she will need a record of the proceedings, and that, for such purposes, her or she will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Dale Walker, ICMA-CM, CGFM  
City Manager  
City of Lake Butler



Encs.: Ord. # 2022-02

**NOTICE IS HEREBY GIVEN**, pursuant to Section 171.044, Florida Statutes, as amended, that the ordinance, which title hereinafter appears, will be considered for enactment by the City Commission of the City Lake Butler, Florida, as a public hearing for the first reading of the Ordinance is to be held on September 20, 2022, at 6 p.m. EST in Council Chambers of the City of Lake Butler City Hall, located at 200 Southwest First Street, Lake Butler, FL 32054 and the second hearing/adoption hearing is to be held on October 18, 2022 at 6 p.m. EST at the same location. At the meetings all interested parties may appear and be heard with respect to the ordinance. The complete legal description of the area to be annexed, as well as a copy of the ordinance, can be obtained from the Office of the City Manager in the City Hall, as 200 Southwest First Street, Lake Butler, Florida, during regular business hours.

[illegible]

Ordinance No. 2022-02



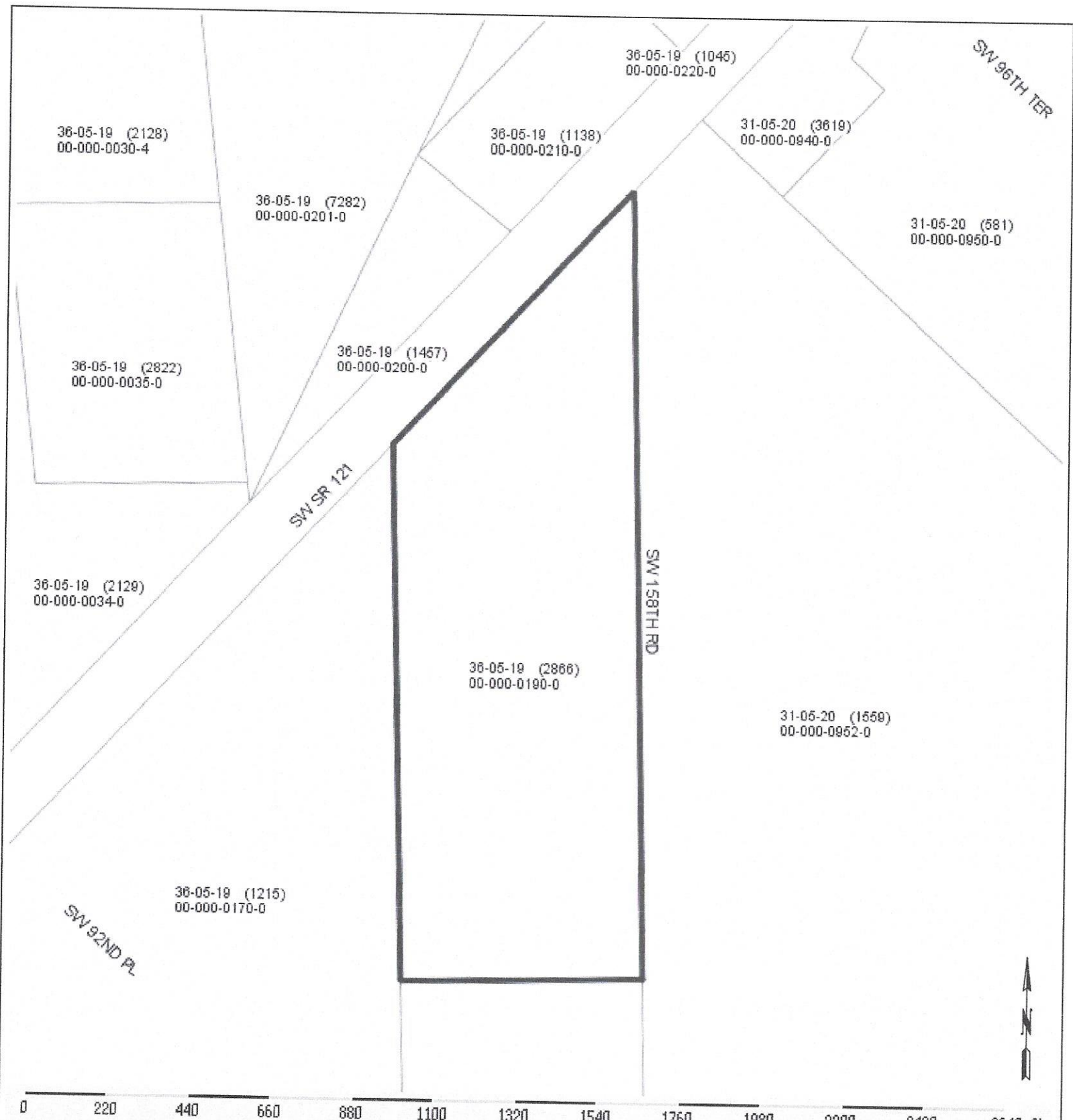
AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LAKE BUTLER, ANNEXING TO THE CITY OF LAKE BUTLER, FLORIDA,  $\pm$  27.6 ACRES OF LAND LOCATED IN TOWNSHIP 5 SOUTH- RANGE 19 EAST, SECTION 36 OF UNION COUNTY, MORE PARTICULARLY DESCRIBED AS COMMENCE AT A 4 INCH SQUARE CONCRETE MONUMENT (NOT IDENTIFIED) FOUND AT THE SOUTHEAST CORNER OF SAID SECTION 36, AND RUN NORTH 01 DEGREE 24 MINUTES 13 SECONDS WEST, ALONG THE EAST LINE OF SAID SECTION 36, A DISTANCE OF 984.65 FEET TO A 5/8 INCH IRON ROD (LABELED: LB6995) FOUND AT THE NORTHEAST CORNER OF A PARCEL OF LAND IDENTIFIED AS TAX PARCEL IDENTIFICATION NUMBER 36-05-19-00-000-0180-0, AND TO THE POINT OF BEGINNING OF THE HEREINAFTER DESCRIBED PARCEL OF LAND: THENCE RUN SOUTH 88 DEGREES 45 MINUTES 17 SECONDS WEST, ALONG THE NORTH LINE OF SAID TAX PARCEL, A DISTANCE OF 666.69 FEET TO A 5/8 INCH IRON ROD (LABELED: LB6995) FOUND AT THE NORTHWEST CORNER OF SAID TAX PARCEL; THENCE RUN NORTH 01 DEGREE 24 MINUTES 49 SECONDS WEST, ALONG THE EAST LINE OF A PARCEL OF LAND IDENTIFIED AS TAX PARCEL 36-05-19-00-000-0170-0, A DISTANCE OF 1458.59 FEET TO A 4 INCH SQUARE CONCRETE MONUMENT (NOT IDENTIFIED) FOUND AT THE INTERSECTION WITH THE SOUTHERLY RIGHT OF WAY LINE OF STATE ROAD NUMBER 121; THENCE RUN NORTH 42 DEGREES 46 MINUTES 14 SECONDS EAST, ALONG SAID SOUTHERLY RIGHT OF WAY LINE, A DISTANCE OF 957.10 FEET TO A 3 INCH SQUARE CONCRETE MONUMENT (LABELED: LB6995) FOUND AT THE INTERSECTION WITH THE AFORESAID EAST LINE OF SECTION 36; THENCE RUN SOUTH 01 DEGREE 24 MINUTES 13 SECONDS EAST, ALONG SAID EAST LINE OF SECTION 36, A DISTANCE OF 2146.89 FEET TO THE POINT OF BEGINNING.

The public hearing may be continued to one or more future dates. Any interested party shall be advised that the dates, times and places of any continuation of the public hearing shall be announced during the public hearing and that no further notices regarding the matter will be published, unless said continuation exceeds six calendar weeks from the date of the above referenced public hearing.

All persons are advised that, if they decide to appeal any decisions made at the public hearing, they will need a record of the proceedings and, for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Any person requiring auxiliary aids and services at this meeting may contact the City Manager's Office at 386.496.3401 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 800.955.8770 (voice) or 800.955.8771 (TTY).





**Union County Property Appraiser**

Bruce D. Dukes | Lake Butler, Florida | 386-496-3431

**PARCEL: 36-05-19-00-000-0190-0 (2866)** | SOD FARM (5380) | 27.6 AC  
EAST 1/2 OF EAST 1/2 OF EAST 1/2, SOUTH OF SR, EXC SOUTH 15 CHAINS. (27.6 AC) (ORB 287, P 666) (SEC 36-5-19)

**EXHIBIT A**

**CITY OF LAKE BUTLER, UNION COUNTY, FLORIDA**

441325 D  
~~572472 D~~  
UNION COUNTY AGREEMENT NO. 2022-

ENGINEERING AGREEMENT BETWEEN  
UNION COUNTY BOARD OF COUNTY COMMISSIONERS  
AND  
NORTH FLORIDA PROFESSIONAL SERVICES, INC.

**CR 18 Widening and Resurfacing**

This AGREEMENT for Civil Engineering/Consulting Services, by and between Union County Board of Commissioners, (hereinafter "County") with its principal office at 15 NE 1<sup>st</sup> Street, Lake Butler, Florida 32054 and North Florida Professional Services, Inc., a Florida corporation (hereinafter "NFPS"), with its principal office at P.O. Box 3823, Lake City, FL 32056.

WITNESSETH:

**ARTICLE I**

Term: This Agreement shall be for the period of time beginning on the date of execution by the last party signing the agreement until the end of the project, unless terminated earlier as provided herein.

**ARTICLE II**

Scope of Services. NFPS will provide engineering and support services as outlined in the County's RFQ and NFPS's Fee Proposal for design and permitting, each attached hereto and made a part of this Agreement. Services to be provided include, but are not necessarily limited to, surveying; subsurface exploration; geotechnical analysis; utility coordination; environmental permitting; design analysis; project plans preparation, bidding documents and initial construction contract documents; engineering design reports; cost estimating and scheduling, attendance at meetings; and other services as may be requested by the COUNTY in additional Task Orders.

NFPS's responsibilities shall be as set forth in the attached Fee Proposal and relevant Design Task Descriptions.

**ARTICLE III**

Payment. The COUNTY will pay the NFPS on a percentage of completion, as based on the compensation reflected in the NFPS Fee Proposal. In cases where the COUNTY desires to authorize additional services on a time and material basis, the salary rates and non-labor direct costs shall be separately negotiated and be the subject of a separate Task Order. COUNTY shall pay undisputed portions of each progress invoice within thirty (30) days of the date of the receipt of the invoice. If payment is not maintained on a thirty (30) day current basis, NFPS may suspend further performance until payments are current. COUNTY shall notify NFPS of any disputed amount within fifteen (15) days from date of the receipt of the invoice, give reasons for the objection, and promptly pay the undisputed amount.

**ARTICLE IV**



Relationship of the Parties, Joint Cooperation. This Agreement shall not in any manner be construed as to create the relationship of principal and agent, partnership or joint venture or of any association between the COUNTY and NFPS. The closest collaboration and cooperation shall be maintained by NFPS with representatives of the COUNTY and the COUNTY will be entitled at all times to be advised, at its request, of the status of work done by NFPS and of the details thereof. NFPS will provide periodic reports of ongoing tasks accompanying each invoice for payment. The COUNTY shall furnish to NFPS all pertinent existing information deemed necessary by NFPS to be relevant to the execution of the Project. The COUNTY will have the right to inspect the work of NFPS at any time.

#### ARTICLE V

Ownership and Reuse of Documents. All tracings, plans, specifications, maps, computer data prepared or obtained under a specific Assignment of this Agreement shall remain the property of the COUNTY. However, any use of plans and specifications, except for the use specifically intended by the documents, will be at the COUNTY's sole risk and the COUNTY will indemnify NFPS from any and all claims and liabilities which may result from re-use of work documents for purposes other than that intended.

#### ARTICLE VI

Changes in the Work/Claims. COUNTY shall have the right at any time during the progress of a project to increase or decrease the work. Promptly after being notified of a change, NFPS shall submit an itemized estimate of any cost or time increases or savings it foresees as a result of the change. In any event that a requested change results in work which NFPS asserts is not covered by this Agreement, a claim by NFPS shall be made in writing to the COUNTY within seven calendar days after the first day of the event giving rise to such claim or else NFPS shall be deemed to have waived the claim for additional payment. Written supporting data shall be submitted to the COUNTY within fifteen (15) calendar days after the occurrence of the event, unless the COUNTY grants additional time in writing, or else NFPS shall be deemed to have waived the claim for payment of the additional services. In the event the COUNTY and NFPS are unable to agree on the change in compensation, NFPS shall proceed diligently with its performance as directed by the COUNTY, regardless of any pending Claim, action, suit or administrative proceeding, unless otherwise agreed to by the COUNTY in writing and the COUNTY shall continue to make payments in accordance with the Agreement during the pendency of any Claim.

#### ARTICLE VII

Laws and Ordinances. The NFPS shall comply with Federal, State and local laws and ordinances applicable to the work.

## ARTICLE VIII

Assignment. NFPS is allowed to contract with subconsultants for elements of work that require special certifications, like geotechnical analysis or wetland delineation.

## ARTICLE IX

Termination. The provisions of this Agreement may be terminated by either party without cause, in which event at least thirty (30) days prior written notice of such termination shall be given to the other.

- (1) In the event the COUNTY causes abandonment, termination, or suspension of this Agreement or parts thereof, NFPS shall be compensated for services rendered up to the time of such termination on a quantum merit basis and documents shall remain the property of the COUNTY as outlined in Article V.
- (2) In the event the NFPS terminates this contract without cause, the COUNTY shall have full authority to appropriate or use all tracings, plans, specifications, maps, computer programs and data prepared or obtained under a specific Task Order under this Agreement and may enter into an agreement with others for the completion of the work under this contract. All costs and damages incurred by the COUNTY because of such termination by NFPS, including the cost of completing the work under this contract or any task order, shall be charged to NFPS. In case the expense so incurred by the COUNTY is less than the sum which would have been payable to the NFPS if the work had been completed under this contract, NFPS shall NOT receive the difference. In case the expense exceeds the sum which would have been payable under the contract, then NFPS shall be liable to pay the COUNTY such excess.

## ARTICLE X

Truth in Negotiations. NFPS warrants that the wage rates and other factual unit costs supporting the lump sum compensation for this Agreement are accurate, complete and in adherence to the hourly rates in force under the current continuing services contract between NFPS and the COUNTY.

## ARTICLE XI

Prohibition Against Contingent Fees. The NFPS warrants that it has not employed or retained any NFPS or person other than a bona fide employee working solely for the NFPS to solicit or secure this Agreement and that it has not paid or agreed to pay any person, NFPS, corporation, individual or firm other than a bona fide employee of the NFPS any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of this Agreement.

## ARTICLE XII

Access to Records. The COUNTY, FDOT and any other duly authorized representative shall have access to any books, documents, papers and records of NFPS which are directly pertinent to this Agreement for the purpose of making audits, examinations, excerpts and transcriptions. Further, NFPS understands that the public shall have access, at all reasonable times, to all documents and information pertaining to County contracts,



subject to the provisions and limitations of Chapter 119, Florida Statutes, and agrees to allow access by the County and the public to all documents subject to disclosure as prescribed under applicable law except to those documents properly marked by NFPS as privileged and confidential. NFPS shall maintain all project records for five (5) years after final payment is made and after all other pending matters are closed, whichever is later.

#### ARTICLE XIII

Indemnification. NFPS shall indemnify COUNTY and employees, for any damage, injury or loss claimed by a third party claimant to the extent caused by the negligence, or willful misconduct of NFPS, its employees or subconsultants.

COUNTY shall indemnify NFPS, its agents, and employees and subcontractors, for any damage, injury or loss claimed by the third party claimant to the extent caused by the negligence, breach of contract or willful misconduct of the COUNTY, its employees, agents and other contractors.

#### ARTICLE XIV

Applicable Law/Venue. In the event that any dispute arises or any action or proceeding is brought to enforce the terms of this Agreement, Florida law shall apply. The parties agree that the exclusive venue for any such dispute, action or proceeding shall be the court of appropriate jurisdiction located in Union County, Florida, and the prevailing party shall be entitled to recover the cost of the action and reasonable attorneys' fees and costs.

(Remainder of page left intentionally blank)

Signatures appear on the following page

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed, the day and year first above written.

ATTEST:

By: 

Kellie H. Rhoades  
Clerk

Date: 8/9/22

UNION COUNTY BOARD OF  
COUNTY COMMISSIONERS

By: 

James Tallman  
Chairman

Date: 8-9-22

ATTEST:

By: \_\_\_\_\_

Date: \_\_\_\_\_

NORTH FLORIDA PROFESSIONAL  
SERVICES, INC.

By: \_\_\_\_\_

Date: \_\_\_\_\_

NORTH FLORIDA PROFESSIONAL SERVICES, INC  
**FEE PROPOSAL**  
For  
**DESIGN AND PERMITTING SERVICES**

**CR 18 Widening and Resurfacing in Union County**

From Columbia County line to SR 121



Prepared for:  
Union County Board of County Commissioners

July 23, 2022

## Introduction

North Florida Professional Services (NFPS) is pleased to submit this Fee Proposal for providing the engineering, permitting and project management services needed for the widening and resurfacing of CR 18, from the Columbia County line to SR 121. The total length of the project is 6.4 miles. This project is funded by an FDOT grant, under FPID # 441325-1. The total grant funding was \$4,654,000 which includes design, construction and CEI phases. NFPS was selected to do the design work as part of a competitive advertisement that followed CCNA rules.

## Scope of Work

The deliverables that are required under this Engineering Services contract are:

1. A full design package, signed and sealed by a Professional Engineer licensed in the State of Florida, including contract plans, specifications, construction cost estimates, surveys, bid documents and any other reports, documents or information relevant to this project. The project will be designed to Florida Greenbook criteria, as required by the FDOT grant agreement.
2. Copies of all required permits, including but not limited to FDOT, SRWMD and FDEP.

A detailed description of the anticipated tasks is provided in Appendix A.

## Compensation

Based on our understanding of the work activities described in the RFP, and the associated work tasks described herein, our fee for the execution of this Design Services contract is broken down as follows:

Project General and Common Tasks	\$ 23,687
Roadway Analysis	\$ 53,295
Roadway Plans	\$ 74,022
Drainage Analysis	\$ 26,648
Drainage Plans	\$ 29,609
Utility Coordination	\$ 11,843
Environmental Permitting	\$ 20,726
Signing and Pavement Markings Analysis	\$ 17,765
Signing and Pavement Marking Plans	\$ 38,491
Surveying (field work and file processing)	\$ 48,000
<u>Subconsultant fees for geotech and wetlands</u>	<u>\$ 17,000</u>
<b>TOTAL FEE</b>	<b>\$361,086</b>

(FDOT ALLOCATED \$750,000 FOR THE DESIGN PHASE)



## APPENDIX A

### DESIGN TASK DESCRIPTIONS

#### Survey

**Horizontal Project Control** – includes researching datum records and existing maps, collecting field data on existing monumentation and maintained limits, establishing horizontal control points that are referenced to state plane coordinates and establishing a baseline of survey.

**Vertical Project Control** – includes researching vertical datum records and benchmark information and establishing vertical control points that are referenced to NAVD datum.

**Topography / DTM (3D)** – includes the field survey work required to pick up existing topographical features and ground points. Also includes the file processing required to create proper topographic symbology and a digital terrain model of the existing ground surface.

**Underground Utility locates** – includes the analysis of existing information regarding existing utility facilities in the project area, coordination with locate services and field survey work to collect location information on field-located facilities.

**R/W Data** – includes researching existing plats and deeds, the field work to locate existing monumentation.

**Coordination** – communication and action planning with owners, Design staff and stakeholders.

**Survey Office Support and File Processing** - Includes the processing of the raw data files into CADD-compliant topographic drawings and Quality control reviews of the data.

#### Geotechnical Analysis

**Soil Borings** - collect soil borings to check for unsuitable soils and establish resilient modulus values for pavement design purposes.

#### Roadway Analysis

**Design Report** – prepare a Design Report that summarizes the project intent, existing conditions and applicable Design criteria.

**Typical Section analysis and selection** – includes the review of the existing roadway features, operating characteristics, traffic data and functional classification of the

## APPENDIX A

### DESIGN TASK DESCRIPTIONS

roadway. Analysis of this data and an understanding of the projected future use will result in the creation of a proposed Design Speed and Typical Section for the project.

**Pavement Design analysis and selection** – includes the collection of traffic loading data (including projected traffic for the design service year) and modulus numbers for the subgrade soils. Using this information, a required structural number will be established and a pavement design will be prepared in accordance with the *FDOT Flexible Pavement Design Manual*.

**Evaluation of Critical Design Elements** – includes an analysis of the Florida Greenbook criteria for design speed, lane widths, shoulder widths, horizontal alignment, super-elevation, vertical alignment, grade, stopping sight distance, cross slope and clear recovery area. The design criteria for these elements will be established and met if feasible. When constraints prevent the criteria from being met, mitigation features will be utilized and exceptions prepared.

**Evaluation of drainage** – includes the evaluation of existing surface water flow patterns, outfall locations and flooding history. Also includes an evaluation for cross-drain culverts.

**Evaluation of side drains and ditches** – includes the evaluation of existing surface water flow patterns and the need for side drain structures. Existing side drains will be evaluated for condition, horizontal clearance requirements, capacity, and safety treatments for the pipe ends. New side drains will be sized and added as required to maintain lateral flow to established outfall areas.

**Preparation of Design Exceptions** – where any of the critical design elements cannot meet the established design criteria, a design exception will be prepared and approved by the Engineer of Record and the local government's designated authority.

**Horizontal / Vertical Master Design files** – includes efforts required for establishing the master design files for the horizontal and vertical geometry. Includes the work effort to create elements showing the alignment for both horizontal and vertical geometrics in the plan/profile sheets. Includes efforts to create criteria files for auto-labeling. Also, includes all efforts to analyze and refine plan/profile geometrics.

**Cross Section Design Files** – the cross sections will be prepared using a 3D model so hours for that effort are included in the 3D Modeling activity.

**Temporary Traffic Control** – evaluate schemes for lane closures and proper warning signs

**Quantities / Cost Estimates** – includes the calculation of quantities, establishing the appropriate pay items, the analysis of local market conditions in establishing realistic



## APPENDIX A

### DESIGN TASK DESCRIPTIONS

unit prices and an estimate of the total project construction cost. This estimate will be created at the concept stage and will be updated at Phase III plans and at FINAL plans.

**Field reviews** – includes field reviews by staff needed to collect information and to meet with utility representatives or local stakeholders.

**Technical Meetings (County, FDOT, Reg. Agencies)** – travel and time spent meeting with County staff, regulatory agencies, emergency responders and other stakeholders.

**QA/QC** – includes continuous quality control checks by front-line supervisors, internal peer review by our senior Engineers and constructability reviews by our senior CEI staff.

**Coordination** – communication and action planning with owners, Design staff and stakeholders.

#### Roadway Plans Production

**Key Sheet** – preparation of the key sheet, in general conformance with the FDOT FDM.

**Signature Sheet** – create signature sheet for digitally signing/sealing the plans.

**Typical Sections** – preparation of typical sections, in general conformance with the FDOT FDM.

**Typical Section details** – preparation of any required typical section details, in general conformance with the FDOT FDM.

**General Notes / Pay Item notes** – preparation of the relevant notes and project specific pay instructions, in general conformance with the FDOT FDM.

**Project Layout Sheet** – prepare visual index to where specific roads are located in the plans.

**Plan/Profile sheets** – preparation of the roadway plan sheets, in general conformance with the FDOT FDM

**Special details** – preparation of any necessary special details that clarify instructions to the contractor, in general conformance with the FDOT FDM.

**Cross sections** – preparation of roadway cross sections, in general conformance with the FDOT FDM

**Temporary traffic control plans** – preparation of the temporary traffic control plan for maintenance of traffic during construction, in general conformance with the FDOT FDM.

## **APPENDIX A**

### **DESIGN TASK DESCRIPTIONS**

**Stormwater pollution prevention plans** – preparation of a stormwater pollution prevention plan that follows the requirements of the Florida Erosion and Sediment Control Manual and in general conformance with the FDOT FDM, chapter 251.

**Summary of Quantity Sheets** – create summary boxes of the quantities

**Project Control Sheet** – provides information on horizontal and vertical control points

**QA/QC** – includes continuous quality control checks by front-line supervisors, internal peer review by our senior Engineers and constructability reviews by our senior CEI staff.

#### **Drainage Analysis**

**Base Clearance** – identify areas where the normal high water may frequently saturate the subgrade and provide proper clearances with selection of the profile grade. Evaluate clearances above the crown of cross drain pipe.

**Design of Cross Drains** – identify natural low areas that collect and convey stormwater runoff. Delineate drainage basins and flow characteristics and size conveyance pipes. Design proper safety end treatments for pipe ends.

**Design of Ditches** – evaluate flow capacity, flow patterns, placement and size of side drain pipe and evaluate the need for ditch lining or rubble rip rap.

**Quantities** – prepare estimated pipe lengths, end treatments, sod, rip rap

**Field Reviews** – to gather data on existing runoff conditions, conveyance means and outfall areas

**QA/QC** – frequent quality checks of staff work

#### **Drainage Plans**

**Drainage Structures** – draw cross-sectional view of all drainage structures and label them.

**Erosion Control details** – prepare details for staked silt fence and other sedimentation barriers.



## APPENDIX A

### DESIGN TASK DESCRIPTIONS

#### Utility Coordination

**Identify Existing Utility Owners (UAOs)** – includes calling in a Design Ticket to Sunshine 811 to establish utility owner contact information and to begin coordination of locating existing utilities.

**Initial Utility Coordination and request for mark-ups** – contact each UAO and request that they provide location information on their existing facilities.

**Review Utility Mark-ups** – translate utility location information to the plans and evaluate conflict points.

**Utility coordination / follow-up** – includes discussion with utility owners regarding known conflicts and the resolution to those conflicts.

**Coordination** – includes regular communication with UAO's and design staff to ensure that any known utility conflict is addressed and Utility Work Schedules can be secured.

**Utility Work Schedules** – prepare draft Utility Work Schedules for UAO approval and signature.

#### Environmental Permitting

**Preliminary Project Research and Determination of Need** – includes analysis of existing field conditions, establishing wetland lines and potential impacts. Also includes the determination of the type of environmental permits that may be required. **It is anticipated that there are wetland impacts that will require 404 wetland impact permitting with the DEP and there will be substantial coordination effort, expense and time delays associated with it.**

**Establish Wetland lines** – delineation will be done by a certified wetland evaluator under a subcontractor agreement.

**Agency verification of Wetland lines** – participate in a joint field meeting with DEP and SRWMD to agree on wetland delineation and WOTUS determination.

**Environmental Permit Applications** – prepare and submit applications for a WMD General Permit and a DEP 404 permit. This includes dredge and fill sketches, location maps, historical aerials, lidar contours of the basin.

**Prepare UMAM scores** – UMAM scoring will be done by a certified wetland specialist under a subcontractor agreement.

**Compensatory Mitigation Plan** – it is anticipated that DEP will require mitigation for minor wetland impacts. A mitigation plan will be created that utilizes a mitigation bank.

## **APPENDIX A**

### **DESIGN TASK DESCRIPTIONS**

**Mitigation Coordination and meetings** – lots of coordination with DEP, the County and mitigation bank representatives.

**Coordination** – includes regular communication with regulatory staff regarding permitting, during pre-application meetings and the various stages of permit review.

#### **Signing and Pavement Marking Analysis**

**Sign inventory and analysis** – includes a field analysis of the need for signs on the project, based on current standards and proposed geometrics.

**No Passing Zone analysis** – evaluate the need for no passing zones based on the MUTCD.

**Signing and Pavement Marking Master Design File** – develop master design file showing all pavement markings.

**Quantities / Cost estimates** – includes the calculation of quantities, the analysis of local market conditions in establishing realistic unit prices and an estimate of the total project construction cost. This estimate will be created at the concept stage and will be updated at Phase II plans and at final plans.

**QA/QC** – daily oversight of criteria application, calculations, quantities

**Coordination** – communication and action planning with owners, Design staff and stakeholders.

#### **Signing and Pavement Marking Plans Production**

**Key sheet** – preparation of the key sheet, in general conformance with the FDOT FDM.

**Signature Sheet** -

**Summary of Pay Items** – preparation of the key sheet, in general conformance with the FDOT FDM.

**General notes / Pay Item notes** – preparation of the key sheet, in general conformance with the FDOT FDM.

**Plan sheets** – preparation of the key sheet, in general conformance with the FDOT FDM and select FDOT Design Standards.

**Special details** – preparation of the key sheet, in general conformance with the FDOT FDM and select FDOT Design Standards.

## **APPENDIX A**

### **DESIGN TASK DESCRIPTIONS**

**QA/QC** – includes continuous quality control checks by front-line supervisors, internal peer review by our senior Engineers and constructability reviews by our senior CEI staff.

#### **General Tasks**

**Invoice documentation** – includes the preparation and submission of the required forms and documents to justify invoices.

**Progress Reports** – includes the preparation and submission of progress reports to the County.

**Reimbursement support** – includes support to County staff to help secure reimbursement from FDOT for invoice payments.

**Contract Maintenance and Project Documentation** – includes project management efforts to set up and maintain files, electronic folders and documents, submittal of project documentation.

**Project Manager meetings**

**Draft Bid package preparation**

**Prepare Notice to Contractors and Project Advertisement**

**Pre-bid conference – IF REQUIRED**

**Receive/answer bidders' questions**

**Prepare and issue written addenda**

**Review bids received**

**Award recommendation**

**Post Design Services:**

Provide support to CEI staff – includes being responsive to contractors' questions and providing technical support during construction.

Prepare revisions as necessary – includes the preparation of any required plans revisions after the letting of the project.

Shop drawing review



# UNION COUNTY, FLORIDA

## REQUEST FOR QUALIFICATIONS RESURFACING OF CR 18 FROM COLUMBIA COUNTY LINE TO SR 121 FINANCIAL PROJECT ID NUMBER: 441325-1-34-01

The Union County Board of County Commissioners is soliciting Request for Qualifications from professional firms, registered in the State of Florida, pursuant to Section 287.055, Florida Statutes, known as the Consultant Competitive Negotiation Act (CCNA), to provide design engineering services for the above listed project.

The purpose of the Request for Qualifications (RFQ) is to set forth the requirements and procedures for the submission of qualifications from person or firms interested in performing the desired work. This RFQ includes pertinent introductory information, describes the work desired, sets forth the submittal requirements, and describes the consultant selection procedure to be followed.

### PROJECT DESCRIPTION

The Union County Board of County Commissioners, with support from the Florida Department of Transportation, will design resurfacing of CR 18 from Columbia County Line to SR 121. All engineering design and construction shall be in accordance with local, state and federal laws and regulations.

Completion of the project is anticipated during calendar year 2022.

### CONSULTANT SCOPE OF SERVICES

The purpose of this section is to describe the desired consultant services, management of the desired work, and the type of consulting contract required. The scope of professional services listed below is not intended to be all inclusive of the work to be performed. This generalized scope has been prepared so that the responses can be written using a common base. Conditions may arise which will necessitate revisions in the type of services required.

Design services for this project may include the following technical expertise and others as necessary: (this work mix will vary)

- Civil engineering
- Permitting in right-of-way
- Surveying
- Utility location and verification
- Geotechnical engineering
- Cost estimating/scheduling
- Quality assurance and quality control
- Construction management

### STATEMENT OF QUALIFICATIONS REQUIREMENTS

The purpose of this section is to describe what is being requested for inclusion in the statement of qualifications and the procedures for submittal by the consultant.

#### **CONTENTS OF CONSULTANT SUBMITTAL**

7 copies of the submittal are required. Responding persons or firms are encouraged to include as much pertinent data and information as necessary to ensure proper evaluation of the qualifications. Please index all submittals with tabs labeled as per **BOLD** typeface below. Each submittal must be organized according to the following outline:

- A. **COVER LETTER** (maximum of 2 pages)
  - Summarize key points and qualifications most relevant
  - Approach to performing the required services
  - Identify team
  - Provide name of contact person, phone, fax and email address
- B. **RELEVANT QUALIFICATIONS** (maximum of 12 pages)
  - Person or firm's history, size, qualifications and professional composition.
  - Description of the company's past and current assignments which are related to the type of services required by this solicitation.
  - If the company has multiple offices, qualifications should represent the work of the office proposed for this project, not the firm as a whole.
  - Disadvantage Business Enterprise (DBE) participation on the project team.
- C. **RELEVANT EXPERIENCE** (maximum of 15 pages)
  - Briefly state current or past project names; beginning/ending dates of project; scope of work and construction value or cost.
  - Describe the role of the firm.
  - Note if any individual on the project team did the work while with other firms.
- D. **PROJECT TEAM** (maximum of 15 pages)
  - Identify proposed key team members.
  - Summarize proposed roles/responsibilities for this project.
  - Describe previous collaborative experience of team members.
  - Provide Project Team Organizational Chart.
  - Key team member resumes.
  - A letter confirming that key staff members will be assigned to the project, will conduct the work, and will be available for the project duration.
- E. **QUALITY CONTROL** (maximum of 15 pages)
  - Concisely describe cost and quality control techniques.
  - Include benefits attributable to these techniques.
  - Cite examples of recently prepared construction documents.

F. REFERENCES (3-4 names, titles, current mail and e-mail addresses and phone numbers)

- Provide client references relevant to the projects.

G. APPENDIX (items to be included)

- Firm brochure with background information.

**SUBMITTAL REQUIREMENTS**

The Statement of Qualifications shall be prepared and submitted in accordance with the requirements described below.

The Statement of Qualifications shall be submitted on letter-size (8-1/2 inches x 11 inches) paper and bound.

Proposals must be submitted in one (1) original form and three (3) signed copies in a SEALED ENVELOPE PLAINLY MARKED WITH THE RFQ PROJECT NAME, and addressed to the attention of Board Secretary, Dianne Hannon. Please mark the envelope clearly as follows:

STATEMENT OF QUALIFICATIONS  
PROFESSIONAL CONSULTING SERVICES  
RESURFACING OF CR 18 FROM COLUMBIA COUNTY LINE TO SR 121  
FINANCIAL PROJECT ID NUMBER: 441325-1-34-01

15 NORTHEAST 1<sup>ST</sup> STREET  
LAKE BUTLER, FLORIDA 32054

**DUE NO LATER THAN 2:00 P.M., TUESDAY, APRIL 5, 2022**

Qualifications received after the specified due date and time will be rejected and returned to the sender unopened. No responsibility shall be attached to any County representative or employee for the premature opening of a proposal not properly addressed or identified. The Union County Board of County Commissioners reserves the right to reject any and all submittals of qualifications and to waive informalities and minor irregularities in submittals received.

**COMPENSATION FOR SERVICES**

Union County Board of County Commissioners anticipates services to be rendered for services and expenses established in the agreement between Union County Board of County Commissioners and the Consultant and will consider the complexity, scope, duration of the relevant task.

Based upon the results of the work, the Union County Board of County Commissioners will retain the right to modify or cancel the scope of services for any subsequent work pursuant to provisions of services agreement.

**EVALUATION AND AWARD PROCEDURES**



The selection process will be in accordance with s. 287.055, Florida Statutes, the Consultant's Competitive Negotiation Act (CCNA). All submissions will be reviewed and ranked by a selection committee. Ranking will be based on the items listed above as presented in the Statement of Qualifications. The County's selection committee will rank the top three (3) firms and recommend concurrence by the County Commission. Upon approval of the County Commission, County staff will strive to negotiate contractual terms with the top ranked respondent. If negotiations with the selected consultant team are not successful, then the Union County Board of County Commissioner will initiate negotiations with the next ranked consultant.

#### **LIABILITY**

The Union County Board of County Commissioners is not responsible for any cost incurred by a respondent in the preparation of this request for qualification.

#### **CLARIFICATION OF SUBMITTAL**

The Union County Board of County Commissioners reserves the right to obtain clarification of any point in a respondent submittal or to obtain additional information.

#### **RESPONDENT QUESTIONS AND INQUIRIES**

Contacts relative to this RFQ may be made only to the contact person indicated below, and any such inquiries considered by the Union County Board of County Commissioners to provide the possibility of an advantage in the procurement process or to be of a substantive nature will not be answered unless the inquiry is made in writing. All inquiries must be submitted in writing, at least four (4) business days in advance of the deadline. Union County Board of County Commissioners will provide written responses to all written inquiries, and the County's written response will be made available to all recipients of this RFQ.

All oral and written inquiries must be made to the following contact person: County Coordinator, Jimmy Williams 15 Northeast 1<sup>st</sup> Street, Lake Butler, Florida 32054. 386-496-4241  
jwilliams@unioncounty-fl.gov

If a representative of any company or party submitting a response violates the foregoing prohibition, such contact may result in being disqualified from the procurement process. Any supplements or amendments to this RFQ must be in writing.

#### **BRIBERY AND LOBBY CLAUSE**

By submission of a statement of qualification response, the prospective company certifies that no one in their organization, any affiliate or sub-consultant has bribed or lobbied, or attempted to bribe or lobby any employee of the Union County Board of County Commissioners.

#### **INSURANCE REQUIREMENTS**

Workmen's compensation insurance in accordance with the laws of the State of Florida is sufficient to secure the benefits of the Florida Workmen's Compensation Law for all employees of the Contractor and employer's liability coverage providing limits as specified in the following paragraph:

Comprehensive General Liability	\$1,000,000 per person
Bodily Injury, including Death	\$1,000,000 each occurrence
Property Damage	\$1,000,000 each occurrence
	\$1,000,000 aggregate

Comprehensive Auto	\$ 500,000 each person
Auto Liability	

Bodily Injury, including Death	\$ 500,000 each occurrence
Property Damage	\$ 200,000 each accident
Professional Liability (errors and omissions)	\$1,000,000 minimum

In addition, worker's compensation insurance will be required. Furthermore, the Consultant will be required to indemnify, hold harmless, and defend the Union County Board of County Commissioners and their officer and directors, representatives, and employees from any and all suits or claims for damages or injuries, including death, to any and all persons or property, arising out of the Consultant's work, product, services or operations under this procurement including any negligent act or omission on the part of the selected firm or its subcontractors, in any.

**GRANT AGREEMENT NO. FM704  
BETWEEN  
STATE OF FLORIDA  
DEPARTMENT OF FINANCIAL SERVICES  
AND  
UNION COUNTY BOARD OF COUNTY COMMISSIONERS**

**THIS GRANT AGREEMENT** (Agreement) is made and entered into by and between the Department of Financial Services (Department), an agency of the state of Florida (State), and the Union County Board of County Commissioners (Grantee) and is effective as of the date last signed. The Department and the Grantee are sometimes referred to herein individually as a "Party" or collectively as the "Parties."

**THIS AGREEMENT IS ENTERED INTO BASED ON THE FOLLOWING REPRESENTATIONS:**

**WHEREAS**, the Department, through its Division of State Fire Marshal (Division), has the authority, pursuant to a specific appropriation of the General Appropriations Act, to grant funds to the Grantee; and

**WHEREAS**, the Grantee represents that it is fully qualified and eligible to receive these grant funds to perform the tasks identified herein in accordance with the terms and conditions hereinafter set forth.

**NOW THEREFORE**, the Department and the Grantee do mutually agree as follows:

**A. Tasks and Performance Requirements:**

In accordance with line 2377A of the General Appropriations Act for the 2021-2022 State fiscal year, the Grantee shall perform the tasks specified herein in accordance with the terms and conditions of this Agreement, including its attachments and exhibits, which are incorporated by reference herein.

The funds shall be utilized to design and construct a fire station, and the performance requirements specifically described in Attachment 1, Scope of Work (herein referred to as the "SOW").

**B. Incorporation of Laws, Rules, Regulations, and Policies:**

The Parties shall comply with the applicable state and federal laws, rules, regulations, and policies, including, but not limited to, those identified in this Agreement.

**C. Performance Period:**

The performance period for this Agreement begins on July 1, 2021, and ends after completion of all deliverables, upon depletion of funding, or upon termination of funding, whichever occurs first, unless terminated earlier in accordance with the terms of this Agreement (Performance Period). No renewals or extensions of the Agreement are permitted.

**D. Funding Requirements of Section 215.971(1), Florida Statutes (F.S.):**



1. The Grantee may only expend funding under this Agreement for allowable costs resulting from obligations incurred during the Performance Period.
2. The Grantee shall refund to the Department any balance of unobligated funds that was advanced or paid to the Grantee.
3. The Grantee shall refund to the Department all funds paid in excess of the amount to which the Grantee or its subrecipients are entitled under the terms and conditions of the Agreement.

**E. Agreement Payment and Funding Considerations:**

1. Compensation. This is a cost reimbursement agreement. This Agreement shall not exceed \$850,000, and payment shall only be issued by the Department after acceptance of the Grantee's performance as set forth by the terms and conditions of this Agreement. The State's and the Department's performance and obligation to pay under this Agreement after the State fiscal year referenced in Section A, above, is contingent upon the fixed capital outlay funding remaining available for use by the Grantee for the purpose specified herein.
2. Payment Process. Subject to the terms and conditions established in this Agreement and the billing procedures established by the Department, the Department agrees to pay the Grantee in accordance with section 215.422, F.S. The applicable interest rate can be obtained at: <http://www.myfloridacfo.com/Division/AA/Vendors>.
3. Grantee Rights. A Vendor Ombudsman has been established within the Department. The duties of this individual include acting as an advocate for grantees who may be experiencing problems in obtaining timely payment(s) from a State agency. The Vendor Ombudsman may be reached at (850) 413-5516.
4. Taxes. The Department is exempted from the payment of State sales and use tax and Federal Excise Tax. Unless otherwise provided by law, the Grantee, however, shall not be exempted from paying State sales and use tax to the appropriate governmental agencies, nor shall the Grantee be exempted from paying its suppliers for any taxes on materials used to fulfill its contractual obligations under this Agreement. The Grantee shall not use the Department's exemption number in securing such materials. The Grantee shall be responsible and liable for the payment of all its FICA/Social Security and other taxes resulting from this Agreement. The Grantee shall provide the Department its taxpayer identification number upon request.
5. Expenditures. All expenditures must be in compliance with the laws, rules, and regulations applicable to expenditures of State funds, including, but not limited to, the State of Florida Reference Guide for State Expenditures, which can be obtained at: [https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/referenceguideforstateexpenditures4a8dd8e7f6fd4eae3eb12363d341f74.pdf?sfvrsn=ae70963d\\_2](https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/referenceguideforstateexpenditures4a8dd8e7f6fd4eae3eb12363d341f74.pdf?sfvrsn=ae70963d_2). The Grantee may not spend funds received under this Agreement for the purposes of lobbying the Florida legislature, the judicial branch, or a State agency.
6. Invoice Detail. Invoices submitted by the Grantee must fulfill all requirements specified in the SOW and include all supporting documentation, when applicable. The Grantee shall also submit invoices in sufficient detail to fulfill all applicable requirements of the State of Florida Reference Guide for State Expenditures. All charges for performance under this Agreement or for reimbursement of expenses authorized by the Department shall be submitted to the Department in sufficient detail for a proper pre-audit and post-audit to be performed.
7. Interim Payments. Payments will be made to the Grantee only after the Department's acceptance of the deliverable(s) per the deliverable payment points identified in the SOW; however, if the Department determines that circumstances warrant, the Department may accept partial performance and make partial payment for the partial performance.
8. Advance Payments. If authorized by sections 215.422(15) or 216.181(16), F.S., and approved in writing by the Department, the Grantee may be provided an advance as part of this Agreement.

## Executive Summary

Presented by:

Eric Williams

Liberty National Life Insurance Company  
Jacksonville, FL Agency

July 21, 2022

We respectfully submit this Proposal for Voluntary Benefits to Union County Board of County Commissioners the opportunity to invite your employees to join the Liberty National family of policyholders. Liberty National provides life and supplemental health insurance to individuals, families and working Americans across the country. We are, and will continue to be, known as a low-cost provider because of our effectiveness and efficiency. After 120 years, success hasn't spoiled the business proposition we offered at the very beginning: Value.

Liberty National offers a Section 125 Premium Only Cafeteria Plan built around Internal Revenue Code Section 125 created in 1978 to provide tax savings to employers and employees. We are providing a custom illustration of estimated tax savings for Union County Board.

We have statistics that testify to our strong customer service in terms of Home Office support and online customer service tools. However, what sets us apart from other insurance companies is a commitment to one-on-one customer attention. The local Liberty National Agency office has an open door in your community for your employees who want to speak to a real person who can walk them through the needs that occur throughout the life of their policies. Agents that are there when your employees need them the most.

The policies proposed for Union County Board are portable and guaranteed renewable. This coverage can stay with the employee even into retirement. All premium rates for these policies are based on age. The policy benefits pay directly to the employee and pay in addition to other existing insurance. The Accident Policy is designed to provide coverage for certain losses resulting from a covered accident. In the event of an accident, an employee may use Liberty National's Quick Claims Process that will provide the benefit payment as a direct deposit into employee's account. Coverage is not provided for any loss resulting wholly or partially from sickness.

The Cancer policy benefits include first occurrence, hospital confinement, surgical, chemotherapy benefits and more. Benefits do not reduce with age. Benefit amounts are specified in the policy and the surgical schedule. Most benefits do NOT have lifetime maximums.

The Critical Illness policy provides a lump sum benefit, up to \$50,000, upon first diagnosis of a critical illness. Critical Illnesses include: Heart Attack, Stroke, End Stage Renal Failure, Major Organ Transplant, Total Loss of Eyesight and Total Loss of Hearing. This policy contains a 30 days waiting period. The Critical Illness policy is guaranteed renewable until age 65 at which time benefits cease.

Liberty National's Group Term Life insurance is unlike other group life products offered at work that go up in price when the employee retires, decreases in face amount, or even terminates altogether; our Group Term Life coverage remains in force to age 100, with the option to be paid up at age 65.

Additional information on these policies including rates is provided in the following pages. And, answers to common questions can be found on the last page of this document.

For more information about Liberty National Life Insurance Company, please log on to [www.libertynational.com](http://www.libertynational.com).

We encourage you to contact us with any questions or requests for additional information we may provide to better assist you in your decision making.

Eric Williams  
Liberty National Agency Director

(704) 652-2284



**RESOLUTION NO. 2022 - 08**

**RESOLUTION IN SUPPORT OF EFFORTS BY UNION COUNTY AND OTHER ENTITIES AND INDIVIDUALS TO PRESERVE, RESTORE AND RETURN THE UNION COUNTY COURTHOUSE AND SITE TO VIBRANT PUBLIC USE, INCLUDING THE UTILIZATION OF APPROPRIATE PUBLIC FUNDS TO PURSUE THESE EFFORTS**

**WHEREAS**, the Union County Board of County Commissioners of Union County, Florida, the “Governing Body” of said County, is greatly interested in providing for historic preservation for the county and in providing safe public access to that said historic preservation for the purposes of public enjoyment, education and county business; and

**WHEREAS**, the Union County Courthouse is an historic redbrick courthouse building located in Lake Butler, Florida; and

**WHEREAS**, the historic courthouse was designed by John Pearson in the Classical Revival style, it was built in 1936 by the Works Project Administration to serve Union County, a county which had been carved out of Bradford County in 1921; and

**WHEREAS**, the historic courthouse is located on the site of a former courthouse that served the county of New River, which was Bradford County’s original name; and

**WHEREAS**, in 1967 additions to the courthouse were designed by Harry E. Burns, Jr., and were built by Vinson J. Forrester, Jr.; and

**WHEREAS**, the Union County Board of County Commissioners seeks to preserve, restore, and rehabilitate to vibrant public use the Union County Historic Courthouse site in the best interests of the county and surrounding communities; and

**WHEREAS**, the Union County Board of County Commissioners believes the Union County Historic Courthouse structure and site should be restored and returned to vibrant public use in a timely manner and encourages the community and government to support these efforts.

**WHEREAS**, the Union County Board of County Commissioners supports efforts to preserve, restore and return the Union County Historic Courthouse and site to vibrant public use with utilization of appropriate public funds to secure the cash match funding of a successful grant application required of the Grantor, Florida Department of State’s Division of Historical Resources in regards to the Special Category Grant for FY 2024; and

**WHEREAS**, the cash match funds in the amount of \$31,251.00 will be available within 90 days of the grant award, as required of the Grantor, the Florida Department of State’s Division of Historical Resources; and

**WHEREAS**, the Union County Board of County Commissioners understands the match funds will not be utilized if the grant application is unsuccessful.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

Union County will apply for funding through the Florida Department of State’s Division of Historical Resources as a funding source for its Union County Historic Courthouse and dedicate cash match funds, with the project clearly meeting the desired parameters for project funding.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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Jimmy Tallman  
Chairman

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Kelly Hendricks Connell  
Clerk

## Dianne Hannon

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**From:** James Williams  
**Sent:** Wednesday, August 10, 2022 4:59 PM  
**To:** Dianne Hannon  
**Subject:** FW: Union Courthouse Historical Grant Resolution  
**Attachments:** Resolution.docx; Match Explanation.docx

Please complete resolution number and include both attachments to board pack

***James Williams, CPM, CBC***

Union County Coordinator  
15 NE 1<sup>st</sup> Street  
Lake Butler, Florida 32054  
Office 386.496.0027  
Cell 386-623-1316



*"Though no one can go back and make a brand new start, anyone can start from now and make a brand new ending." – Marcus Aurelius*

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**From:** Shannon Williams <swilliams@nfps.net>  
**Sent:** Wednesday, August 10, 2022 4:15 PM  
**To:** James Williams <countycoord@unioncounty-fl.gov>  
**Subject:** Union Courthouse Historical Grant Resolution

Hello Mr. Williams,

I have attached the draft resolution for the BOCC meeting on Monday. I guess a good name for the agenda would be "Union County Courthouse Historical Grant Match Resolution"

I have also attached a narrative as we discussed that should help the Board understand the purpose of the resolution and the scope of the services requested in the grant.

**I also need the County's UEI number. It's a Unique Entity ID Number distributed by grants.gov.**

Thank you so much for your help.



**Shannon Williams**  
Marketing Manager  
Grant Coordinator  
North Florida Professional Services, Inc.  
Post Office Box 3823, Lake City, FL 32056  
[1450 SW SR 47, Lake City, FL 32025](#)  
386-752-4675 Office | 386-292-1410 Cell





SMALL MATCHING AND SPECIAL CATEGORY GRANTS  
UNION COUNTY COURTHOUSE  
GRANT MATCH EXPLANATION

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This resolution is a requirement of the Florida Department of State (DOS) Special Category Historical grant.

Union County with the help of NFPS applied for this grant funding back in 2020 to restore the historic courthouse and we should have been funded but funds were reallocated to COVID relief. We have reapplied for this same funding in June 2022 for the maximum amount of \$500,000.00.

The scope of work requested in the grant include:

- Roof replacement
- Window and window casing replacement
- Plaster repair due to water damage from the leaking roof
- Exterior stonework repair
- ADA compliant entrance

The DOS Special Category Historical grant requires match funds dollar for dollar for most communities however Union is a REDI community and will receive a reduction in match funds.

For REDI communities, DOS requires a 25% match that can be a combination of cash and in-kind services. However, 25% of the 25% match is required to be cash. So, our request looks like this:

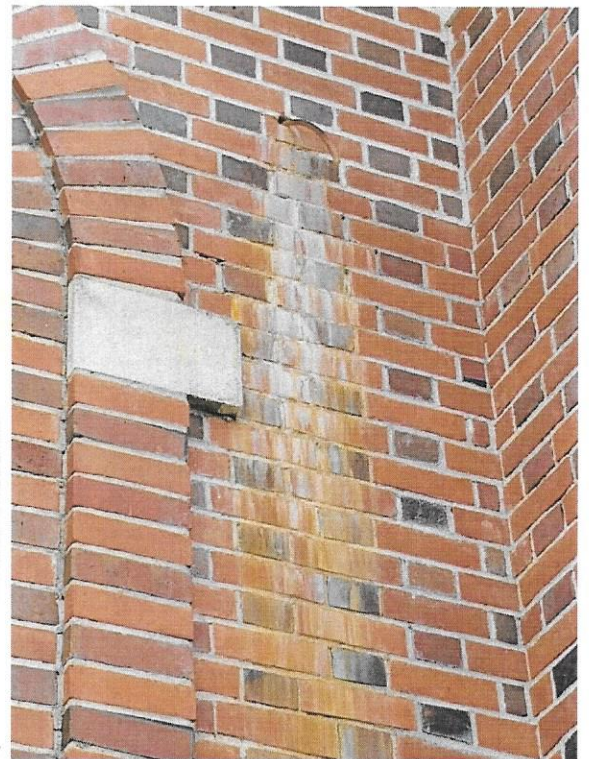
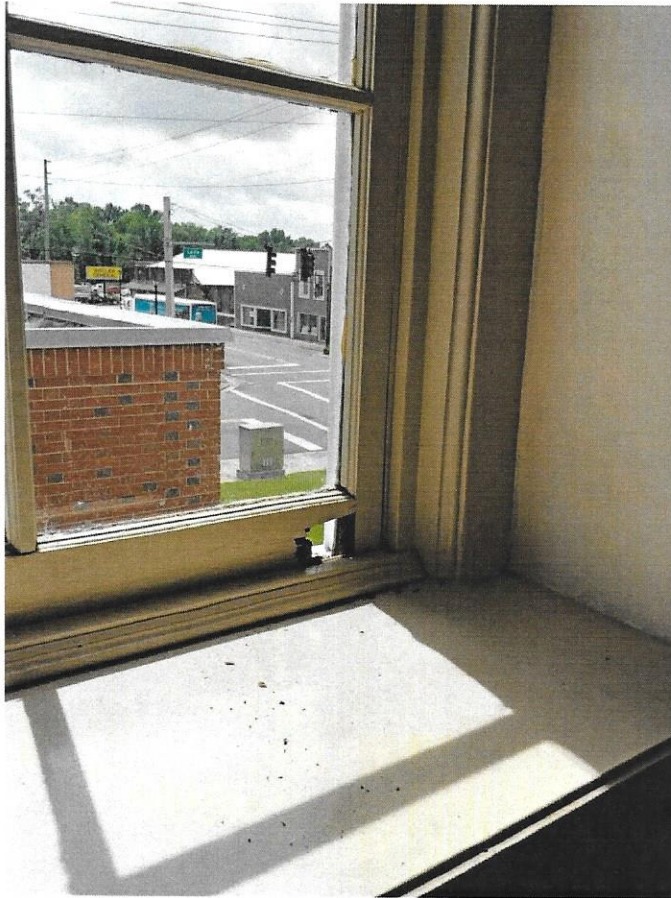
Project Request	\$500,000.00
REDI Community Match (25% of Project Total )	\$125,000.00
Required Cash (25% of Match Total)	\$31,250.00
Maximum In-Kind (75% of Match Total)	\$93,750.00





SMALL MATCHING AND SPECIAL CATEGORY GRANTS  
UNION COUNTY COURTHOUSE  
GRANT MATCH EXPLANATION

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SMALL MATCHING AND SPECIAL CATEGORY GRANTS  
UNION COUNTY COURTHOUSE  
GRANT MATCH EXPLANATION

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Roof Damage



# PPM CONSULTANTS, INC.

## Task Order 01 Authorization to Proceed

### PROJECT DESCRIPTION

Client Name: Union County, Florida Proposal No.: 22-70019 (Task Order #01)  
Client Contact: James Williams Email: [jwilliams@unioncounty-fl.gov](mailto:jwilliams@unioncounty-fl.gov)  
Client Phone: 386.496.4241 Client Fax: \_\_\_\_\_  
Billing Address: 15 NE 1<sup>st</sup> Street City/State/Zip: Lake Butler, FL 32054  
Site Name: N/A  
Site Address: N/A City/State/Zip: N/A  
Services to be Provided: Task Order 01: Project Management and Reporting

### PROJECT TERMS

Start Date Within two weeks of receipt of signed Task Order #01  
Project Fee: Not to Exceed \$15,000 without prior approval  
Billing Type: Time and Materials per the terms and conditions and Standard Rate Schedule provided in PPM Proposal No. 22-70019, authorized as the Master Contract between Union County and PPM.  
Terms: Per PPM Standard Terms and Conditions presented in PPM Proposal No. 22-70019 (Master Contract between Union County and PPM).

### AUTHORIZATION

I hereby authorize PPM Consultants, Inc. to provide the services described at the stated fee in accordance with PPM Business Terms and Conditions.

Name: James Williams  
Title: Executive Director  
Organization: Union County  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
PPM Representative: \_\_\_\_\_ Date: 07/19/2022



July 19, 2022

Mr. James Williams  
County Coordinator  
Union County, Florida  
15 NE 1<sup>st</sup> Street  
Lake Butler, Florida 32054

**Re: Environmental Consulting Services  
Union County, Florida 2022 EPA Brownfield Assessment Grant  
PPM Proposal No. 22-70019**

Dear Mr. Williams:

Thank you for allowing PPM Consultants, Inc. the opportunity to provide this proposal to Union County, Florida for the above-referenced project. We are committed to providing quality management and technical support services to Union County to help you to create a successful brownfield program and to meet the objectives of your recently awarded Environmental Protection Agency (EPA) brownfield grant. This proposal describes the scope of work to be completed, schedule, proposed cost, and business terms and conditions for completion of the work for the contractual tasks totaling \$370,000.00 as described in the Union County Brownfield Assessment Grant proposal submitted to EPA in December 2021.

## **1.0 SCOPE OF WORK**

As requested by Union County in the Request for Qualifications (RFQ), PPM proposes to assist Union County with the following scope of work:

- **Project Management and Reporting** – Assist Union County with programmatic activities associated with managing the grant and cooperative agreement with EPA.
- **Brownfields Site Inventory** – Coordinate with stakeholders to list and prioritize the project area brownfields properties based on the level of anticipated contamination and health risk, and redevelopment needs.
- **Environmental Site Assessments**—Complete as requested:
  - Phase I Environmental Site Assessments and updates using ASTM E 1527-21 in order to comply with U.S. EPA's All Appropriate Inquiry (AAI) rule;
  - Generic and site-specific Quality Assurance Project Plans (QAPP);
  - Phase II-Environmental Site Assessment Reports in accordance with ASTM Standard E 1903-11, and the approved work plan or QAPP, including drilling and sampling activities as needed to evaluate the presence and extent of Recognized Environmental Conditions;



# FLORIDA DEPARTMENT OF Environmental Protection

Florida Geological Survey  
3000 Commonwealth Boulevard, Suite 1  
Tallahassee, Florida 32303-3157

**Ron DeSantis**  
Governor

**Jeanette Nuñez**  
Lt. Governor

**Shawn Hamilton**  
Interim Secretary

July 25, 2022

Mr. James Williams, County Coordinator  
Union County Board of Commissioners  
15 NE 1<sup>st</sup> Street  
Lake Butler, FL 32054

The United States Geological Survey (USGS) Earth Mapping Resources Initiative (Earth MRI) program has allocated funds to the Florida Geological Survey (FGS) to complete a surficial geologic map, cross sections, and a geochemical assessment on target minerals within the area referred to herein as the Florida Focus Area (FFA). The target minerals of interest for this study consist of sand-size grains of ilmenite, leucoxene, zircon, rutile, staurolite, tourmaline, sillimanite, kyanite, corundum, monazite, and spinel that are collectively referred to as heavy-mineral sands. The USGS Earth MRI was established to collect geophysical, geochemical, geologic, and topographic data in areas of critical mineral potential across the Nation following Executive Order 13817 and Department of the Interior (Interior) Secretarial Order 3359. This initiative was established to evaluate critical mineral independence and security and assist in the collection of 2- and 3-dimensional geospatial data to produce geologic maps per the National Geologic Mapping Act (Public Law 102-285) and the National Cooperative Geologic Mapping Program (NCGMP).

The EMRI opportunity outlined above has presented the FGS an opportunity to focus current mapping efforts in and around the area defined as the EMRI-FFA. Several sites along County Roads (231, 238, 100, 121, 229, 125, 241, 18) located within the FFA and this adjacent mapping area (referred to here as the Lake City USGS 100k Quadrangle), have been and are currently being identified along the right-of-way (ROW) in an areas where the FGS has no subsurface geologic data. We request access to the premises to collect samples for and conduct investigations in surficial (2D) and 3D geologic mapping. Attached is 1) a map delineating the roads identified within Union County (p. 3) and 2) a map illustrating the current spatial distribution of subsurface samples currently stored in our collection facility (p. 4). Our primary goal with regards to these sites are to collect samples necessary for surficial- and 3D-geologic mapping. Any permissible data collection would improve our geologic interpretations and support ongoing efforts to provide quality geologic and environmental data for the state of Florida.

Should Union County approve our request for sampling and surficial investigation, the FGS will coordinate with the designated county representative. FGS will submit a site map and accompanying table containing site locations and adjacent parcel information as a part of a Site Access Agreement (please see example provided). All sites and work approved through your agency will take place within the county-owned ROW. FGS vehicles, staff, and sampling equipment will observe an 8-foot rule and conduct any sampling more than 8 feet from the edge of the paved roadway. Specific sites, once



selected, will be cleared through Sunshine 811. Once FGS receives clearance from Sunshine 811, FGS will provide all necessary documentation, and updated maps specifying selected sites. The FGS project team will arrive on site within the Sunshine 811 clearance window with our pickup truck-mounted hammer rig to collect the borehole samples. These boreholes will not require water management district permits, will not exceed a depth of 44-feet, and once completed, will be abandoned by backfilling with bentonite chips (we currently average ~2-3 borings a day with this setup). This method of sample collection will involve the use of an AMS Power Probe 9120-RAP mounted in the bed of an Ford F-150 (plate DEP-18076), accompanied by a Dodge Ram 2500 (plate DEP-21963) containing the balance of the needed supplies including hand tools, potable water, probe rods, and bentonite chips (Baroid Hole Plug). Sampling personnel will include 2 people per FGS field safety protocols.

We are happy to work with you on all levels and address any concerns where site access, time on site, supervision, etc. is concerned. We will provide any/all investigative reports and maps produced for the completion of this project.

Thank for your consideration and please let us know if you have any questions or need additional information.

Sincerely,

Mary E. Lupo, Ph.D., P.G.  
Professional Geologist Administrator  
Mary.Lupo@floridadep.gov  
O: 850-617-0323  
C: 912-222-8628



# **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
10/01/21	\$5,778.90	\$3,160.00	303.51	\$12,816.84	\$3,632.00	\$12,570.90
11/01/21	\$2,517.29	\$2,875.00	330.28	\$12,620.59	\$512.85	\$5,905.14
12/01/21	\$1,717.70	\$3,335.00	284.93	\$12,180.74	\$3,243.50	\$8,296.20
01/01/22	\$2,519.64	\$3,115.00	291.05	\$12,597.20	\$3,104.05	\$8,738.69
02/01/22	\$1,230.59	\$2,895.00	242.58	\$10,389.57	\$2,322.50	\$6,448.09
03/01/22	\$2,404.31	\$2,900.00	302.44	\$13,047.87	\$2,017.00	\$7,321.31
04/01/22	\$2,749.26	\$3,605.00	270.35	\$11,563.86	\$2,906.10	\$9,260.36
05/01/22	\$1,965.20	\$2,775.00	272.78	\$11,644.30	\$2,289.70	\$7,029.90
06/01/22	\$2,776.68	\$3,090.00	265.8	\$11,442.58	\$2,960.20	\$8,826.88
07/01/22	\$3,040.24	\$2,730.00	269.63	\$11,603.42	\$1,470.70	\$7,240.94
08/01/22						\$0.00
09/01/22						\$0.00
YTD	\$26,699.81	\$30,480.00	2833.35	\$119,906.97	\$24,458.60	\$81,638.41

**UNION COUNTY ANIMAL CONTROL****MONTHLY REPORTS****JULY 2022 - TOTAL INTAKE FOR MONTH**

<b>LIVE INTAKES PREVIOUS INTAKE 14</b>	<b>CANINE</b>	<b>FELINE</b>	<b>TOTAL</b>
STRAY/AT LARGE	12	0	12
RELINQUISHED BY OWNER	3	0	3
OWNER INTENDED EUTHANASIA	0	0	0
TRANSFERRED IN FORM AGENCY	0	0	0
OTHER INTAKES - 3 GOATS	2	0	5
TOTAL LIVE INTAKES - 3 GOATS	17	0	17
<b>OUTCOMES</b>			
ADOPTION	3	0	3
RETURN TO OWNER - 4 GOATS	4	0	4
TRANSFERRED TO ANOTHER AGENCY	8	0	8
RETURN TO FIELD	0	0	0
OTHER LIVE OUTCOME/STILL HERE	14	0	14
<b>SUBTOTAL LIVE OUTCOMES - 4 GOATS</b>	29	0	33
DIED IN CARE	0	0	0
LOST IN CARE	0	0	0
SHELTER EUTHANASIA	1	0	1
OWNER INTENDED EUTHANASIA	0	0	0
<b>SUBTOTAL OUTCOMES</b>	1	0	1
<b>TOTAL OUTCOMES</b>	30	0	34
<b>MONTHLY MONIES COLLECTED</b>			<b>\$109.00</b>

**ROAD DEPT  
JULY 2022  
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  
SEE ATTACHED LIST

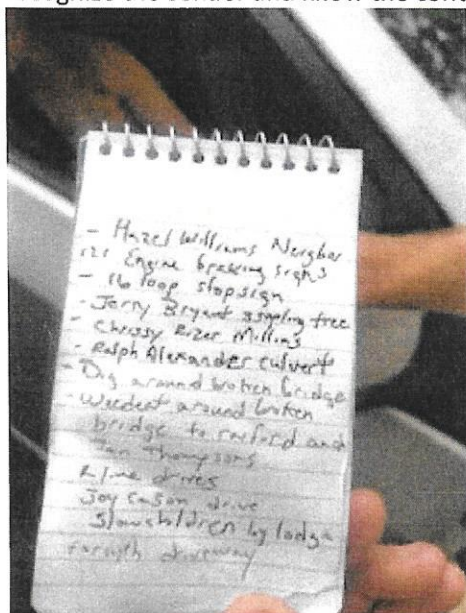


## Elaine Hines

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**From:** Wayne Andrews <wildred48@gmail.com>  
**Sent:** Tuesday, 26 July, 2022 02:42 PM  
**To:** Elaine Hines  
**Subject:** ?

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.



Sent from my iPhone

Channing  
Dist 2 (2)



# Union County Public Library

250 SE 5<sup>th</sup> Avenue Lake Butler, FL 32054  
Phone 386-496-3432

## Library Director Report – July 2022

July 2-4 – The library was closed for the 4<sup>th</sup> of July holiday weekend.

July 7 – Renee presented an online craft for kids.

July 12 – Tennille presented a step-by-step painting program for adults in the community.

July 12 – I attended the UCBCC budget workshop.

July 14 – The library hosted a professional children's performance by Dodad at LBES.

July 16 – The library held it's annual summer Bingo event.

July 18– I attended the UC department head meeting.

July 19 – Tennille presented an online teen paint program.

July 21 – The library held its annual end of summer water party!



July 26 – The library celebrated its Senior Social Club with a Luau party.



July 27 – I attended an online meeting concerning the upcoming migration of our library's automation system.

[www.UnionCountyPublicLibrary.org](http://www.UnionCountyPublicLibrary.org)

UNION CO PUBLIC LIBRARY Jul-22	FY22
ATTENDANCE	1940
REGISTRATION	9138
E-BOOKS CIRCULATION	317 2237
COMPUTER USE	266
REFERENCE	652
NUMBER OF MATERIALS	39,902
DAYS OPEN	24
<b>PROGRAMS</b> ON-SITE OFF-SITE YA ADULT PROGRAM	**online 2/259 + **1/139 1/110 1/5 + **1/129 3/30
VOLUNTEER HOURS	137
AVE. ATTENDANCE / DAY	81
AVE. CIRCULATION / DAY	107



## Commissioner's Report – UF/IFAS Extension

July 15<sup>th</sup>, 2022

### July 2022 – Union County Extension Agent Activities – Luke Harlow

- Attended 5 zoom meeting relating to topics of UF Administration, honey bee education, mentorship, and planning meeting for national convention
- Attended the National Association of County Agriculture Agents Annual Meeting and Professional Improvement Conference from July 17<sup>th</sup>-23<sup>rd</sup>.
- Co-facilitated and taught at the Union/Bradford County 4-H Blacksmithing summer camp
- Co-facilitated and taught at the Union/Bradford County 4-H Paddle the River summer camp
- Co-facilitated and taught pasture weed control at the NFLAG Livestock and Forage Field Day
- Provided 8 site visits for Union County residents. Site visit topics included pasture establishment and crop disease diagnostics and soil sampling.

### Impacts from activities

- By providing site visits, 8 produces did not have to hire a consultation company providing an economic savings of \$600.

### Union County Extension Agent Clientele Contacts

Type of Contact	Number of Contacts
Office Visits	15
Phone Calls	40
Emails	41
Educational Program Contacts	62
Site/Farm Visits	8
<b>Total Number of Contacts</b>	<b>166</b>
Educational articles created/social media posts	2
Educational talks/programs held	3
Meetings attended	5
Economic Value of agent monthly activities	<b>\$600</b>





## Union County 4-H Agent Contacts

Type of Contact	Number of Contacts
Office Visits	16
Phone Calls	125
Emails	47
Educational Program Contacts	67
Total Number of Contacts	255
Educational articles created/social media posts	23
Educational talks/programs held	6
Meetings attended	2

## July 2022 – Union County 4-H Activities

- Facilitated Adventurer, Blacksmithing, Pet, Cloverbuddies, and Paddle the River Summer Camps
- Brought in Santa Fe Zoo to educate students at the Ag Education Center
- Partnered with the library to assist in the end of summer program
- Contacted many community members to plan for the 4-H annual auction
- Partnered with Cuddle Cuts dog grooming for pet caretaking demonstration

