



# Flagler County Board of County Commissioners Meeting Agenda

July 10, 2023 • 9:00 a.m.

Government Services Building 2, Board Chambers, 1769 E. Moody Blvd., Bunnell, FL 32110

1. **Pledge to the Flag and Moment of Silence**
2. **Additions, Deletions and Modifications to the Agenda**
3. **Announcements by the Chair**
4. **Recognitions, Proclamations and Presentations:**
  - 4a) **Recognitions:** None
  - 4b) **Proclamations:** **Christmas Come True Month – July 2023** (*Requested by Nadine King*)
  - 4c) **Presentations** (3-5 Minutes):
    - 1) **Community-wide Housing Forum Update** (*Requested by Joseph Hegedus, Health and Humans Services Director*)
    - 2) **Parks and Recreation Master Plan Project Update** (*Requested by Michael Lagasse, Public Lands and Natural Resources Manager*)
5. **Community and Board Comments:**
  - 5a) **Community Outreach:** *This thirty-minute time period has been allocated for public comment on any consent agenda item or topic not on the agenda. Each speaker will be allowed up to three (3) minutes to address the Commission. Speakers should approach the podium, identify themselves and direct comments to the Chair.*
  - 5b) **Board Comments on Consent Items**
6. **Consent: Constitutional Officers:**
  - 6a) **Clerk: Bills and Related Reports:** Request the Board approve the report(s) of funds withdrawn from County depositories by the Flagler County Clerk of the Circuit Court and the Revenue Collected Report presented in compliance with the provisions of Section 136.06, Florida Statute as listed below:
    - 1) Disbursement Report for Week Ending June 2, 2023
    - 2) Disbursement Report for Week Ending June 9, 2023
    - 3) Disbursement Report for Week Ending June 16, 2023
  - 6b) **Clerk: Approval of Board Meeting Minutes:** Request the Board approve the minutes from the following Meetings:
    - 1) June 5, 2023 Regular Meeting
    - 2) June 5, 2023 Budget Workshop
    - 3) June 12, 2023 Budget Workshop
    - 4) June 19, 2023 Workshop
    - 5) June 19, 2023 Regular Meeting

- 6c) **Supervisor of Elections: Consideration to Amend the Supervisor of Elections (SOE) FY 2022-23 Budget in the Amount of \$87,249:** Request the Board approve the Amendment of the SOE's FY 2022-23 Budget in the Amount of \$87,249. *(Requested by Kaiti Lenhart, Supervisor of Elections)*

7. **Consent: BOCC Departments:**

- 7-a) **Ratification of Flagler County Emergency Proclamations Extending the State of Local Emergency Due to Severe Coastal Erosion and Vulnerability:** Request the Board ratify the Proclamations Extending the State of Local Emergency for Hurricanes Matthew, Ian and Nicole. *(Requested by Jonathan Lord, Emergency Management Director)*
- 7-b) **Flagler County Board of County Commission 2024 Meeting Schedule:** Request the Board approve the Flagler County Board of County Commission 2024 Meeting Schedule with only one meeting in both January and July. *(Requested by Administration)*
- 7-c) **Flagler County 2024 Holiday Schedule:** Request the Board approve the Flagler County 2024 Holiday Schedule as proposed by the County Administrator. *(Requested by Pam Wu, Human Resources Director)*
- 7-d) **Library Board of Trustees Advisory Board Appointment:** Request the Board approve the reappointment of Ms. Sharon Atack to the Library Board of Trustees Advisory Board for a three-year term. *(Requested by Administration and Holly Albanese, Library Director)*
- 7-e) **Parks and Recreation Advisory Board Appointment:** Request the Board approve the reappointment of Mr. Reginald Kirven to the Parks and Recreation Advisory Board for a two-year term. *(Requested by Administration and Frank Barbuti, Parks and Recreation Manager)*
- 7-f) **Tourist Development Council Appointment Request:** Request the Board approve the reappointment of Ms. Felicia Robinson Cook to the Tourist Development Council in the category of "Involved in the Tourist Industry" for a four-year term. *(Requested by Administration and Amy Lukasik, Tourism Director)*
- 7-g) **Adoption of Updated Bylaws for the Contractor Review Board:** Request the Board approve the Revisions to the Contractor Review Board Bylaws. *(Requested by Adam Mengel, Growth Management Director and Edwin Rodriguez, Licensing Coordinator)*
- 7-h) **Request the Board Ratify the County's Surplus List and Declare Items as Surplus, Removal from the County Fixed Assets and Authorize Purchasing to Dispose of Surplus Property Pursuant to the Fixed Asset Policy:** Request the Board Ratify the County's Surplus List, declare items as surplus and remove items from the County's fixed asset inventory pursuant to the Fixed Asset policy. *(Requested by E. John Brower, Financial Services Director and Robert Rounds, Purchasing Manager)*
- 7-i) **Request the Board Declare Items as Surplus, Removal from the County Fixed Assets and Authorize Purchasing to Dispose of Surplus Property Pursuant to the Fixed Asset Policy:** Request the Board declare items as surplus, removal from the County's fixed asset inventory and authorize Purchasing to dispose of surplus property pursuant to the Fixed Asset policy. *(Requested by Robert Rounds, Purchasing Manager and Richard Zufelt, Property Control Agent)*
- 7-j) **Consideration of Change Order with Carr, Riggs, and Ingram (CRI) LLC for an additional \$6,629:** Request the Board approve an increase of \$6,629 for a Change

Order to the Carr, Riggs, and Ingram (CRI) LLC Purchase Order as it relates to the Year Ending September 30, 2022 Audit. *(Requested by E. John Brower, Financial Services Director)*

- 7-k) Consideration of Approval of a RSQ Agreement No. 23-035Q between Flagler County and Each of the Following contractors: Atlantic Surf Construction, Patriot Response Group, Associated Cost Engineers, and DSW, Inc. in an Amount Not to Exceed (NTE) \$700,000.00:** Funding through the Florida Housing Finance Corporation for the State Housing Initiatives Partnership (SHIP) program is included in the FY 22-23 Budget. *(Requested by Joseph Hegedus, Health and Humans Services Director and Robert Rounds, Purchasing Manager)*
- 7-l) Consideration of an Amendment of Hazardous Waste Management Services ITB#22-030B:** Request the Board to increase the not-to-exceed amount to \$65,000 per year to cover the increased costs of proper hazardous waste removal; and approve the budget transfer. *(Requested by Mike Dickson, General Services Director and Lawrence Williamson, Solid Waste Department)*
- 7-m) Request Approval for a Change Order Increasing an Agreement with Waste Pro of Florida, Inc. for Residential Solid Waste Collection and Disposal Services to \$1,955,000.00:** Request the Board to approve the change order for Waste Pro of Florida Inc; and the budget transfer. *(Requested by Mike Dickson, General Services Director)*
- 7-n) Consideration of an Amendment to the Fiscal Year 2022-23 Budget to Recognize Revenue in the Amount of \$146,665 for Public Emergency Medical Transportation Funding:** Request the Board approve the Unanticipated Revenue Resolution. *(Requested by (Requested by Michael Tucker, Fire Chief and E. John Brower, Financial Services Director)*
- 7-o) Consideration of Second Amendment to the Construction Agreement 22-011B between Flagler County and P&S Paving, Inc. for Construction of the Malacompra Road Resurfacing Project CE00044 in the Amount of \$128,881.00 for the Emergency Repair Work:** Request the Board approve: 1) Second Amendment to the Construction Agreement 22-011B between Flagler County and P&S Paving, Inc. for construction of the Malacompra Road Resurfacing Project in the amount of \$128,881.00 for the emergency repair work; 2) a Contingency of \$20,288.00; 3) authorizing the County Administrator to approve change orders or other project related documents, as approved by the County Attorney within the overall project budget, all for Construction of the Malacompra Road improvements project; and 4) approve Budget Transfer. *(Requested by Faith Alkhatib, County Engineer)*
- 7-p) Consideration of an Easement Agreement between Flagler County, the City of Palm Coast, and Uniti Fiber LLC at the Flagler Executive Airport:** Request the Board approve the Easement Agreement between Flagler County, the City of Palm Coast, and Uniti Fiber LLC at the Flagler Executive Airport. *(Requested by Roy Sieger, Airport Director)*
- 7-q) Approval of Bid Award 23-038B to Blane E. Taylor Welding, Inc. for Fire Escape Replacement:** Request that the Board approve Bid Award 23-038B for Fire Escape Replacement to Blane E. Taylor Welding, Inc. and authorize staff to execute the contract as approved in form by the County Attorney. *(Requested by Robert Rounds, Procurement & Contract Services Manager)*
- 7-r) Consideration of a Federal Aviation Administration (FAA) Grant Offer in the Amount of \$191,700 to Assist with Funding for the Design to Install Wildlife Fence at the Flagler Executive Airport:** Request the Board approve the FAA Grant Offer authorizing

the Chairman to execute the agreement as approved to form by the County Attorney; and approve the Unanticipated Revenue Resolution. *(Requested by Roy Sieger, Airport Director)*

**7-s) Consideration of Work Authorization No. WA-10 under Flagler County Contract RSQ 18-026Q, which Establishes the Scope of Services and Compensation for Hoyle Tanner & Associates, Inc. to Conduct CEI Services for the Taxiway A Reconstruction Project for the Flagler Executive Airport in the Amount of \$242,660.00:** Request the Board to approve Work Authorization No. WA-10 under Flagler County Contract RSQ #18-026Q for Hoyle Tanner & Associates, Inc., authorizing the Chairman to execute the agreement and authorize the County Administrator to execute all necessary documents associated with accepting and implementing said agreement, including any amendments and extensions approved as to form by the County Attorney. *(Requested by Roy Sieger, Airport Director)*

**7-t) Approval of Lease Agreement between Flagler County and the Florida State Guard (FSG) for County-owned Property, in Order that FSG may Construct and Operate a Training Facility, and Undertake Activities Deemed Necessary During a Declared Emergency:** Request the Board approve the Lease Agreement between Flagler County and the Florida State Guard. *(Requested by Administration)*

**7-u) Grant of Easements to the City of Palm Coast Along Rawlins Road for Installation and Maintenance of Potable Water Line to Serve Residents of the Willow Woods Neighborhood:** Approve the Grant of Utility Easements to the City of Palm Coast for Potable Waterline in the Willow Woods Neighborhood. *(Requested by Administration and County Attorney)*

**7-v) Ratification of FY23/24 Transportation Disadvantaged (CTD) Annual Trip and Equipment Grant in the Amount of \$578,598 for Public Transportation Operating Funds:** Request the Board ratify the FY23/24 Transportation Disadvantaged Trip and Equipment Grant Agreement. *(Requested by Mike Dickson, General Services and Pia Thomas, Transportation Manager)*

**8. General Business:** *Presentations limited to 15 minutes with public comments limited to 3 minutes per speaker.*

**8-a) Resolution Updating the Maximum Towing Rates and Specifying Requirements for Inclusion in the Sheriff's Wrecker Rotation:** Request the Board approve the Resolution Establishing Maximum Towing Rates and Requirements for Inclusion in Sheriff's Wrecker Rotation. *(Requested by Administration and County Attorney)*

**8-b) Legislative Update and Board Direction Regarding RFP for Lobbyist Services**  
*(Requested by Holly Albanese, Chief of Special Projects / Legislative Liaison)*

**8-c) Update to Flagler County Board of County Commissioners Rules of Procedure:**  
Approve the updated Rules of Procedure. *(Requested by Administration and County Attorney)*

**9. Public Hearings:** *Public Hearings will be heard after 9:30 a.m.*

**Quasi-Judicial Process:** *The audience should refrain from clapping, booing or shouts of approval or disagreement. To avoid potential legal ramification and possible overturning of a decision by the Courts, a public hearing must be fair in three respects: form, substance and appearance.*

*Time limits will be observed:*

- *Staff – 10 minute presentation.*
- *Applicant – 15 minute presentation (unless time extended by consensus of Board).*
- *Public Comment – 3 minutes per speaker, 5 minutes if speaking on behalf of a group.*
- *Applicant Rebuttal and Closing Staff Comments – 10 minutes each.*

- 9-a) LEGISLATIVE – Application #3361 – Future Land Use Map Amendment from Agriculture & Timberlands to Industrial for a 25.41+/- acre parcel located at 390 Sawgrass Road; Parcel Number: 04-12-30-0000-02031-0000. Owner: RMC Flagler LLC/Applicant: Michael J. Woods, Esquire (Project #2023040043):** The Board of County Commissioners may: Approve; Deny or Continue. *(Requested by Adam Mengel, Growth Management Director)*
- 9-b) QUASI-JUDICIAL – Application #3362 – Request to Rezone from AC (Agriculture) to I (Industrial) District for 390 Sawgrass Road; Parcel Number: 04-12-30-0000-02031-0000. Owner: RMC Flagler LLC Applicant: Michael J. Woods, Esquire (Project # 2023040045):** The Board of County Commissioners may: Approve; Deny or Continue. *(Requested by Adam Mengel, Growth Management Director)*
- 9-c) QUASI-JUDICIAL – Application #3368 – Request for Approval of a PUD (Planned Unit Development) Site Development Plan for Amberwoods at Hunter’s Ridge. Parcel Numbers: 22-14-31-0000-01010-0140 and a portion of 22-14-31-0000-01010-0130; 14.363+/- acres. Owner: US Capital Alliance, LLC; Applicant: Alann Engineering Group, LLC (Project #2023040075):** The Board of County Commissioners may: Approve; Deny or Continue. *(Requested by Adam Mengel, Growth Management Director)*

## **10. Additional Reports and Comments:**

### **10-a) County Administrator Report/Comments**

### **10-b) County Attorney Report/Comments**

**10-c) Community Outreach:** *This thirty-minute time period has been allocated for public comment for items not on the agenda. Each speaker will be allowed up to three (3) minutes to address the Commission. Speakers should approach the podium, identify themselves and direct comments to the Chair.*

### **10-d) Commission Reports/Comments/Action**

## **11. Adjournment**

Section 286.0105, Florida Statutes states that if a person decides to appeal any decision made by a board agency, or commission with respect to any matter considered at a meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he 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.

In accordance with the Americans with Disabilities Act, persons needing assistance to participate in this meeting should contact the (386) 313-4001 at least 48 hours prior to the meeting.