



BOARD OF COUNTY COMMISSIONERS

THE KEYSTONE COUNTY-ESTABLISHED 1827

435 W. Walnut St., Monticello, Florida 32344

**Benjamin "Benny"
Bishop**
District 1

Eugene Hall
District 2, Vice-Chair

Hines F. Boyd
District 3

Betsy Barfield
District 4

Stephen Walker
District 5, Chair

**Regular Session Agenda
January 5, 2016 at the Courthouse Annex
435 W. Walnut St. Monticello, FL 32344**

- 1. 9:00 A.M. ó Call to Order, Invocation, Pledge of Allegiance**
- 2. Public Announcements, Presentations, & Awards**
- 3. Consent Agenda**
 - a) Approval of Agenda**
 - b) TDC Items of Business**
- 4. Citizens Request & Input on Non-Agenda Items (3 Minute Limit)**
- 5. General Business**
 - a) EDC Action Plan Oversight Committee Report – Dick Bailar**
 - b) Request for Right of Way Access off Tram Road – Chairman Walker/Resident Mike Boland**
 - c) Game Changer Project – EDC Director Julie Conley**
- 6. County Coordinator**
 - a) SHIP Bid Awards – Parrish Barwick**
 - b) Dump Trucks Lease Resolution – Parrish Barwick**
- 7. Commissioner Discussion Items**
- 8. Adjourn**

From the manual "Government in the Sunshine", page 40:

Paragraph C. Each board, commission or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that if a person decides to appeal any decision made by the board, agency or commission with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and 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.

Kirk Reams
Clerk of Courts

Parrish Barwick
County Coordinator

T. Buckingham Bird
County Attorney
Page 1 of 48

ITEM 3

CONSENT AGENDA ITEMS

Memorandum

To: Kirk Reams
CC: BOCC
From: Nancy Wideman, Jefferson County TDC
Date: 12/8/15
Re: Letter of agreement with Chamber, replacement of Original Florida Tourism Task Force member and approval of MADCO grant for production of Chicago

A Letter of agreement between the TDC and Chamber states that the Chamber will now be the administrator of the TDC.

Katrina Richardson will replace Nancy Wideman as one of the two representatives to the Original Florida Tourism Task Force.

A grant request for MADCO's production of Chicago has been approved by the TDC on December 7th.

AGREEMENT FOR SERVICES

THIS AGREEMENT is made and entered into by and between the Jefferson County Tourist Development Council, hereinafter referred to as the "JCTDC"; and the Monticello-Jefferson County Chamber of Commerce, Inc., a Florida nonprofit corporation, hereinafter referred to as the "Chamber".

RECITALS:

- A. The JCTDC was established pursuant to Florida Statutes and by the Jefferson County Board of County Commissioners by Ordinance No. 06-07.
- B. The CHAMBER has sufficient staff to administer the day-to-day operations of the JCTDC.
- C. The JCTDC desires to contract with the CHAMBER to function in an administrative capacity for the JCTDC.
- D. Both parties are entering into this agreement to set forth their various duties and responsibilities.

AGREEMENT:

Based upon the foregoing and the mutual covenants contained herein, the parties agree as follows:

1. APPOINTMENT AND AUTHORIZATION OF THE CHAMBER: The CHAMBER is hereby retained and appointed by the JCTDC to represent the JCTDC in carrying out its administrative programs. The CHAMBER is authorized to seek appropriate contracts with third parties to carry out the purposes of this Agreement, and to present those contracts to the JCTDC for its approval. The CHAMBER shall use its best efforts to prevent any loss to the JCTDC from the failure of proper performance by any third party. The CHAMBER shall advise third parties that payment for goods and services will be made only upon compliance with performance requirements, and pursuant to the financial procedures of Jefferson County, Florida and Florida Statutes.

2. SERVICES TO BE PROVIDED BY THE CHAMBER:

The CHAMBER agrees to act as the JCTDC's administrative services representative, and perform all necessary services and assume responsibilities associated with those functions, included but not limited to the following:

- A. Administrative services, including clerical services, preparation of meeting materials, requests for payment, and monitoring of third party service providers;
- B. Promotion of the travel trades, including sales missions, sales calls, and attendance at destination seminars and trade shows;
- C. Digital marketing;
- D. Meeting and conference services;
- E. Leisure tour package development;
- F. Visitor services;
- G. Local, regional, state and national tourism relations;
- H. Educational programs and seminars; and
- I. Other project and event requirements as agreed upon by the parties hereto.

Nothing herein shall be construed to allow or require the payment to the CHAMBER of any amounts for administration in excess of the maximum amounts allowed pursuant to Section 125.0104, Florida Statutes, or county ordinance.

3. PROGRESS REPORTS: The CHAMBER agrees to provide periodic progress reports, including an annual report, in a format acceptable to the JCTDC. The reports shall include the status of activities and services performed on behalf of the JCTDC, financial condition of the organization and other information relative to the performance duties on behalf of the JCTDC. The Chamber will maintain communications with the JCTDC Chairperson, or his/her designee, as needed to insure the goals and objectives of the JCTDC are being met.

4. COMPENSATION TO BE PAID THE CHAMBER:

- A. The JCTDC agrees to pay the CHAMBER, in accordance with the financial operating procedures of Jefferson County, Florida, and Florida Statutes, as full and complete consideration for the duties hereunder, the sum of TWELVE THOUSAND, ONE HUNDRED, FIFTY AND NO/100 DOLLARS (\$12,150.00).
- B. Said fee shall be paid to the CHAMBER on a quarterly basis by Jefferson County, upon submittal of an appropriate pay request by the CHAMBER. The JCTDC shall not be liable for loss or delay of payment not caused by the JCTDC's negligence.
- C. The JCTDC will reimburse the CHAMBER for any expenses incurred in conjunction JCTDC approved project.

5. SUBCONTRACTING: The CHAMBER shall maintain an adequate and competent staff and may associate with necessary specialists for the purpose of its services hereunder, without additional costs to JCTDC. Should the CHAMBER desire to utilize specialists, the CHAMBER is fully responsible for satisfactory completion of all subcontract work.

6. SUPERVISION: The Executive Director shall be an employee of the Chamber of Commerce and under the supervision of each of the respective organizations according to the duties required. Additionally, the Executive Director will confer with the CHAMBER President and JCTDC Chairperson, on a regular basis, to receive and provide information on events, activities and projects.

7. PROPERTY RIGHTS: All tangible property, including slogans, ideas, or plans submitted or developed by the CHAMBER for the JCTDC or acquired on its account during the term hereof, shall be the property of JCTDC, providing that JCTDC has paid the invoices for professional fees rendered therefore, if any. Any such property may be copyrighted, patented, or otherwise restricted by the JCTDC pursuant to Florida, United States, and foreign laws. Neither the CHAMBER nor any approved subcontractor shall have any proprietary interest in the products and materials developed under this agreement. There shall be no additional compensation for the rights and property granted under this paragraph. JCTDC reserves the right of final approval of the disposition of said property. However, nothing herein shall be construed to waive or otherwise affect the protections of sovereign immunity and/or Section 768.28, Florida Statutes, enjoyed by the JCTDC.

8. INDEMNIFICATION: The CHAMBER and the JCTDC shall indemnify and hold each other harmless from and against any and all claims, liabilities, or damages from the performance of functions contemplated under this Agreement, including the cost of litigation and counsel fees.

9. DURATION AND TERMINATION:

- A. Term: This Agreement shall take effect January 1, 2016, and shall remain in force and effect until December 31, 2016, unless terminated sooner as provided hereafter.
- B. Renewal and Extension: Within 60 days prior to the end of the first year of the agreement, the parties shall meet to evaluate the agreement. Thereafter, an evaluation shall be conducted every three years, unless terminated, as provided in Section C.
- C. Termination: Either party may terminate this Agreement upon written notice to the other at least 60 days prior to the effective date of termination of this Agreement or any subsequent renewal thereof. Upon receipt of notice of termination, the CHAMBER shall provide only those services and incur only those expenses specifically approved or directed in writing by the JCTDC. All other rights and duties to the parties shall continue during such notice period and the JCTDC shall be responsible to the CHAMBER for payment of any contract obligations incurred with third parties during the period, only if approved in advance in writing by the JCTDC.
- D. Termination for Breach: Upon substantial breach of this Agreement, it may be terminated upon 24 hours written notice by either party hereby.

10. ASSIGNMENT AND DELEGATION: The Chamber may not subcontract any right or delegate any duties hereunder without the express, prior written consent of the JCTDC.

11. MODIFICATION: This writing contains the entire agreement of the parties. No representations were made or relied upon by either party other than those that are expressly set forth. No agent, employee or other representative of either party is empowered to alter the terms of this Agreement, unless done in writing and signed by an officer or other authorized agent of the CHAMBER and the JCTDC.

12. CONTROLLING LAWS: The validity, interpretation and performance of this Agreement shall be controlled and construed under the ordinance of Jefferson County, Florida, and the State of Florida.

13. WAIVER: The failure of either party to this Agreement to object to or to take affirmative action with respect to the terms of the Agreement shall not be construed as a waiver of this violation or breach, or for any future violation, breach or wrongful conduct.

14. VALIDITY OF AGREEMENT: If any part or portion of this Agreement is, for any reason, held invalid, unconstitutional or unenforceable by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions hereof.

IN WITNESS WHEREOF, the parties have set their hands and seals this _____ day of December 8, 2015.

MONTICELLO-JEFFERSON COUNTY
CHAMBER OF COMMERCE

BY: Patricia Inmon
Patricia Inmon
President

JEFFERSON COUNTY TOURIST
TOURIST DEVELOPMENT COUNCIL

BY: Gretchen Avera
Gretchen Avera
Chairperson

APPROVED BY THE JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS

Benjamin Bishop
Chairperson
Date: _____

Jefferson County
Tourist Development Council

General Special Event
Grant Program
(Policies Application)

Approved
by the

Jefferson County Board of County Commissioners and
The Jefferson County Tourist Development Council

November 19, 2013
Revised February 10, 2015

Table of Contents

- I. Introduction and Definition
- II. Statement of Policies
- III. Funding Eligibility
- IV. Rating Criteria and Process
- V. Approval Process
- VI. Special Event Grant Timeline
- VII. Visitor Tracking
- VIII. Conclusion
- IX. Application
- X. Post Event Report

Special Event Grant Program

I. INTRODUCTION AND DEFINITION

The Jefferson County Tourist Development Council (TDC) was created pursuant to the State of Florida Local Option Tourist Development Act and Jefferson County Code Article 3, Sections 32-54. The TDC administers funds collected from a local option tourist development tax on occupied transient lodging sales, i.e. hotels/motels, bed and breakfast facilities and campgrounds. The funds are designated to promote Jefferson County as a preferred visitor destination with emphasis in the following markets: special events, cultural activities, nature based activities, weddings, and amateur sporting events.

The TDC allocates funds from its annual budget to a grant program for local groups and organizations that coordinate events with a demonstrated history of visitor impact or significant potential to draw visitors to the area. The Special Event Grant Fund is administered and scored by the TDC. The grants are awarded by the Jefferson County Board of County Commissioners (BCC).

A "Special Event" shall be defined as a new or existing organized concert, exhibition, festival, or fair, which is conducted according to a prearranged schedule and in which general public interest is manifested. For the purpose of this grant program, the public interest should extend to Jefferson County residents and to those living outside Jefferson County who would consider visiting the destination and staying overnight to observe or participate.

Each application will be evaluated against established criteria. The number and extent of these grants will be dependent upon the availability of designated funds. Ideally, the funds allocated by the Jefferson County BCC will eventually be returned through an increase in transient lodging sales and the tourist development tax generated from those sales.

II. STATEMENT OF POLICIES

- A. Grant funds are intended to supplement the sponsoring organization's entire budget.
- B. Funding is not intended to support administrative costs or non-public events. Funding is intended to support marketing and promotional efforts.
- C. Grant applications will only be received during the advertised cycle. One application will be accepted per event. In the event that a Special Event Grant application is received outside of the Tourist Development Council's designated submission dates and grant funds are still available in the budget, the Council may elect to consider the request.
- D. Lodging secured for the event must be located within Jefferson County.
- E. Funding shall be provided as reimbursement for approved actual expenditures. An exception may be made, on a case by case basis, for vendors who, because of the nature of services provided, require payment in advance. Payments will not be made to the addressee of the grant.
- F. A Post-Event Report must be submitted. The report must include tracking statistics regarding out-of-town visitors and their overall impact on the local economy,

particularly on transient lodging facilities and occupancy. Failure to submit a Post-Event Report will result in disqualification for future support. If the event occurs near the end of the fiscal year, request for reimbursement must be received by September 30th.

- G. Any funds granted will be subject to audit by the Jefferson County BCC.
 - H. Recognition of the Jefferson County Tourism Development Council must be included where appropriate on all printed material and the organization's Web site referred to in public relations activities. A camera-ready logo will be provided. Failure to include the logo may be cause for disallowing reimbursement of that portion of the grant.
 - I. Allowable expenses shall include promotion, marketing, and paid advertising for the event (including contract labor) that reaches beyond Jefferson County its potential to drive overnight visitation. Item 15 of the Application requires all applicants to describe how the grant funds will be used. Any changes to the items submitted in 15 MUST be submitted in writing to the TDC and will not be allowed without approval from TDC staff.
- The maximum amount of funds given is **\$1,500**.

III. FUNDING ELIGIBILITY

The intent of the Special Event Grant program is to provide funding assistance for events that attract overnight visitors to Jefferson County impacting the commercial lodging industry, motels/motels, bed and breakfasts, campgrounds, as well as restaurants, retail establishments and other businesses. To be considered for funding, the following criteria have been established:

1. Each application must include a signed Certification and Compliance page
2. Event must take place between October 1, and September 30, of the upcoming fiscal year.
3. The event must have the potential to bring or have had past history of bringing out-of-town visitors.
4. The event must use commercial lodging establishments in Jefferson County.

IV. RATING CRITERIA AND PROCESS

Each grant application will be reviewed by staff to ensure that all required materials have been supplied. Failure to supply all the required materials will result in disqualification. Following staff review, the applications will be turned over to the TDC for scoring. The TDC will score each application on a 50 point scale based on the following:

			Score	Notes
To Tourism Development	<ul style="list-style-type: none"> • proposal assess potential or previously proven ability to generate visitation to Jefferson County that includes overnight stays in Jefferson County's commercial lodging • proposal contributes to overall appeal of Jefferson County as preferred visitor destination through its event offerings. 	25 points		
Event Evaluation	<ul style="list-style-type: none"> • Event supports organization's mission • Funds requested meet grant criteria of allowable expenses • proposal includes event goals/objectives 	25 points		

	<ul style="list-style-type: none"> • proposal includes method for documenting and evaluating outcome of event • proposal includes documentation plan for overnight motel stays 			
		Total possible points: 50		

V. APPROVAL PROCESS

1. Application is completed and turned into TDC staff
2. TDC scores application
3. TDC makes recommendation to Jefferson County Board of Commissioners
4. Jefferson County Board of Commissioners makes final approval

VI. SPECIAL EVENT GRANT TIMELINE

<u>PROCESS</u>	Cycle 1 Oct-Dec	Cycle 2 Jan-March	Cycle 3 April-June	Cycle 4 July-Sept
Grant Cycle opens	August 1	November 1	February 1	May 1
Applications Available	August 1	November 1	February 1	May 1
Deadline for applications	October 1	January 1	April 1	July 1
Review by TDC	October TDC meeting	January TDC meeting	April TDC meeting	July TDC meeting
Review and approval by Board of Commissioners	October BOCC meeting	January BOCC meeting	April BOCC meeting	July 1 BOCC meeting
Funds available	Submittal of post event report	Submittal of post event report	Submittal of post event report	Submittal of post event report

In the event that a Special Event Grant application is received outside of the Tourism Development Council's designated submission dates, the Council may elect to consider the request if special event grant funds are still available in the budget.

VII. VISITOR TRACKING

In order to assess the impact of each event on the Jefferson County transient lodging industry,

The TDC emphasizes the importance of tracking the number of overnight visitors attending the event.

Please utilize the attached **Visitor Tracking Form** to gather the requested information. It contains the names and telephone numbers of the lodging facilities in the county. We suggest someone from your organization call each establishment on the day of the event and advise, to their knowledge, any guests are in town for the event.

VIII. CONCLUSION

Please submit the original of the attached application form **by the deadline date listed above to:**

Nancy Tideman, Coordinator
Jefferson County Tourist Development Council
P.O. Box 275
Monticello, Florida 32345
Nancy_1100@yahoo.com
850-997-0517
850-528-7362

IX. Jefferson County Tourist Development Council
SPECIAL EVENT GRANT PROGRAM APPLICATION

Please Print or Type:

1. Name of Event:

2. Date of Event:

Start time: End Time: Fee: \$

3. Description of Event:

Chicago, The Musical by Fred Ebb and Bob Fosse, opens in January 2016 at the Monticello Opera House, presented by the Monticello Acting Dance Co. Both the Opera House and MadCo are 501 c3 organizations. This event will bring 3000 visitors to Monticello.

4. Amount of Grant Request: \$

5. Host Organization:

6. Description of Organization (include date organization was created):

MADCo offers classes for all ages. It became a 501 c3 organization in 2009, to give it has been delighting audiences with professional level theatrical experiences since 2007. The Company makes its theatrical home at the Monticello Opera House. The Studio where students of all ages study musical theater, dance, voice, piano, yoga and Pilates, is located at 262 N. Cherry Street. We specialize in Broadway musicals, children's theatre, musical reviews and corporate events.

7. Contact Person: (Name) (Title)

Address:

City: State: Zip:

Daytime Contact : Email Address:

Public Information : Web:site:

INFORMATION FOR TOURISM DEVELOPMENT PORTION OF COMMITTEE SCORING – 25 POINTS MAX.

12. Anticipated out-of-town overnight visitors

13. How will this event contribute to the overall appeal of Jefferson County as a preferred visitor destination? MadCo operates the only performance and educational program for children, teens and adults in Jefferson County. Actors and musicians from Monticello and Tallahassee are participating in this show. Their friends and families will also attend the show. MadCo shows bring families to Jefferson County, Monticello and the Monticello Opera House who might have never attended a show, thus educating and enlightening future generations of theatergoers. Having quality entertainment available for out-of-town visitors makes for repeat business for local B&B's, motels, camping grounds, restaurants, shops, and gas stations and repeat customers who will continue to support the Opera House. This grant will help advertise Chicago, The Musical on regional TV stations. Repeatedly seeing the Opera House mentioned on TV helps make consumers aware of what is available in Monticello, Jefferson County and brings tourists not only for the show, but for future events as well.

INFORMATION FOR EVENT EVALUATION PORTION OF COMMITTEE SCORING – 25 POINTS MAX.

14. How does the event support your organization's mission?

Our mission is to entertain as well as educate audiences of all ages. This event supports our mission 100%.

15. How grant funds will be used?

Funds will be used to advertise the show on TV through a :15 second commercial seen throughout Florida on CTV.

16. How will you evaluate the outcome of the event?

Calls are made post event to B&B's, motels, and campgrounds. This year, we will provide all lodging establishments with flyers and instruct them to try to collect occupancy rate follow-up information. We also take an informal poll at the box office and ask showgoers how many people learned about the show. We also turn in box office reports to Samuel French. We also have to do settlement with the Opera House.

17. How will you document overnight hotel stays?

Same as above.

GENERAL INFORMATION

18. Have you received a CTDC grant in the past? Yes No

If yes, include amount, name of event and year received:

Amount	Name of Event	Year
\$1500	Into the Woods	September 2015
\$1500	Marcelo's Underettes	January 2015
\$1500	Cabaret	January 2014

CERTIFICATION AND COMPLIANCE STATEMENT

APPLICANT:

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and that I have read the policies and procedures of the Jefferson County Special Event Grants program and will abide by all legal, financial, and reporting requirements as a condition of receiving grant funds from the Jefferson County Tourist Development Council. Signatures must be **original in ink**.

Name: Melanie Mays

(Please Print or Type)

Organization: Monticello Acting Dance Co.

(Please Print or Type)

Melanie Mays

(Signature)

December 3, 2015

(Date)

Please return the original of the Application and the Certification Compliance page to:

Nancy Tideman, Coordinator
 Jefferson County TDC
 P.O. Box 275
 Monticello, FL 32345
Nancy@1100jco.com
 850-997-0517

Jefferson County TDC Post-event Report

Name of Event _____

Dates of Event _____

Contact person _____ **Phone #** _____

Summary of Expenses that used Grant Funds

Total # of attendees _____ **# of out-of-town visitors** _____

Total # of rooms rented for your event _____

Provide a summary of media exposure received including local, regional and national – print, television and radio.

I certify that the above information is true and accurate to the best of my knowledge.

name _____ date _____

Jefferson County TDC Special Events Tracking Form

Name of Lodging Establishment _____

Use the following list to contact lodging establishments:

- | | |
|-------------------------------|---------------------------------|
| Brahman Inn 997-3525 | Capri Lazy Days Inn 997-5712 |
| Days Inn 997-5988 | Econo Lodge Monticello 997-0020 |
| Super 8 997-8888 | Avera-Clarke House 997-5007 |
| Jasmine Cozy Cottage 997-7102 | The Cottage 342-3541 |
| John Denham House 997-4568 | Daffodale House 997-1111 |
| Willow Pond 222-4400 | KOA 997-2890 |

Event and Date _____

Name of establishment	# of rooms	# of nights	# of guests

ITEM 5(a)

**EDC ACTION PLAN OVERSIGHT
COMMITTEE REPORT**

JEFFERSON COUNTY ACTION PLAN OVERSIGHT COMMITTEE
445 Melrose Drive
Monticello, FL 32344
850-997-0676

Quarterly Report

Commissioners, as provided for in the Action Plan Oversight Committee Mission Statement and Process document, accepted at the October 20, 2015 BOCC meeting, the following report is submitted.

- The inaugural meeting of the committee was conducted on November 13, 2015, at which time all of the 11 Committee and Stakeholders were present. Minutes attached.
- The Action Plan identified nine Action Areas (Stakeholders) and listed 44 Action Tasks pertaining to those areas. In so doing, the Plan suggested at least 213 Action Steps that would facilitate their implementation. The Stakeholders reported on activities in 11 Action Tasks that involved 25 Action Steps. This train has left the station!
- As called for in the oversight process, a Press Release was printed in the Monticello News, informing the community of these activities. (Press Release attached). The Press Release was also made available to various local web sites.
- I will be in bi-monthly contact with each Stakeholder, getting updates on their Action Plan activities.

The next quarterly meeting of the Action Plan Oversight Committee will be on February 11, 2016, at the Chamber at 11 -1pm. Lunch will be served and you are cordially invited to attend.

Respectfully submitted,
Dick Bailar
Action Plan Oversight Committee Coordinator

**JEFFERSON COUNTY ACTION PLAN
OVERSIGHT COMMITTEE MEETING
FRIDAY, NOVEMBER 13, 2015**

Members present: Emily Anderson, Dick Bailar, Ron Cichon, Julie Conley, Jed Dillard, Marcia Elder, Nick Flynt, Dr. Anne Holt, Katrina Richardson, Bill Tellefsen and Nancy Wideman.

1. 11:05 a.m. The meeting called to order by Dick Bailar. Coordinator.

He briefly discussed the meeting packet materials, which also had been sent to each member, outlining the Mission and Process of the committee and the Update report forms.

2. Stakeholder Action Plan Task Updates

A. Jed Dillard: Ag. Extension Office

Jed reported on numerous events boosting agriculture activities in the county. Events included: Agriculture Adventures in Quincy for fourth graders from Jefferson Elementary School. Jed led a district hike at Aucilla Sinks; hosted Agriculture invitation luncheon; district wide financial management and production; hosted Pecan Field Day. They participated in the New Leaf Farm Tour by setting up a booth at Golden Acres. The agency also held classes on alternatives in crop development and pastures for small farms. Jed also reported on a creeping indigo weed that kills animal livestock and threatens the county's \$27 million dollar livestock industry.

B. Katrina Richardson: Chamber of Commerce

The Chamber held the inaugural County fair & BBQ with an estimated attendance of 5 – 600. PS Art is framing pictures of the county that Angela Gray enlarged, which will decorate the Chamber walls. The Chamber has a Facebook page, and maintains an online Calendar of Community Events. Small Business Saturday will be on November 28th, the Chamber will be handing out lapel pins and balloons to promote the day. The Chamber Christmas Party will be December 8. The Chili Challenge is in February; the Bike Fest April 9 which will coincide with Southern Music Rising in April and the Watermelon Festival in June. At its November Board Retreat, a quarterly breakfast meeting was discussed. Also discussed affirmatively was the proposal for the TDC to employ the Chamber Executive Director as its Coordinator and pay the Chamber for those services office expenses.

C. Emily Anderson, City of Monticello

The City has budgeted 2016 funding for trees and landscaping in the downtown area and will continue support of EDC. It is reviewing and upgrading its website. Also, to help support existing businesses, would like help from the Chamber to develop a committee to look at ordinances that affect businesses. Concerned about downtown development. It is dealing with it street by street. The City has safety improvement meetings. It is re-visiting an earlier DOT/Chamber Truck Route study. There is a road safety audit process with DOT for pedestrian and bicycle safety. Highway 90 has been designated as a bicycle trail and we could get some road signage.

D. Nick Flynt: Coordinator's Office

The County is working on website to enhance communication with county residents. It is Also working with local government funding disbursements for expeditious operation.

E. Julie Conley: Economic Development Council

As EDC Executive Director, Julie thanked all committee members for their participation in the oversight implementation process. The EDC participated in two marketing site committee meetings. EDC is working on revamping the website and will soon have on u-tube a video taken by a drone. Julie is working with CPI on a Facebook page. The website is: Jeffersoncoedc.com. Development is progressing at the I-10/SR 59 Interchange.

F. Bill Tellefsen: County Planning Official

The County has a Land Development Code and is now in the process of site specific zoning and developing a zoning map. The County is making a change in the fee schedule to draw people to Jefferson County.

G. Marcia Elder: Small Business Development Program

The SBDP is working with people wanting to start new business in Monticello. SBDP helps businesses with marketing and will work with non-profits that are set up as a business. SBDP held five training and coaching workshops this year, developed a newsletter – handout. Support was requested in referring people to home page of the website to sign up for newsletter, workshop notices, other periodic information. Support was also requested in promoting the Program and services with local businesses and entrepreneurs. Workshops– Feedback invited for 2016 workshop topics and speakers. The SBDP is always open to special projects, identifying types of businesses people would like to see come to the community. www.JeffersonMeansBusiness.com.

H. Nancy Wideman: Tourist Development Council (TDC)

Worked with local organizations. Gave \$1500 grants to First Floridian and Jefferson County BBQ. TDC was also a sponsor with the New Leaf Farm Tour. Tall Timbers brings tourism into Jefferson County. The TDC is updating its marketing plan. Dr. Anne Holt is doing blogs for the TDC.

3. The Committee determined to meet quarterly from 11 to 1pm on the second Thursday. The Committee also viewed favorably the suggestion to invite representatives to quarterly meetings, such as the Opera House and civic organizations.

4. Lunch **Dr. Anne Holt: Main Street**

The First Floridian Conference was a tremendous success, the preeminent paleontological conference in the world in 2015. Main Street paid for the speaker's flights, many of whom stayed in local B&Bs. Revenues exceeded \$30,000 in grants, sponsors, donations and ads, and there were unspent funds for the next conference to be held in 2017. Main Street had a larger than usual turn out for the downtown Halloween event. There will be a Community Christmas Tree again this year as part of downtown festivities. Main Street was asked by the Florida Trust to develop a Florida Trust Tour of Monticello. Along with the J.C. Historical Association, Mainstreet will be presenting a conversation with President Thomas Jefferson, as well as identifying the famed architects of many Monticello buildings. Plans are underway for a water conference in 2016 and 2017 Spanish Mission Conference. The Old Jail is moving along slowly, but positively, and she will conduct group tours upon request.. The old Jefferson County High School is under renovation.

Meeting adjourned at 1 pm The next meeting will be on Thursday, February 11 at 11am.

Respectfully submitted+
Dick Bailar, Coordinator

Oversight Press Release: A NEW TEAM IN TOWN

Action Plan Oversight Committee Photo L to R

Seated: Dr. Anne Holt, Emily Anderson, Marcia Elder, Julie Conley, Katrina Richardson
Standing: Dick Bailar, Jed Dillard, Ron Cichon, Bill Tellefsen, Nick Flynt

After securing a \$35,000 grant from the Florida Department of Economic Opportunity, Marcia Elder, of CPI Consulting, led a comprehensive group of community leaders through an intensive, year-long process studying the economic stability and vibrancy of the county. This was not something new. The city of Monticello had conducted a somewhat similar study in 2004 and the Florida State University Urban Studies Department had produced another in 2010. Both were eminently good studies, but each pretty much ended up on dusty shelves or seldom visited computer files. However, this latest effort was different. As did the others, it resulted in a lengthy document (98 pages) that reflected intense deliberation and cogent information. But, it was not just an exercise in visioning, it was a call to action, identifying nine Action Areas throughout the county, proposing 44 tasks within those areas and 213 pragmatic steps for their achievement. Further, the Vision/Action Plan requested that the Board of County Commissioners create an oversight process for its implementation and not allow the Action Plan to become another shelf-bound relic of well-intentioned community effort.

In accepting and noting that every Action Area contained some element of economic development, the commissioners asked the Economic Development Council to take on the task. At the October 16 commission meeting, the EDC presented a process for facilitating the implementation of the Action Plan which the BOCC accepted. That process created an Oversight Committee consisting of Julie Conley, EDC Executive Director, Ron Cichon, EDC Chairman, Dick Bailar, Coordinator and nine Stakeholders (Action Areas), Jed Dillard, Ag Extension Office, Chamber of Commerce, Katrina Richardson, Emily Anderson, City of Monticello, Nick Flynt, Coordinator's Office, Dr. Anne Holt, Main Street, Bill Tellefsen, Planning Department, Marcia Elder, Small Business Development Program and Nancy Wideman, Tourist Development Council.

The process is for the Oversight Coordinator to maintain contact with the Stakeholders, receiving updates of their Action Plan activities and sharing those reports among the committee members, BOCC, web sites and the media. The Oversight Committee will meet every three months to facilitate networking, share information of common goals and resources and cooperatively implement the Action Plan. It held its inaugural meeting on November 13 and Coordinator Bailar says the cooperative enthusiasm and reports were tremendous. Each Stakeholder reported on numerous Action Plan activities already accomplished or in the works. Bailar will compile a synopsis of those reports for presentation to the BOCC and distribution to various web sites to help inform the community of progress in promoting and securing economic stability, vibrancy and future. The public can access the Action Plan and supplemental reports by going to: ouractionplan.org.

ITEM 5(b)

**REQUEST FOR RIGHT OF WAY ACCESS
OFF TRAM ROAD**

March 4, 2015

Stephen Walker, County Commissioner of District 5
1 Courthouse Circle
Monticello, FL 32344

Dear Commissioner Walker:

The purpose of this letter is to put in writing a request that I have informally made to the then-current county commissioner of district 5 multiple times over the last several years. Our County Attorney suggested I do this to formalize my request.

I own a 36-acre parcel of land (PIN 35-1S-E3-0000-0044-0000) in Wacissa one lot South of Tram road. This parcel has been accessible in the past via a dedicated road called Leon Street on plats of the town of Wacissa. Leon Street is a fifty-foot wide road running from Tram road to my parcel. It is bordered on the East by parcel 35-1S-E3-0000-0091-0000 (also known as Lot 44) and on the West by parcel 35-1S-E3-0000-0096-0000 (also known as lot 45). At the suggestion of a prior commissioner, in September of 2009 I paid Delta Surveyors to locate the corner markers that define Leon Street.

A former owner of Lot 45 built an out-building on the South end of Leon Street with no permission from the county, which owns the road. While it does not take up the entire width of the street, the building interferes with access to my property and any possibility of improving or developing this parcel in the future.

My request is that this building, any other sheds or structures, and overgrowth be removed from Leon Street so that it might be fully utilized.

I have included additional information regarding Leon Street and bordering parcels. I will be glad to meet with you or other county personnel to provide additional explanation of this information.

Thank you for your consideration of and assistance with this request.

Sincerely,



E. G. (Mike) Boland, Jr.

cc: Buck Bird, County Attorney

208 William Floyd Rd
Lamont, FL 32336
850 322 4414
997-4412

[HOME](#) | [News Releases](#) | [Record Search](#) | [GIS Map](#) | [Sales Report](#) | [TAX Estimator](#) | [General Info](#) | [Exemptions](#) | [Amendment 1](#) | [Amendment 10](#) | [AG Classification](#) | [T P P](#) | [Budget](#) | [HB 909](#) | [F A Q](#) | [Homestead Fraud](#) | [Download Data](#) | [Download Forms](#) | [Important Dates!](#) | [Employment](#) | [Links](#) | [Contact Us](#)

[New Search](#) | [Search Results](#) | [Parcel Details](#) | [GIS Map](#) | [PRINT](#) | [SCALE](#) | [ZOOM](#) | [INFO](#) | [12.3](#) | [Map](#)

[Layers](#) | [Parcel Info](#) | [Tools](#)

PARCEL INFO [Full Details](#)
 PIN: 35-15-3E-0000-0044-0000
 Use: TIMBERLAND (0068000)
 Yr.Blt: 36.29 ACRES IN SE OF NE 1/4 ORB 63 P 661 & 71 P 619 & 105 P 310
OWNER INFO
 Name: BOLAND ELMER G JR
 Mail: 208 WILLIAM FLOYD RD LAWMT, FL 32338-6109
 Site: TRAM RD
2015 Certified Values
 LndVal: \$0.00
 ImpVal: \$18,145.00
 BldVal: \$0.00
 AppVal: \$18,145.00
 TotVal: \$38,290.00
 Assd: \$18,145.00
 Exmpt: \$0.00
 Taxable: Only: \$18,145 Other: \$18,145 Sct1: \$18,145
SALES INFO
 2/1/1980 V7/Q \$12,100.00
 1/1/1973 V7/Q \$10,987.00

T/P: Click the "Layers" tab above for LAYER and THEMATIC options.
SEARCH RESULTS
 Highlight Parcel
 Label Parcel
 Auto-Zoom Parcel
 1 of 1

updated: 12/2/2015



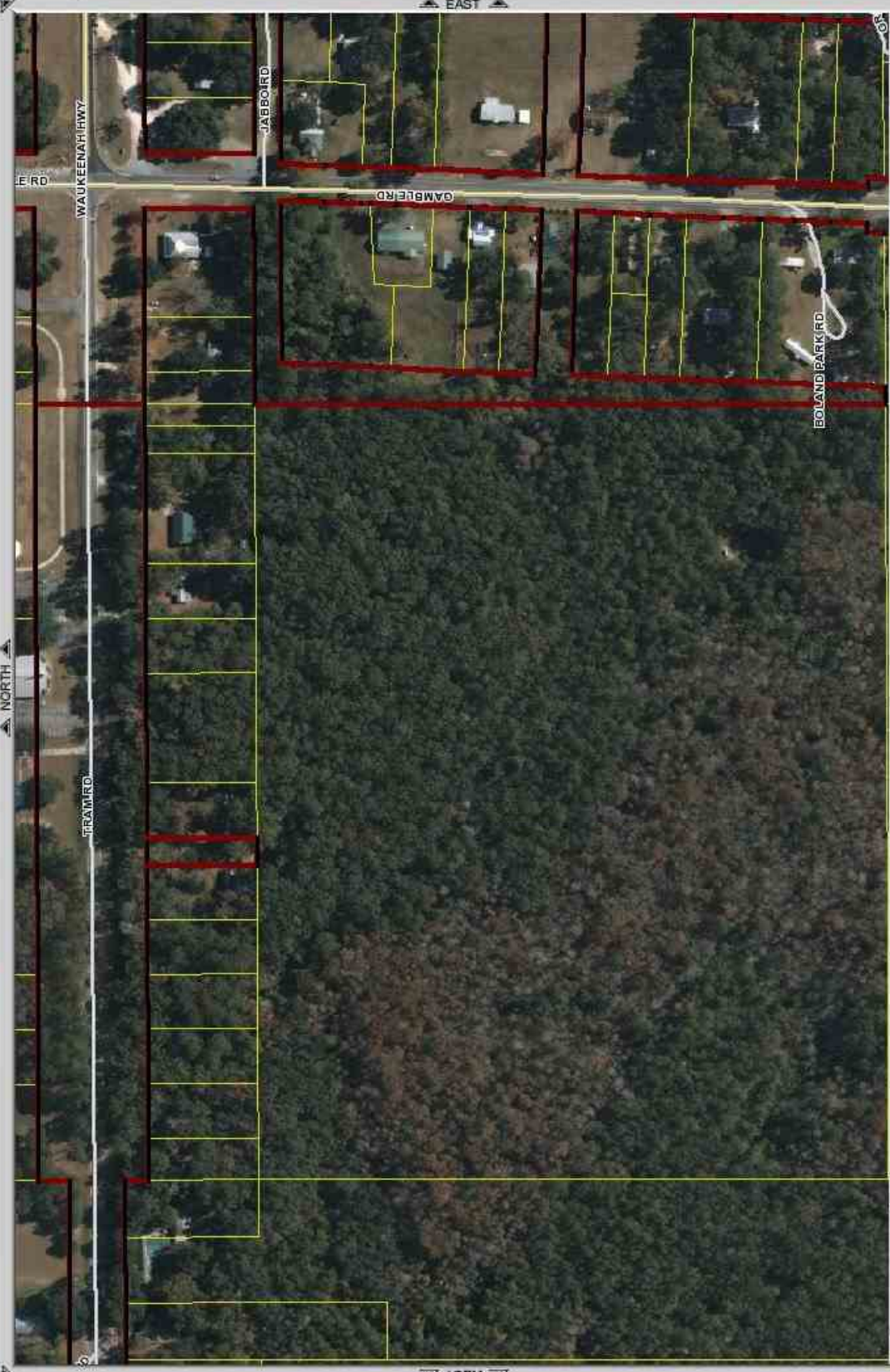
- HOME
- News Releases
- Record Search
- GIS Map
- Sales Report
- TAX Estimator
- General Info
- Exemptions
- Amendment 1
- Amendment 10
- AG Classification
- T P P
- Budget
- HB 909
- F A Q
- Homeslead Fraud
- Download Data
- Download Forms
- Important Dates !
- Employment
- Links
- Contact Us

ZOOM 1"=429.6'
 SCALE
 PRINT
 INFO
 SEARCH RESULTS
 PARCEL DETAILS
 GIS MAP

Layers Parcel Info Tools

PARCEL INFO
 Selected Parcel is
Not Found
 in Property Database

updated: 12/2/2015



Jefferson County Property Appraiser - Interactive Record Search & GIS Mapping System

[HOME](#) | [News Releases](#) | [Record Search](#) | [GIS Map](#) | [Sales Report](#) | [TAX Estimator](#) | [General Info](#) | [Exemptions](#) | [Amendment 1](#) | [Amendment 10](#) | [AG Classification](#) | [T P P](#) | [Budget](#) | [HB 909](#) | [FAQ](#) | [Homesite Fraud](#) | [Download Data](#) | [Download Forms](#) | [Important Dates !](#) | [Employment](#) | [Links](#) | [Contact Us](#)

[New Search](#) | [Search Results](#) | [Parcel Details](#) | [GIS Map](#) | [PRINT](#) | [1 2 3](#)



Layers | Parcel Info | Tools

Selected Parcel is **Not Found** in Property Database
Updated: 12/2/2015





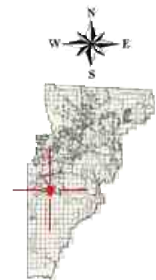
Jefferson County Property Appraiser

Angela Gray CFA - Monticello, Florida 32344 | 850-997-3356

PARCEL: 35-1S-3E-0000-0096-0000 - VACANT (000000)
 .459 ACRE LOT 100 X 200 FT ALSO KNOWN AS LOT 45 PLAN OF WACISSA ORB 378 P 188 & 638 P 716 & 713 P 608

NOTES:

Name: HARRELL FRANK MICHAEL		2014 Certified Values	
Site:	221 TRAM RD	Land	\$2,754.00
Mail:	221 TRAM RD	Bldg	\$0.00
	MONTICELLO, FL 32344	Assd	\$6,906.00
Sales	4/28/2015 \$100.00 I / U	Exmpt	\$0.00
Info	7/28/2009 \$100.00 I / U		Cnty: \$6,906
		Taxbl	Other: \$6,906 Schl: \$6,906

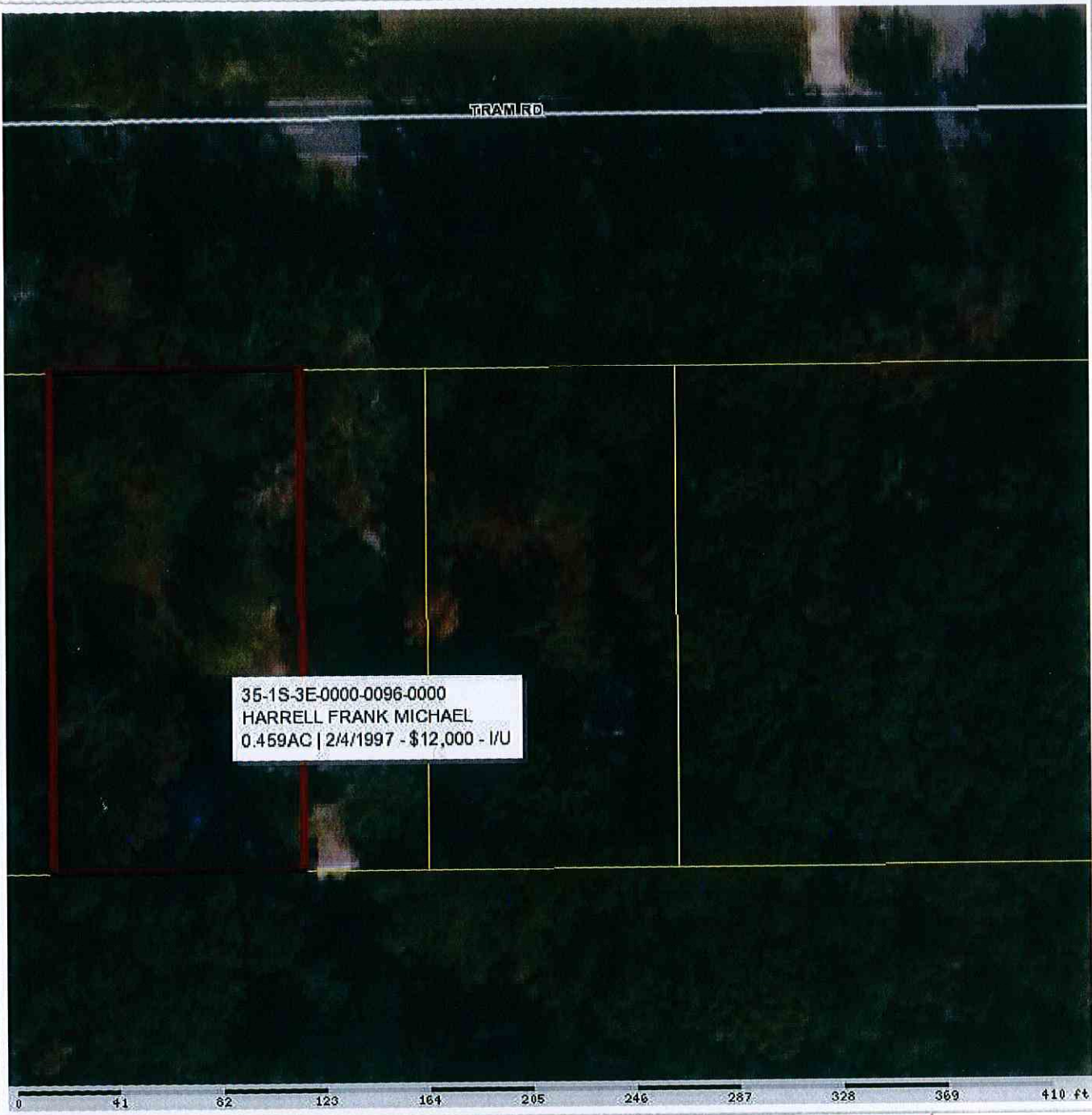






**PRIVATE
PROPERTY
NO TRESPASSING**

Small white paper or tag attached to the post.



35-1S-3E-0000-0096-0000
 HARRELL FRANK MICHAEL
 0.459AC | 2/4/1997 - \$12,000 - I/U

Jefferson County Property Appraiser
 Angela Gray CFA - Monticello, Florida 32344 | 850-997-3356

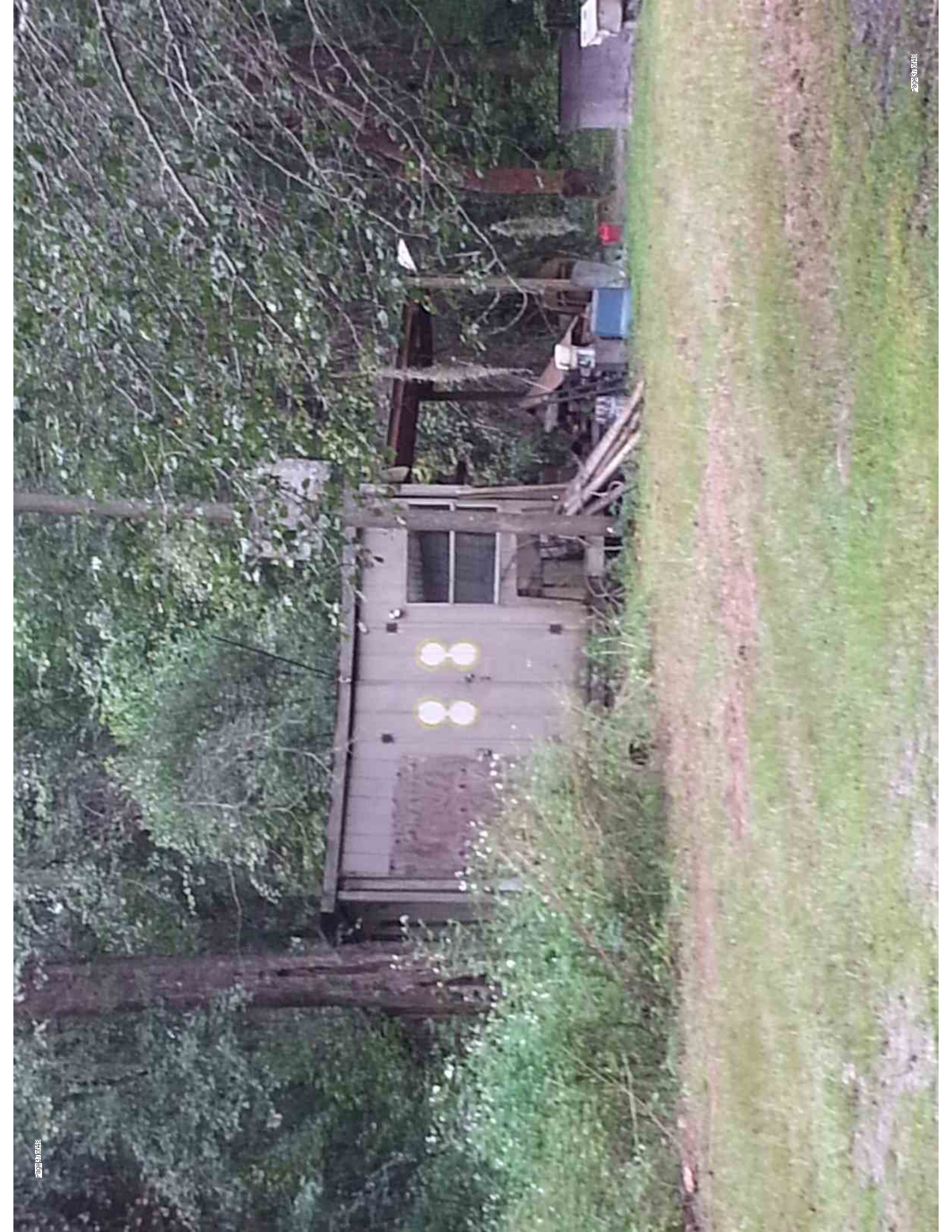
PARCEL: 35-1S-3E-0000-0096-0000 - VACANT (000000)
 .459 ACRE LOT 100 X 200 FT ALSO KNOWN AS LOT 45 PLAN OF WACISSA ORB 378 P 188 & 638 P 716 & 713 P 608

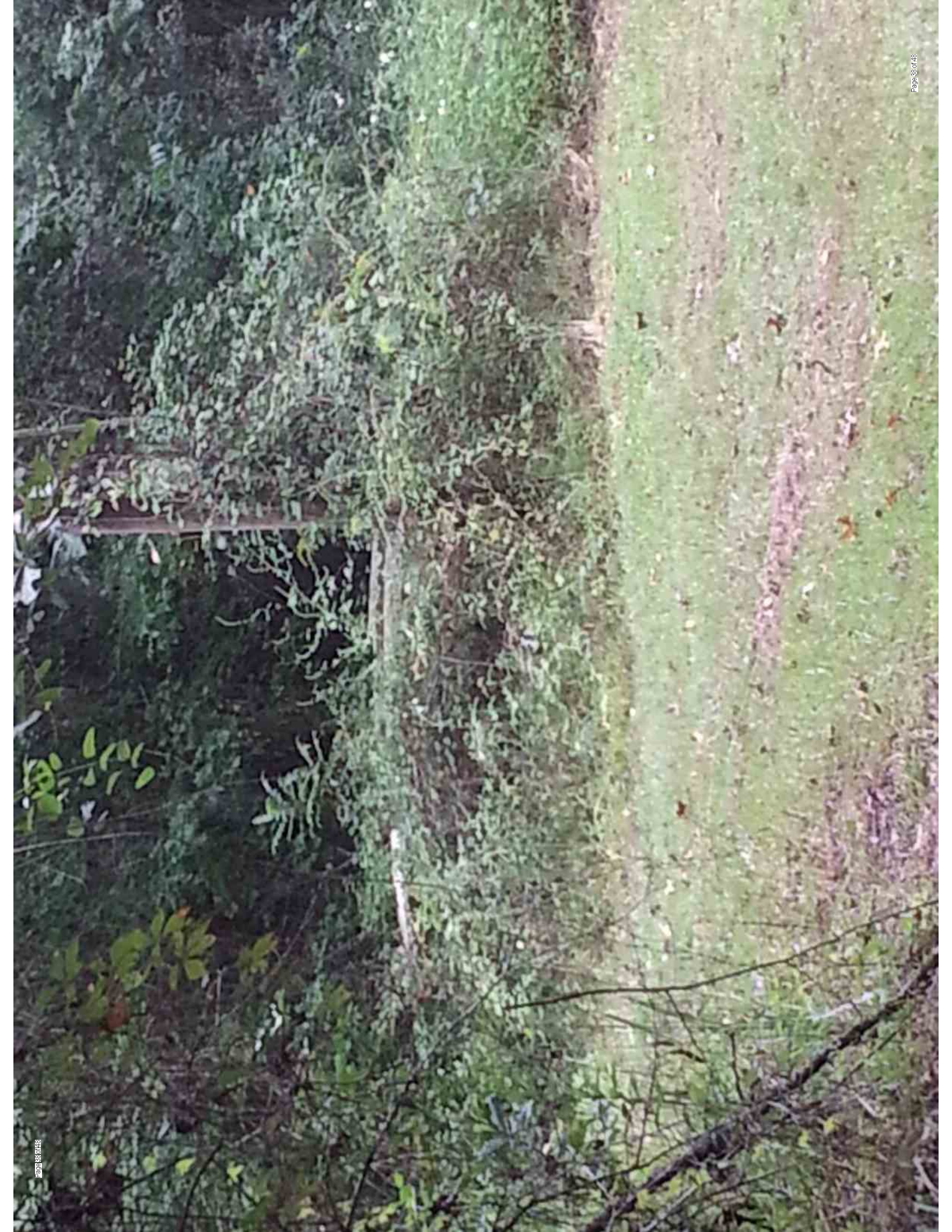
NOTES:

Name: HARRELL FRANK MICHAEL		2014 Certified Values	
Site:	221 TRAM RD	Land	\$2,754.00
Mall:	221 TRAM RD	Bldg	\$0.00
	MONTICELLO, FL 32344	Assd	\$6,906.00
Sales	4/28/2015 \$100.00 I / U	Exmpt	\$0.00
Info	7/28/2009 \$100.00 I / U		
			Cnty: \$6,906
			Other: \$6,906 Schl: \$6,906









ITEM 6(a)

**COUNTY COORDINATOR –
SHIP BID AWARDS**

MEMORANDUM

TO: Jefferson County Board of Commissioners
 FROM: Jay Moseley, Senior Consultant
 SUBJECT: Bid Award Recommendations
 DATE: December 1, 2015

BID AWARD

On November 19, 2015 sealed bids were received and opened for seven (7) houses in the Jefferson County SHIP Program for Home Rehabilitation. These bids were reviewed and recommendations are made in accordance with the Local Housing Assistance Plan. The applicants, recommended bidders and the amounts for these houses are listed below:

APPLICANT	RECOMMENDED BIDDER	AMOUNT
Corrine Broxsie	Florida Homes, Inc.	\$40,000*
Mary Conner	Florida Homes, Inc.	\$29,641
Bertha Daniels	Florida Homes, Inc.	\$34,730**
Dorothy Benjamin	C. B. Construction, Inc.	\$29,823
Peggy Fishburn	C. B. Construction, Inc.	\$23,142
Ollie Dell Parrish	C. B. Construction, Inc.	\$23,968
Sandra Stubbins	C. B. Construction, Inc.	\$27,300

*Scope of work will be reduced to meet the maximum allowable amount of \$40,000.

**Low bid received from C. B. Construction was withdrawn due to calculation error.

Recommended Action # 1: Award the houses as identified above

Attachments:


Bid Tabulation with Recommendations

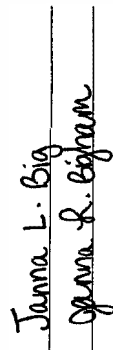
Bid Withdrawal Memo from C. B. Construction

JEFFERSON COUNTY BID TAB: SHIP HOUSING REHAB PROJECTS

November 19, 2015 at 11:00AM

Contractor/Homeowners	Corrine Broxie	Mary Conner	Bertha Daniels	Dorothy Benjamin	Peggy Fishburn	Olffe Dell Parrish	Sandra Stubbins
Florida Homes, Inc.	47804	09641	34730	33687	25404	24304	32275
Certified Roofing and Construction, Inc.	8	42313	45810	40420	26200	25750	40965
C. B. Construction Inc.		30730	31353*	29823	23142	23968	27300
Ha ai Construction, Inc.	No Bid						
Kelleman Construction, Inc.	No Bid						
Jenkins Roofing, Inc.	No Bid						
			* withdrawn				
Recommended Contractor	FL Homes	FL Homes	FL Homes	C.B	C.B	C.B	C.B

Witnessed by:
 Signature: 
 Print: Janna L. Big

Opened By: Janna L. Big
 Signature: 
 Print: Janna R. Eginam

Bid Opening:
 19-Nov-15

C.B. Construction, Inc.

1432 Breck Drive

Tallahassee, Florida 32305

Contractor License#(CBC058867)

Office (850)877-7762 Cell (850)566-0941 Fax (850)385-2749

Licensed and Insured in the state of Florida

Meridian Community Service group

P.O. Box 357995

Gainesville, FL 32635

This memo in reference of chad banks of C.B. Construction withdraw his bid from Bertha Daniels 520 E. cypress st. Monticello, Florida, due to the fact of misstating some figures.

Thank You

Chad Banks 12-1-15

ITEM 6(b)

**COUNTY COORDINATOR –
DUMP TRUCKS LEASE RESOLUTION**

EXHIBIT A

**RESOLUTION OF GOVERNING BODY
EXTRACT OF MINUTES**

LESSEE (legal name): Jefferson County Board of County Commissioners

At a duly called meeting of the governing body of Lessee (as defined in the Agreement) held on the _____ day of _____ 20_____ the following resolution was introduced and adopted.

RESOLVED, whereas the governing body of Lessee has determined that a true and very real need exists for the acquisition of the Equipment described in the Lease-Purchase Agreement presented to this meeting; and has further determined that the Equipment will be used solely for essential governmental functions and not for private business use.

WHEREAS, the governing body of Lessee has taken the necessary steps, including any legal bidding requirements, under applicable law to arrange for the acquisition of such equipment.

BE IT RESOLVED, by the governing body of Lessee that the terms of said Lease-Purchase Agreement and Escrow Agreement are in the best interest of Lessee for the acquisition of such equipment, and the governing body of Lessee designates and confirms the following persons to execute and deliver, and to witness (or attest), respectively, **Leasing 2, Inc.** Lease-Purchase Agreement and Escrow Agreement and any related documents necessary to the consummation of the transactions contemplated by the Lease-Purchase Agreement and Escrow Agreement.

(Signature of Party to Execute Lease-Purchase Agreement and Escrow Agreement)

(Print Name and Title)

The undersigned further certifies that the above resolution has not been repealed or amended and remains in full force and effect and further certifies that the above and foregoing Lease-Purchase Agreement and Escrow Agreement is the same as presented at said meeting of the governing body of Lessee.

(SEAL)

Secretary/Clerk

Date

CUSTOMER #: 70222

36515



CAPITAL TRUCK, INC.

4740 Blountstown Highway
 P.O. Box 6328 - U.S. 20 West
 Tallahassee, Florida 32314
 (850) 575-8655
 Reg. # MV42385

JEFFERSON COUNTY
 CBC
 1484 SOUTH JEFFERSON STREET
 MONTICELLO, FL 32344
 HOME: 850-997-2036 CONT: 850-997-2036
 BUS: CELL:

INVOICE

PAGE 1

SERVICE ADVISOR: 5098 JAYNE GUEST

COLOR	YEAR	MAKE/MODEL	VIN	LICENSE	MILEAGE IN/OUT	TAG	
WHITE	16	MACK TRUCK GU813	1M2AX13C2GM035312		379/379	T0107	
DEL DATE	PROD. DATE	WARR. EXP.	PROMISED	PO NO.	RATE	PAYMENT	INV. DATE
15DEC15 DD			17:00 15DEC15	NEW TRUCK	115.00	CBC	17DEC15
R.O. OPENED		READY	OPTIONS: STK:22578 DLR:C675				

LINE	OPCODE	TECH	TYPE	HOURS	LIST	NET	TOTAL
------	--------	------	------	-------	------	-----	-------

A PRE DELIVERY INSPECTION
 PDI PRE DELIVERY INSPECTION
 5104 IN8 (N/C)
 PARTS: 0.00 LABOR: 0.00 OTHER: 0.00 TOTAL LINE A: 0.00
 379 PRE DELIVER PRE DELIVER.

B ANNUAL DOT INSPECTION
 DOT ANNUAL DOT INSPECTION
 5104 IN8 (N/C)
 PARTS: 0.00 LABOR: 0.00 OTHER: 0.00 TOTAL LINE B: 0.00
 379 D.O.T D.O.T

C SET PARAMETERS TO 65 MPH ROAD AND CRUISE SPEED
 PARA SET/RESET PARAMETERS
 5104 IN8 (N/C)
 PARTS: 0.00 LABOR: 0.00 OTHER: 0.00 TOTAL LINE C: 0.00
 379 SET PARAMETERS SET TO CUSTOMER SPECS.

MISC"THIS CHARGE IS FOR SHOP AND ELECTRONIC
 SUPPLIES.EPA DISPOSAL FEES.
 AVERAGE PER EVERY SERVICE INVOICE

TERMS: Charges due and payable on receipt of the statement reflecting the same (but in no event later than the 10th day of the month following the month during which charges were incurred) subject to a late charge at the contract rate permitted by state regulations but not to exceed 1 1/2% per month if payment is not received within thirty days of the statement date. The late charge is not intended as an alternative to payment when due. These terms are subject to modification upon notice. In the event these charges must be collected by or through an attorney at law, attorney's fees in the amount of 15% of the principal balance will also be owed. I have read and understand the account payment provisions stated above.

ALL PARTS AND LABOR ARE WARRANTED FOR _____ MONTHS/ _____ MILES UNLESS OTHERWISE STATED.

STATEMENT OF DISCLAIMER
 The factory warranty constitutes all of the warranties with respect to the sale of this item/items. The Seller hereby expressly disclaims all warranties either express or implied, including any implied warranty of merchantability or fitness for a particular purpose. Seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of this item/items.

DESCRIPTION	TOTALS
LABOR AMOUNT	0.00
PARTS AMOUNT	0.00
GAS, OIL, LUBE	0.00
SUBLET AMOUNT	0.00
MISC. CHARGES	0.00
TOTAL CHARGES	0.00
LESS INSURANCE	0.00
SALES TAX	0.00
PLEASE PAY THIS AMOUNT	0.00

Thank You

CUSTOMER SIGNATURE
 X

ANNUAL VEHICLE INSPECTION REPORT

VEHICLE HISTORY RECORD	
REPORT NUMBER	FLEET UNIT NUMBER
36747903	
DATE 12-15-15	

MOTOR CARRIER OPERATOR Jefferson County RD dept ADDRESS 1484 S Jefferson st CITY, STATE, ZIP CODE Monticello FL 32344 VEHICLE TYPE <input type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input checked="" type="checkbox"/> TRUCK <input type="checkbox"/> BUS <input type="checkbox"/> (OTHER)	INSPECTOR'S NAME (PRINT OR TYPE) Bernie Henderson THIS INSPECTOR MEETS THE QUALIFICATION REQUIREMENTS IN SECTION 396.19. <input checked="" type="checkbox"/> YES VEHICLE IDENTIFICATION (✓ AND COMPLETE) <input type="checkbox"/> LIC. PLATE NO. <input checked="" type="checkbox"/> VIN <input type="checkbox"/> OTHER Imdax BC2 gm 035312 INSPECTION AGENCY/LOCATION (OPTIONAL)
---	---

VEHICLE COMPONENTS INSPECTED

OK	NEEDS REPAIR	REPAIRED DATE	ITEM	OK	NEEDS REPAIR	REPAIRED DATE	ITEM	OK	NEEDS REPAIR	REPAIRED DATE	ITEM
			1. BRAKE SYSTEM				6. SAFE LOADING				10. TIRES
/			a. Service Brakes	/			a. Part(s) of vehicle or condition of loading such that the spare tire or any part of the load or dunnage can fall onto the roadway.	/			a. Tires on any steering axle of a power unit.
/			b. Parking Brake System	/			b. Protection against shifting cargo.	/			b. All other tires.
/			c. Brake Drums or Rotors	/			c. Container securement devices on intermodal equipment.	/			11. WHEELS AND RIMS
/			d. Brake Hose	/			a. Steering Wheel Free Play	/			a. Lock or Side Ring
/			e. Brake Tubing	/			b. Steering Column	/			b. Wheels and Rims
/			f. Low Pressure Warning Device	/			c. Front Axle Beam and All Steering Components Other Than Steering Column	/			c. Fasteners
/			g. Tractor Protection Valve	/			d. Steering Gear Box	/			d. Welds
/			h. Air Compressor	/			e. Pitman Arm	/			12. WINDSHIELD GLAZING
/			i. Electric Brakes	/			f. Power Steering	/			Requirements and exceptions as stated pertaining to any crack, discoloration or vision reducing matter (reference 393.60 for exceptions).
/			j. Hydraulic Brakes	/			g. Ball and Socket Joints	/			13. WINDSHIELD WIPERS
/			k. Vacuum Systems	/			h. Tie Rods and Drag Links	/			Any power unit that has an inoperative wiper, or missing or damaged parts that render it ineffective.
/			2. COUPLING DEVICES	/			i. Nuts	/			14. OTHER
/			a. Fifth Wheels	/			j. Steering System	/			List any other condition(s) which may prevent safe operation of this vehicle.
/			b. Pintle Hooks	/			8. SUSPENSION	/			
/			c. Drawbar/Towbar Eye	/			a. Any U-bolt(s), spring hanger(s), or other axle positioning part(s) cracked, broken, loose or missing resulting in shifting of an axle from its normal position.	/			
/			d. Drawbar/Towbar Tongue	/			b. Spring Assembly	/			
/			e. Safety Devices	/			c. Torque, Radius or Tracking Components	/			
/			f. Saddle-Mounts	/			9. FRAME	/			
/			3. EXHAUST SYSTEM	/			a. Frame Members	/			
/			a. Exhaust system leaking forward of or directly below the driver/sleeper compartment.	/			b. Tire and Wheel Clearance	/			
/			b. Bus exhaust system leaking or discharging in violation of standard.	/			c. Adjustable Axle Assemblies (Sliding Subframes)	/			
/			c. Exhaust system likely to burn, char, or damage the electrical wiring, fuel supply, or any combustible part of the motor vehicle.	/				/			
/			4. FUEL SYSTEM	/				/			
/			a. Visible leak.	/				/			
/			b. Fuel tank filler cap missing.	/				/			
/			c. Fuel tank securely attached.	/				/			
/			5. LIGHTING DEVICES	/				/			
/			All lighting devices and reflectors required by Part 393 shall be operable.	/				/			

INSTRUCTIONS: MARK COLUMN ENTRIES TO VERIFY INSPECTION: ✓ OK, X NEEDS REPAIR, NA IF ITEMS DO NOT APPLY, REPAIRED DATE

CERTIFICATION: THIS VEHICLE HAS PASSED ALL THE INSPECTION ITEMS FOR THE ANNUAL VEHICLE INSPECTION IN ACCORDANCE WITH 49 CFR PART 396.

CUSTOMER #: 70222

36513



CAPITAL TRUCK, INC.

4740 Blountstown Highway
 P.O. Box 6328 - U.S. 20 West
 Tallahassee, Florida 32314
 (850) 575-8655
 Reg. # MV42385

JEFFERSON COUNTY
 CBC
 1484 SOUTH JEFFERSON STREET
 MONTICELLO, FL 32344
 HOME:850-997-2036 CONT:850-997-2036
 BUS: CELL:

INVOICE

PAGE 1

SERVICE ADVISOR: 5098 JAYNE GUEST

COLOR	YEAR	MAKE/MODEL	VIN	LICENSE	MILEAGE IN/ OUT	TAG	
WHITE	16	MACK TRUCK GU813	1M2AX13COGM035986		1353/1353	T106	
DEL DATE	PROD. DATE	WARR. EXP.	PROMISED	PO NO.	RATE	PAYMENT	INV. DATE
15DEC15 DD			17:00 15DEC15	NEW TRUCK	115.00	CBC	17DEC15
R.O. OPENED		READY	OPTIONS: STK:22579 DLR:C675				

LINE	OPCODE	TECH	TYPE	HOURS	LIST	NET	TOTAL
------	--------	------	------	-------	------	-----	-------

A PRE DELIVERY INSPECTION
 PDI PRE DELIVERY INSPECTION
 5106 IN8 (N/C)
 1 AUR-WAS20F6 W/W SOLVENT-20 (N/C)
 1 85125485 DIESEL EXHAUST FLUID (N/C)
 PARTS: 0.00 LABOR: 0.00 OTHER: 0.00 TOTAL LINE A: 0.00
 1353 PDI INSPECTED UNIT FILLED DEF FLUID FILLED THE WASHER FLUID

B ANNUAL DOT INSPECTION
 DOT ANNUAL DOT INSPECTION
 5106 IN8 (N/C)
 PARTS: 0.00 LABOR: 0.00 OTHER: 0.00 TOTAL LINE B: 0.00
 1353 DOT PASSED

C SET PARAMETERS TO 65 MPH ROAD AND CRUISE SPEED
 PARA SET/RESET PARAMETERS
 5106 IN8 (N/C)
 PARTS: 0.00 LABOR: 0.00 OTHER: 0.00 TOTAL LINE C: 0.00
 1353 PARAMETERS SET TO CUSTOMERS SPECIFICATIONS

MISC"THIS CHARGE IS FOR SHOP AND ELECTRONIC
 SUPPLIES.EPA DISPOSAL FEES.
 AVERAGE PER EVERY SERVICE INVOICE

TERMS: Charges due and payable on receipt of the statement reflecting the same (but in no event later than the 10th day of the month following the month during which charges were incurred) subject to a late charge at the contract rate permitted by state regulations but not to exceed 1 1/2% per month if payment is not received within thirty days of the statement date. The late charge is not intended as an alternative to payment when due. These terms are subject to modification upon notice. In the event these charges must be collected by or through an attorney at law, attorney's fees in the amount of 15% of the principal balance will also be owed. I have read and understand the account payment provisions stated above.

ALL PARTS AND LABOR ARE WARRANTED FOR _____ MONTHS/ _____ MILES UNLESS OTHERWISE STATED.

Thank You

STATEMENT OF DISCLAIMER
 The factory warranty constitutes all of the warranties with respect to the sale of this item/items. The Seller hereby expressly disclaims all warranties either express or implied, including any implied warranty of merchantability or fitness for a particular purpose. Seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of this item/items.

CUSTOMER SIGNATURE
X

DESCRIPTION	TOTALS
LABOR AMOUNT	0.00
PARTS AMOUNT	0.00
GAS, OIL, LUBE	0.00
SUBLET AMOUNT	0.00
MISC. CHARGES	0.00
TOTAL CHARGES	0.00
LESS INSURANCE	0.00
SALES TAX	0.00
PLEASE PAY THIS AMOUNT	0.00

ANNUAL VEHICLE INSPECTION REPORT

VEHICLE HISTORY RECORD	
REPORT NUMBER	FLEET UNIT NUMBER
36696194	
DATE 12/15/15	

MOTOR CARRIER OPERATOR Jefferson County	INSPECTOR'S NAME (PRINT OR TYPE) Capital Truck
ADDRESS 1484 South Jefferson st	THIS INSPECTOR MEETS THE QUALIFICATION REQUIREMENTS IN SECTION 396.19. <input checked="" type="checkbox"/> YES
CITY, STATE, ZIP CODE Monticello FL 32344	VEHICLE IDENTIFICATION (✓ AND COMPLETE) <input type="checkbox"/> LIC. PLATE NO. <input checked="" type="checkbox"/> VIN <input type="checkbox"/> OTHER 1M2AX13C0Gm035986
VEHICLE TYPE <input checked="" type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/> TRUCK <input type="checkbox"/> BUS <input type="checkbox"/> (OTHER)	INSPECTION AGENCY/LOCATION (OPTIONAL)

VEHICLE COMPONENTS INSPECTED

OK	NEEDS REPAIR	REPAIRED DATE	ITEM	OK	NEEDS REPAIR	REPAIRED DATE	ITEM	OK	NEEDS REPAIR	REPAIRED DATE	ITEM
			1. BRAKE SYSTEM				6. SAFE LOADING				10. TIRES
✓			a. Service Brakes				a. Part(s) of vehicle or condition of loading such that the spare tire or any part of the load or dunnage can fall onto the roadway.	✓			a. Tires on any steering axle of a power unit.
✓			b. Parking Brake System				b. Protection against shifting cargo.	✓			b. All other tires.
✓			c. Brake Drums or Rotors				c. Container securement devices on intermodal equipment.				11. WHEELS AND RIMS
✓			d. Brake Hose				a. Steering Wheel Free Play				a. Lock or Side Ring
✓			e. Brake Tubing				b. Steering Column				b. Wheels and Rims
✓			f. Low Pressure Warning Device				c. Front Axle Beam and All Steering Components Other Than Steering Column				c. Fasteners
✓			g. Tractor Protection Valve				d. Steering Gear Box				d. Welds
✓			h. Air Compressor				e. Pitman Arm				12. WINDSHIELD GLAZING
✓			i. Electric Brakes				f. Power Steering				Requirements and exceptions as stated pertaining to any crack, discoloration or vision reducing matter (reference 393.60 for exceptions).
✓			j. Hydraulic Brakes				g. Ball and Socket Joints				13. WINDSHIELD WIPERS
			k. Vacuum Systems	✓			h. Tie Rods and Drag Links				Any power unit that has an inoperative wiper, or missing or damaged parts that render it ineffective.
			2. COUPLING DEVICES				i. Nuts				14. OTHER
			a. Fifth Wheels				j. Steering System				List any other condition(s) which may prevent safe operation of this vehicle.
			b. Pintle Hooks	✓			8. SUSPENSION				
			c. Drawbar/Towbar Eye				a. Any U-bolt(s), spring hanger(s), or other axle positioning part(s) cracked, broken, loose or missing resulting in shifting of an axle from its normal position.				
			d. Drawbar/Towbar Tongue				b. Spring Assembly				
✓			e. Safety Devices				c. Torque, Radius or Tracking Components				
			f. Saddle-Mounts				9. FRAME				
			3. EXHAUST SYSTEM				a. Frame Members				
✓			a. Exhaust system leaking forward of or directly below the driver/sleeper compartment.				b. Tire and Wheel Clearance				
			b. Bus exhaust system leaking or discharging in violation of standard.				c. Adjustable Axle Assemblies (Sliding Subframes)				
			c. Exhaust system likely to burn, char, or damage the electrical wiring, fuel supply, or any combustible part of the motor vehicle.	✓							
			4. FUEL SYSTEM								
✓			a. Visible leak.								
✓			b. Fuel tank filler cap missing.								
✓			c. Fuel tank securely attached.								
			5. LIGHTING DEVICES								
✓			All lighting devices and reflectors required by Part 393 shall be operable.								

INSTRUCTIONS: MARK COLUMN ENTRIES TO VERIFY INSPECTION: ✓ OK, X NEEDS REPAIR, NA IF ITEMS DO NOT APPLY, _____ REPAIRED DATE

CERTIFICATION: THIS VEHICLE HAS PASSED ALL THE INSPECTION ITEMS FOR THE ANNUAL VEHICLE INSPECTION IN ACCORDANCE WITH 49 CFR PART 396.