

City of Quincy

City Hall

404 West Jefferson Street

Quincy, FL 32351

www.myquincy.net



Meeting Agenda

**Monday,
May 9, 2016
6:00 PM**

City Hall Commission Chambers

City Commission

Derrick Elias, Mayor (Commissioner District Three)
Micah Brown, Mayor Pro-Tem (Commissioner District Two)
Keith Dowdell (Commissioner District One)
Andy Gay (Commissioner District Four)
Daniel McMillan (Commissioner District Five)

AGENDA FOR THE REGULAR MEETING
OF THE CITY COMMISSION OF
QUINCY, FLORIDA
Monday~May 9, 2016
6:00 PM
CITY HALL CHAMBERS

Call to Order

Invocation

Pledge of Allegiance

Roll Call

Approval of Agenda

Special Presentations by Mayor or Commission

Approval of the Minutes of the previous meetings

1. Approval of Minutes of the 04/25/2016 Regular Meeting
(Sylvia Hicks, City Clerk)
2. Approval of Minutes of the 04/26/2016 Canvassing Board Meeting
(Sylvia Hicks, City Clerk)
3. Approval of Minutes of the 04/29/2016 Special Meeting
(Sylvia Hicks, City Clerk)

Proclamations

Public Hearings and Ordinances as scheduled or agended

Public Opportunity to speak on Commission propositions– (Pursuant to Sec. 286.0114, Fla. Stat. and subject to the limitations of Sec. 286.0114(3)(a), Fla. Stat.)

Resolutions

Reports by Boards and Committees

Reports, requests and communications by the City Manager

- 4. License Agreement for Men of Action
(Mike Wade, City Manager; Scott Shirley, City Attorney)
- 5. Special Use for Daycare at 100 S. Madison Street
(Mike Wade, City Manager; Bernard Piawah, Building and Planning Director)
- 6. Revised Letter of Intent for Sheline Property
(Mike Wade, City Manager; Bernard Piawah, Building and Planning Director)
- 7. Proposed Voluntary Annexation
(Mike Wade, City Manager; Bernard Piawah, Building and Planning Director)
- 8. Fire Department Reports
Monthly Activity Report, District Calls Report
(Mike Wade, City Manager; Curtis Bridges, Interim Fire Chief)

Other items requested to be agendaed by Commission Member(s), the City Manager and other City Officials

Comments

a) **City Manager**

b) **City Clerk**

c) **City Attorney**

- Update on Fire and Police Pension Plan

d) **Commission Members**

Comments from the Audience

Adjournment

*Items(s) Not in Agenda Packet

If a person decides to appeal any decision made by the City Commission with respect to any matter considered at this meeting, he/she may need a record of the proceedings, and for such purpose, he/she may need to ensure that verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. FS 286.0105.

Persons with disabilities who require assistance to participate in City meetings are request to notify The City Clerk's Office at (850) 618-0020 in advance.

CITY COMMISSION
CITY HALL
QUINCY, FLORIDA

REGULAR MEETING
APRIL 25, 2016
6:00 P.M.

The Quincy City Commission met in regular session, Monday, April 25, 2016, with Mayor Commissioner Elias presiding and the following present:

Commissioner Micah Brown (absent)
Commissioner Daniel McMillan
Commissioner Gerald A. Gay, III
Commissioner Keith A. Dowdell

Also Present:

City Manager Mike Wade
City Attorney Scott Shirley
City Clerk Sylvia Hicks
Police Chief Glenn Sapp
Planning Director Bernard Piawah
Finance Director Ted Beason
Human Resources Director Bessie Evans
Interim Fire Chief Curtis Bridges
Customer Service Supervisor Catherine Robinson
Public Works Director Reginald Bell
Community Redevelopment Manager Regina Davis
Administrative Assistant to the City Manager Vancheria Perkins
Sergeant at Arms Officer Derrick Pearson

Call to Order:

Mayor Commissioner Elias called the meeting to order followed by invocation and the Pledge of Allegiance.

Commissioner McMillan made a motion to excuse Commissioner Brown. Commissioner Gay seconded the motion. The motion carried three to zero.

Approval of Agenda

Commissioner Gay made a motion to approve the amended agenda. Commissioner McMillan seconded the motion. The ayes were unanimous. The motion carried four to zero.

Special Presentations by the Mayor or Commission

Approval of the Minutes of the previous meeting

Approval of the Minutes of April 12, 2016 Regular Meeting

Commissioner McMillan made a motion to approve the minutes of the April 12, 2016 regular meeting with corrections if necessary. Commissioner Dowdell seconded the motion. The motion carried four to zero.

Proclamations

Public Hearings and Ordinances as scheduled or agended

Public Opportunity to speak on Commission propositions – (Pursuant to Sec. 286.0114. Fla. Stat. and subject to the limitations of Sec. 286.0114(3) (a). (Fla. Stat)

Ordinances

Resolutions

Resolution No. 1341-2016 Hillside Park Grant Application

Commissioner Gay made a motion to approve Resolution No. 1341-2016 granting staff permission to apply for grant funding from the Great Urban Parks Campaign. Commissioner McMillan seconded the motion. The motion carried four to zero.

Reports by Boards and Committees

Reports, requests and communications by the City Manager

Community Redevelopment Advisory Board Appointments

Commissioner McMillan made a motion to approve the appointment of Robert E. Nixon and Stacey Hannigon to serve on the CRA Advisory Board. Commissioner Gay seconded the motion. The motion carried four to zero.

Mayor Elias made a motion to appoint Angela Price to the CRA from District III. Commissioner Gay seconded the motion. The motion carried four to zero.

Finance Reports - P-Card, Arrears, Cash Requirements, and Financial Report

Commissioner Dowdell asked the CRA Manager what was the gas charges on the P-Card. Ms. Davis stated that was gas for the 360 program and at the end of the month the program will end. Commissioner Dowdell stated that it looks like the arrears total is getting larger. Ted Beason, Finance Director stated that when a former customer opens a new account and has an old utility bill we allow them to make payments on the old bill. Commissioner Dowdell asked the Finance Director to give an explanation of why are some of the line items in the expenditure report are over 100%? The Finance Director stated he would have a note available when the expenditures are over 100%.

Other items requested to be agendaed by Commission Member(s), the City Manager and other City Officials

Comments

City Manager

City Manager Mike Wade informed everyone of the Citywide Smoke testing of the sewer mains. He also stated that if you see smoke in your house you must call a plumber because there is a problem with your plumbing. Mr. Wade stated the smoke is non toxic, it is a vegetable oil base.

Chief Sapp stated the Quincy Police Department, City of Quincy and Florida Department of Transportation is sponsoring the 2016 Bike Rodeo at Tanyard Creek Park for children ages 6-11 from 10:00 a.m. until 2:00 p.m. on Saturday, April 30, 2016. The program features free hands on bike riding activities to teach and promote bike safety, free helmets will be given away.

Police Chief Sapp informed everyone that they have partnered with Walgreens and the DEA for any one that has any old prescription drugs they have an opportunity to bring to Walgreens Saturday, April 30, 2016 between the hours of 10:00 am and 2:00 p.m.

City Manager Mike Wade requested a joint meeting between the City of Quincy Commissioners and the Gadsden County Board of County Commissioners to discuss upcoming legislation, CRPTA representative. The Commission agreed on the May 16, 2016 meeting at 6:00. The Attorney informed the Board the he would have a conflict but Mr. Rudolph will be attending the meeting.

City Clerk

City Clerk Sylvia Hicks presented a request from the Main Street Committee to allow them to have a beer garden at Quincyfest. Commissioner Dowdell made a motion to approve the request. Commissioner McMillan seconded the motion. The motion carried four to zero.

City Attorney – None

Commission Members

Commissioner Dowdell

Commissioner Dowdell asked if Public Works is still spraying for mosquitoes. Public Works Director stated if anyone wants to have an area sprayed they should call the following Number 850-618-1886.

Commissioner Dowdell stated the street light is out again on Arlington Circle.

Commissioner Dowdell asked if we were planning to do anything with the Business Park. He stated he was approached by someone to purchase the park. The Mayor stated that they would need to approach the Commission.

Commissioner Dowdell stated we need to think about other sources of revenue because most of our revenue comes from utilities.

Commissioner Dowdell stated that summer is almost here and we need to think about a plan for the children.

Commissioner Dowdell stated to the Police Chief that he will be host a District meeting and we need to think about a plan because the children have been fighting and how to control them.

Commissioner Dowdell asked Mrs. Prieto to come forward to discuss the citywide cleanup program. Mrs. Prieto stated that she had spoken with all the Commission and in reference to district cleanup and will come back with a plan.

Commissioner Gay

Commissioner Gay stated that he is sorry for the way that Commissioner Brown had been treated, he stated that he has all the respect for Commissioner Brown, it takes courage to run for a political office. Commissioner Gay thanked Commissioner Brown for his service on the City Commission.

Commissioner McMillan – None

Citizens to be heard

Alphonso Figgers of 215 North Chalk Street came before the Commission and thanked them for the award that was presented to them at the last meeting. Mr. Figgers stated that at the last meeting Mrs. Banks disrespected Commissioner Gay and the Shaw Quarters Community with what he said. Mr. Figgers stated we now have a sound Commission and Commissioner Gay always attends the events in the neighborhood as well as give personal donations to the events. Mr. Figgers stated that the park is accessible and well lighted. He stated that Public Works, Recreation, and the Police Departments are doing a fantastic job.

Mayor Elias

Mayor Elias stated that an election will be held tomorrow at City Hall for District II and IV, the polls will be open from 7:00am to 7:00pm.

Mayor Elias thanked all departments for their hard work and appreciates everything they do.

Commissioner McMillan made a motion to adjourn the meeting. Commissioner Gay seconded the motion. There being no further business to discuss the meeting was adjourned.

APPROVED:

Derrick D. Elias, Mayor and Presiding
Officer of the City Commission and of
City of Quincy, Florida

ATTEST:

Sylvia Hicks
Clerk of the City of Quincy and
Clerk of the City Commission thereof

CITY COMMISSION
SUPERVISOR OF ELECTIONS
QUINCY, FLORIDA

CANVASSING BOARD MEETING
APRIL 26, 2016
6:00 P.M.

The Quincy City Commission met in special session at the Gadsden County Supervisor of Elections Office in Quincy, Florida on Tuesday, April 26, 2016 at 6:00 P.M. and the following were present:

Commissioner Daniel McMillan
Mayor-Commissioner Derrick D. Elias
City Manager Mike Wade
City Attorney Scott Shirley
City Clerk Sylvia Hicks

The following were also present:

Gadsden County Supervisor of Elections, Shirley G. Knight
Gadsden County Deputy Supervisor of Elections, Antonio Shaw
Gadsden County Chief Deputy Supervisor of Elections, Bridgett Bradwell
Gadsden County Assistant Supervisor of Elections, Kenya Williams
Gadsden County Deputy Supervisor of Elections, Jessica Lee
Gadsden County Supervisor of Elections Office Support, Myrna Portillo
Gadsden County Supervisor of Elections Office Support Gerald Tucker

Mayor Elias was nominated as presiding officer/chairperson.

For District II Supervisor of Elections presented 146 absentee ballots five ballots were rejected

District II	absentee	Poll	Provisional	Total
Chavien Lockwood	60	42	2	104
Angela Sapp	66	82	3	151
Donald Wood	15	34	1	50
Total	141	158	6	305

Total votes cast were 305 in District II and a runoff will be held in two weeks for City Commission Voter District II.

For District IV Supervisor of Elections presented 121 absentee ballots.

District IV	absentee	Poll	Total
Gerald A. Gay	88	151	239
Kenneth Thomas	33	65	98
Total	121	216	337

Total votes cast were 337 in District IV and Gerald A. Gay, III was declared elected to a 3-year term to the City Commission representing Voter District IV.

There being no further business the meeting was adjourned.

APPROVED:

Derrick D. Elias, Mayor and Presiding
Officer of the City Commission and of
City of Quincy, Florida

ATTEST:

Sylvia Hicks
Clerk of the City of Quincy and
Clerk of the City Commission thereof

CITY COMMISSION
CITY HALL
QUINCY, FLORIDA

SPECIAL MEETING
APRIL 29, 2016
6:00 P.M.

The Quincy City Commission met in special session Friday, April 29, 2016, with Mayor Commissioner Elias presiding and the following present:

Commissioner Micah Brown
Commissioner Daniel McMillan
Commissioner Elect Gerald A. Gay, III
Commissioner Keith A. Dowdell

Also Present

City Manager Mike Wade
City Attorney Scott Shirley
City Clerk Sylvia Hicks
Customer Service Supervisor Catherine Robinson

Call to Order

Mayor Elias called the meeting to order followed by invocation and the Pledge of Allegiance.

Swearing in of Commissioner Elect Gerald A. Gay III

The purpose of the special meeting pursuant to section 2.51 of the City Charter to swear in Commissioner Elect Gay and to determine the next regular City Commission meeting date.

City Clerk Sylvia Hicks swore in Commissioner Elect Gerald A. Gay, III to District IV as the new Commissioner for a three year term.

Determination of the May 10, 2016 regular City Commission meeting

Commissioner Dowdell made a motion to move the regular City Commission meeting to Monday May 9, 2016 and the swearing in ceremony will be held Wednesday April 11, 2016 at 6:00 pm. Commissioner McMillan seconded the motion.

Commissioner McMillan made a motion to adjourn the meeting. Commissioner Dowdell seconded the motion. There being no further business to discuss the meeting was adjourned.

APPROVED:

Derrick D. Elias Mayor and Presiding
Officer of the City Commission and
City of Quincy, Florida

ATTEST:

Sylvia Hicks
Clerk of the City of Quincy and
Clerk of the City Commission thereof

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

MEETING DATE: May 9, 2016

DATE OF REQUEST: May 6, 2016

TO: Honorable Mayor and Members of the City Commission

FROM: Mike Wade, City Manager
Scott Shirley, City Attorney

SUBJECT: Men of Action License Agreement

Statement of Issue:

The Gadsden County Men of Action own property located at 109 N. Madison St. in which the air conditioning units encroach onto City property. The financing institution for the property has expressed concern about the encroachment and requires that the Men of Action obtain an easement or deed for the property from the City. Staff has communicated with the Business Services Manager of the financing institution who has conceptually agreed to the license agreement pending final review of their attorney. The license agreement will grant the Men of Action authorization to have the A/C units located on the City property through the term of financing arrangement and includes a provision for the City to offer up to \$2500 of in kind services in the unlikely event that the City requires relocation of the units. Staff recommends approval and execution of the license agreement.

Options:

- Option 1: Motion to approve the License Agreement and authorize the Mayor to sign the agreement.
- Option 2: Commission Direction

Staff Recommendation:

Option 1

Attachments:

1. License Agreement
2. March 22, 2016 Agenda Item

LICENSE AGREEMENT

This agreement is made and entered into between Gadsden County Men of Action Inc., whose address is 109 N. Madison Street Quincy, FL 32351 (hereinafter referred to as “Men of Action”) and the City of Quincy, whose address is 404 West Jefferson Street Quincy, FL 32351 (hereinafter referred to as “City”).

RECITALS

WHEREAS, Men of Action is the owner of the real property located at 109 N. Madison Street Quincy, Florida, and has recently refinanced, and has received a loan on, the property; and

WHEREAS, directly adjacent to the Men of Action parcel is an area City of road right of way for an alley that provides public vehicular and pedestrian access to properties in the City downtown area; and

WHEREAS, several air conditioning units associated with the Men of Action parcel are located on the above referenced City right-of-way but do not block use of the alley for public vehicular or pedestrian access; and

WHEREAS, Men of Action desires assurances regarding the status of the encroaching air conditioning units during the term of the above referenced loan.

LICENSE

NOW THEREFORE, for and in consideration of the mutual promises herein contained the parties agree as follows:

1. The City hereby grants a temporary license to Men of Action for the above referenced encroaching air conditioning units in the current locations depicted on Exhibit A hereto, and only for the current locations as depicted, such license to begin upon the last date of execution hereof and to terminate on January 28, 2031.
2. Men of Action acknowledges that the air conditioning units are located in City’s right of way for the above referenced alley, and that by executing this agreement the City is not acquiescing in any adverse or prescriptive use of such alley right-of-way in the area of such encroachment. The parties further acknowledge that the City will only require relocation of the encroaching air conditioning units at such time as the City has a specific use for such area which necessitates the relocation and that in such instance during the term of this license City agrees to provide in kind services up to a value of \$2,500.00 of the cost of relocation.
3. Men of Action shall further hold harmless and indemnify the City for any damage or liability specifically arising from the current location of the encroaching air

conditioning units.

PASSED AND ADOPTED by the City Commission of the City of Quincy, Florida, this ____ DAY of April 2016.

BY:

Derrick Elias
Mayor and Presiding Officer
of the City Commission of the City of Quincy, Florida

ATTEST:

Sylvia Hicks
Clerk of the City of Quincy and
Clerk of the City Commission thereof

AGREEMENT entered into the ____ day of April, 2016, by Gadsden County Men of Action, Inc.

Gadsden County Men of Action, Inc.
a Florida not-for-profit Corporation

By: _____
Its: _____

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

COPY

MEETING DATE: April 12, 2016
DATE OF REQUEST: April 8, 2016
TO: Honorable Mayor and Members of the City Commission
FROM: Mike Wade, City Manager
Scott Shirley, City Attorney
SUBJECT: Men of Action Easement

Statement of Issue:

The Gadsden County Men of Action own property located at 109 N. Madison St. in which the air conditioning units encroach onto City property. The financing institution has expressed concern about the encroachment and requires that the Men of Action obtain an easement or deed from the City for the property. Staff has communicated with the Business Services Manager of the financing institution and has arrived at a potential solution. Staff plans to bring a Resolution before the Commission at the next Commission meeting for approval that will grant the Men of Action authorization to have the A/C units located on the City property.

COPY



April 1, 2016

Gadsden County Men of Action
P.O. Box 1526
Quincy, FL 32353-1526

Re: Easement for AC Unit

Dear Gentlemen of the Gadsden County Men of Action,

Attached please find the survey on your property located at 109 North Madison Street, Quincy, FL, dated January 7, 2016. This survey indicates that your air conditioning units are encroaching on property currently owned by the City of Quincy. This creates a risk for you and a potential risk for the credit union as at any time the City of Quincy could require you to move the AC unit from their property. Therefore we have requested that you keep a minimum of \$5,000 on hold with us as a reserve should the City of Quincy ever require you to move your AC unit.

There is one of two remedies that you can do to resolve this so that you do not to continue tying up funds. The first it to enlist the City of Quincy to give you an easement for the portion land that the ac unit current sits on. Or you can actually ask the City of Quincy to deed that portion of property over to the Gadsden County Men of Action.

If you or the City officials have any questions regarding the survey, please contact Peter Okonkwo at 850-528-0052 or my self at 850-410-3565

Sincerely,

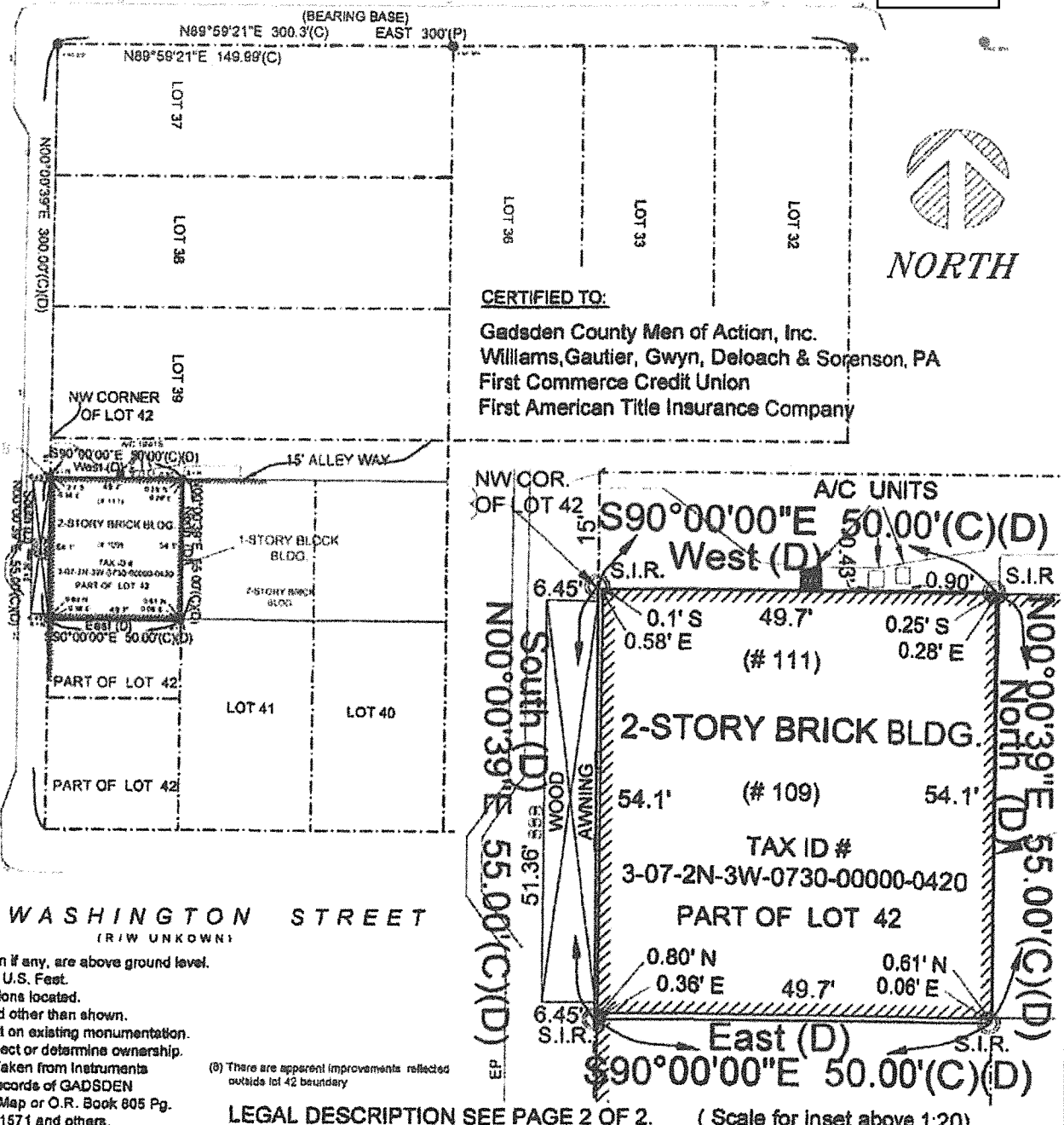
A handwritten signature in black ink, appearing to read "Sherwood Brown", with a long horizontal flourish extending to the right.

Sherwood Brown, MBA, CFP®
Business Services Manager

FRANKLIN STREET
(R/W UNKNOWN)

COPY

MADISON STREET
(R/W UNKNOWN)



CERTIFIED TO:
 Gadsden County Men of Action, Inc.
 Williams, Gautier, Gwyn, Deloach & Sorenson, PA
 First Commerce Credit Union
 First American Title Insurance Company

- NOTE:**
- 1.) Encroachments as shown if any, are above ground level.
 - 2.) All measurements are in U.S. Feet.
 - 3.) No underground foundations located.
 - 4.) No improvements located other than shown.
 - 5.) This Survey is dependent on existing monumentation.
 - 6.) This Survey does not reflect or determine ownership.
 - 7.) Source of Information - Taken from instruments recorded in the Public Records of GADSDEN COUNTY, Florida, as per Map or O.R. Book 805 Pg. 248, O.R. Book 791 Pgs. 1571 and others.

(8) There are apparent improvements reflected outside lot 42 boundary

LEGAL DESCRIPTION SEE PAGE 2 OF 2. (Scale for inset above 1:20)

<p>NOTE: The Flood Zone designation denoted on this Survey Sketch was derived from the Federal Insurance Rate Map as indicated. The location of any zone lines were graphically scaled from said Federal Map. This information is provided as is and is not intended to represent any engineering or Flood Prone Area determinations by this firm.</p> <p>Flood Insurance Rate Maps indicate the property is located in Flood Zone "X" as indicated on Community No. 120093, Panel 0229C dated February 4, 2008.</p>	<p>LEGEND: R = RADIUS Δ = CENTRAL ANGLE L = ARC LENGTH T1N = TOWNSHIP 1 NORTH R1W = RANGE 1 WEST ○ = SET IRON ROD & CAP 5/8" LB #4098 (SIRC) □ = SET NAIL AND CAP 1 1/8" #5098 (SNAC) ⊕ = FOUND CONCRETE MONUMENT (FCM) ⊗ = FOUND IRON ROD & CAP (FRC) ⊙ = FOUND IRON PIPE (FIP), FOUND IRON ROD (FIR) ⊚ = FOUND PINCHED PIPE (FPP) ⊛ = FOUND NAIL AND CAP (FNAC) PRM = PERMANENT REFERENCE MONUMENT FCM = FOUND TERRA COTTA MONUMENT CB = CHORD BEARING</p>	<p>CH = CHDWD DRP = DIX ROT PINN SF = SQUARE FEET (P) = PLAT (D) = DEED (S) = SURVEY DATA (C) = CALCULATED DATA (R) = RECORD DATA TYP = TYPICAL FF = FARM FENCE CONC = CONCRETE TELP = TELEPHONE PEDSTAL</p> <p>ELECS = ELECTRIC SERVICE BOX PP = POWER POLE PC = POINT OF CURVATURE T = TANGENT</p>	<p>P.O.B. = POINT OF BEGINNING P.O.C. = POINT OF COMMENCEMENT P.B. = PLAT BOOK P.G. = PAGE O.R. = OFFICIAL RECORD # = NUMBER R/W = RIGHT-OF-WAY C = CENTER LINE 6P = EDGE OF PAVEMENT OHE = OVER HEAD ELECTRIC CDW = CONCRETE SIDEWALK CDW = CONCRETE DRIVEWAY CLF = CHAIN-LINK FENCE ADW = ASPHALT DRIVEWAY CATV = CABLE TV SERVICE BOX ICV = IRRIGATION CONTROL VALVE PL = PROPERTY LINE</p> <p>I hereby certify this survey to be a true and accurate representation of the property shown hereon and was made under my direct supervision and control. This survey meets minimum technical standards as established by Chapter 54, 17 of the Florida Administrative Code.</p> <p>Signed: <i>Steven D. Vaughn</i> Date: 1/15/16 Not valid without the signature and the original, raised seal of a Florida licensed surveyor and mapper.</p> <p>Steven D. Vaughn Professional Surveyor and Mapper Florida Certificate No.: 4268</p>
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Prepared For: **Gadsden County Men of Action, Inc.**

Project: **Boundary Survey
109 Madison Street
Quincy, Gadsden County, Florida**

Drawn By: **EC**

Party Chief: **Terry Washburn**

Certificate of Authorization No. **5898**

Field Date: **1/7/16**
Field Book **84, Page 73**

Job No.: **16-002**

Scale: **1"=60'**

Sheet No.: **1 OF 2**



SPECTRA ENGINEERING & RESEARCH, INC.
 NBR#-185026 CAD-5898
 CIVIL • ENVIRONMENTAL • PLANNING • LAND SURVEYING
 1315 East Lafayette Street, Suite B, Tallahassee, Florida 32301
 Tel: (904)-858-9834 Fax: (904)-842-2717

COPY

LEGAL DESCRIPTION:

Begin 15 feet South of the Northwest corner of lot 42, according to the original map or Plat of the Town of Quincy, Florida as recorded in Plat Book 1 Page 2, run South 55 feet, East 50 feet, North 55 feet, and West 50 feet to the Point of beginning, lying in Gadsden County, Florida.

ALSO BEING DESCRIBED AS (OR Book 394, Pg. 1741):


Seventy (70) feet off of the north end of lot forty-two (42) according to the original map or plat of the Town of Quincy, Florida; as recorded in Plat Book 1, Page 2, Public Records of Gadsden County, Florida; LESS AND EXCEPT the North Fifteen (15) feet thereof previously conveyed to the City of Quincy for an alley and related purposes only.

NOTE:

- 1.) Encroachments as shown if any, are above ground level.
- 2.) All measurements are in U.S. Feet
- 3.) No underground foundations located.
- 4.) No improvements located other than shown.
- 5.) This Survey is dependent on existing monumentation.
- 6.) This Survey does not reflect or determine ownership.
- 7.) Source of Information - Taken from instruments recorded in the Public Records of GADSDEN COUNTY, Florida, as per Map or O.R. Book 805 Pg. 248, O.R. Book 791 Pgs. 1571 and others.

CERTIFIED TO:

Gadsden County Men of Action, Inc.
 Williams, Gautier, Gwyn, Deloach & Sorenson, PA
 First Commerce Credit Union
 First American Title Insurance Company

<p>NOTE: The Flood Zone designation denoted on this Survey Sketch was derived from the Federal Insurance Rate Map as indicated. The location of any zone lines were graphically scaled from said Federal Map. This information is provided as is and is not intended to represent any engineering or Flood Prone Area determinations by this firm.</p> <p>Flood Insurance Rate Maps indicate the property is located in Flood Zone "X" as indicated on Community No. 120093, Panel 0229C dated February 4, 2009</p>	<p>LEGEND: R = RADIUS Δ = CENTRAL ANGLE L = ARC LENGTH T1N = TOWNSHIP 1 NORTH R1W = RANGE 1 WEST ○ = SET IRON ROD & CAP 5/8" LG 1/2" DIA (SIRC) □ = SET NAIL AND CAP 1/2" DIA (SIRC) ■ = FOUND CONCRETE MONUMENT (FCM) ⊗ = FOUND IRON ROD & CAP (FIRC) ⊙ = FOUND IRON PIPE (FIP), FOUND IRON ROD (FIR) ⊕ = FOUND PINCHED PIPE (FPP) ▲ = FOUND NAIL AND CAP (FNAC) PRM = PERMANENT REFERENCE MONUMENT FTM = FOUND TERRA COTTA MONUMENT CB = CHANG BEARINGS</p>	<p>CH = CHORD DIF = DIS NOT FWD SF = SQUARE FSET (P) = PLAT (D) = DEED (S) = SURVEY DATA (C) = CALCULATED DATA (R) = RECORD DATA TYP = TYPICAL RF = FARM FENCE CONC = CONCRETE TEL = TELEPHONE PEDSTAL</p> <p>ELEC = ELECTRIC SERVICE BOX PP = POWER POLE P.C. = POINT OF CURVATURE T = TANGENT</p>	<p>P.O.B. = POINT OF BEGINNING P.O.C. = POINT OF COMMENCEMENT P.B. = PLAT BOOK P.G. = PAGE O.R. = OFFICIAL RECORD # = NUMBER RW = RIGHT-OF-WAY C = CENTER LINE EP = EDGE OF PAVEMENT OHC = OVER HEAD ELECTRIC GBW = CONCRETE SIDEWALK CDW = CONCRETE DRIVEWAY CLF = CHAIN LINK FENCE ADW = ASPHALT DRIVEWAY GATV = CABLE TV SERVICE BOX ICV = IRRIGATION CONTROL VALVE PL = PROPERTY LINE</p>	<p>I hereby certify this survey to be a true and accurate representation of the property shown hereon and was made under my direct supervision and control. This survey meets minimum technical standards as established by Chapter 54-17 of the Florida Administrative Code.</p> <p>Signed: <i>Steven D. Vaughn</i> Date: 1/7/16</p> <p>Not valid without the signature and the original sealed seal of a Florida licensed surveyor and mapper.</p> <p style="text-align: center;">Steven D. Vaughn Professional Surveyor and Mapper Florida Certificate No.: 4268</p>	
<p>Prepared For: Gadsden County Men of Action, Inc.</p>				<p style="text-align: center;">SPECTRA ENGINEERING & RESEARCH, INC. 1315 East Lafayette Street, Suite B, Tallahassee, Florida 32304 Tel: (850)-858-9834 Fax: (850)-842-2717</p>	
<p>Project: Boundary Survey 109 Madison Street Quincy, Gadsden County, Florida</p>		<p>Field Date: 1/7/16 Field Book 84, Page 73</p>		<p>Job No.: 16-002 Scale: N/A Sheet No.: 2 OF 2</p>	
<p>Drawn By: EC Party Chief: Terry Washburn</p>		<p>Certificate of Authorization No. 5698</p>			

**GADSDEN COUNTY MEN OF ACTION
109 North Madison Street
Quincy, Florida 32351**

INFORMATION ONLY

March 15, 2016

From 3/22/2016 Agenda

Quincy City Commissioners
C/O Mayor Derrick Elias
404 W. Jefferson Street
Quincy, Florida 32351

The Honorable Mayor Derrick Elias:

The Gadsden Men of Action are requesting a variance or a Quick Claim Deed for a space of 51ft. X 6ft. 7in. on the North side of the building at 109 North Madison Street.

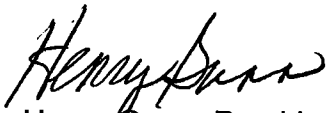
The Gadsden County Men of Action purchased the building at 109 Madison Street. At the time of the purchase of the building, two air conditioners were already located on City Property. These air conditioners were located on city property before the building was purchased by the GMOA. With the purchase of another air conditioner, now there are three (3).

Below the Air Conditioners, there is a ramp that extends 6ft. 7in. beyond the side of the building. Our air conditioners extend 4ft. beyond the side of the building.

The bank has asked for a resolution of this issue. We are seeking a variance or a quick claim deed for 51ft. X 6ft. 7 in.

The Gadsden Men of Action look forward to your favorable consideration and approval of this request.

Respectfully,



Henry Gunn, President
Gadsden Men of Action

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

MEETING DATE: May 9, 2016

DATE OF REQUEST: May 3, 2016

TO: Honorable Mayor and Members of the City Commission

FROM: Mike Wade, City Manager
Bernard O. Piawah, Director, Building and Planning

SUBJECT: Special Use Permission to locate a Daycare Facility at 100 S. Madison

Statement of Issue:

This is a request for a special use permission to operate a daycare facility at 100 S. Madison Street, Quincy, Florida. Pursuant to Section 46-172(b)(4), a child care center shall not be permitted unless by special permission of the City Commission after review by the Planning and Development Review Board (PDRB). The City's staff has not identified any issues with the proposal to locate a daycare facility on this site. The PDRB met on April 19, 2016 to review the application and recommended that the City Commission approve the special use request to locate a daycare facility at this location. Therefore, staff is asking the City Commission to approve the location of a daycare facility on this site.

Background:

Mr. Derrick Wilson, applicant, wishes to operate a daycare facility at 100 S. Madison Street. There is an existing building on the site that previously served as a daycare facility. The applicant would like to reopen a daycare facility in the same building. No new construction is needed to support the operation of the facility.

Criteria for Review:

Pursuant to Quincy Code, Section 46-172(c), the consideration for a special use permit by the Planning and Development Review Board (PDRB) and the City Commission shall be based on the following criteria:

- 1) The proposed use will not adversely affect the health and safety of the residents and the workers of the city;

- 2) The proposed use will not be detrimental to adjacent property;
- 3) The proposed use is consistent with the City's comprehensive plan;
- 4) The proposed use will be adequately served by public facilities;
- 5) The proposed use will be on lot of sufficient size; and
- 6) The proposed use will not constitute a nuisance.

Staff Analysis and Review:

The application has been reviewed based on the criteria stated above. The subject site is on a local street and there is adequate parking on the property for parents to drop their children, and pick them up from the property. Activities on the property will not interrupt the free flow of traffic on adjacent streets. The application has been reviewed for consistency with the comprehensive plan and the land development regulations and no issues have been identified. Adequate public facilities (water, sewer, etc.,) are available to serve the use.

The Fire Department has reviewed the application and has not identified any issues with the application.

The application was fully noticed and advertised in the newspaper. As of the date of this request, the Building and Planning Department has not received any written or verbal objections to the proposed use of this facility as a daycare center.

Options:

- | | |
|-----------|---|
| Option 1: | Motion to approve the special use permission for a daycare facility at 100 S. Madison Street. |
| Option 2: | Motion to deny the special use permission for a daycare facility at 100 S. Madison Street. |

Staff Recommendation:

Option 1

Attachments:

1. Minutes of PDRB Meeting
2. Application packet

ATTACHMENT 1

Meeting Minutes

CITY OF QUINCY PLANNING AND DEVELOPMENT REVIEW BOARD MEETING

APRIL 19, 2016

6:00 PM

The Planning and Development Review Board (PDRB) met at City Hall in Quincy, Florida on Tuesday, April 19, 2016 at 6:00 PM and the following were present:

Mr. Alvin Young
Mr. Willie Reeves
Ms. Kimberly Williams
Ms. Judy Ware

Members absent:
Mr. Tommy Skipper
Mr. Dan Hooker
Ms. Denise Hannah

Staff in Attendance

Bernard Piawah, Director, Building and Planning
Betty Powell, Administrative Assistant
Scott Shirley, City Attorney

The meeting was called to order by the Chairperson, Alvin Young, followed by roll call. All members were in attendance, meeting a quorum, except Mr. Tommy Skipper, Mr. Dan Hooker and Ms. Denise Hannah.

A motion to approve the minutes of the previous meeting, March 15, 2016 with any corrections was made by Kimberly Williams. The motion was seconded by Mr. Willie Reeves and the motion passed unanimously.

Items for Discussion:

1. Special Use Review for the location of a daycare facility at 100 S. Madison Street.

Mr. Piawah addressed the Board. He indicated that the 100 S. Madison Street address was a previous daycare known as Tiny Tots and that the applicant wants to reopen as a daycare and are not doing anything differently.

Mr. Piawah states that he has identified no issues. There is a small playground area at the back and in the front there is adequate street parking for the dropping off and picking up of children. The Fire Department has reviewed the application and identified no issues with it.

Mr. Piawah asked the board to recommend the approval of the request.

The Chairman asked for a motion. A motion was made by Mr. Willie Reeves to accept the First Option to recommend approval of the Special Use permission for a daycare at 100 S. Madison Street. The motion was properly seconded by Ms. Judy Ware; the ayes were unanimous and the motion passed.

2. Review of Proposed changes to the Zoning Code.

Mr. Piawah addressed the Board informing them that he and Mr. Shirley, City Attorney, are trying to improve the code. Mr. Piawah stated that the City's code was put together a long time ago, between 1952 and 1958 and many of the necessary standards and definitions are not present. The board was informed that the proposed changes to the code have been workshopped in front of the City Commission and during those workshops, the only comment received was with respect to the M-1 category; the initial proposal was to revise the M-1 category so that it will no longer incorporate the uses allowed in the C-2 category. That proposal was dropped.

The summary of the proposed changes under review by the board were as follows:

Section 46-161: Definition

Revise to add definition for the following terms: a) Assembly uses; b) Assisted Living Facilities; c) Business Park District; d) Central Business District; e) Light industrial use; f) Mixed Use and g) Mixed Use District.

Section 46-162: Scope of Article

Revise to increase the number of districts from 12 to 16 and add a sub-district.

Section 46-164: Districts Designated

Revise to add following districts and sub-districts; and add purpose and intent:

- a) Mixed Use District; b) Planned Unit Development District; c) Business Park District; d) Government; and e) Central Business Sub-district.

Section 46-172: Special Uses

Revise the list to indicate the district in which the uses are allowed and delete item (29) pertaining to special use permit approval for churches in the downtown, as this section is inconsistent with Federal Law.

Section 40-201-46-215: District Regulation

Revise to add purpose and intent and introduction and add prohibitive use language to every district.

Section 46-207: Residential Multiple-Family (R-3)

Revise to add “assisted living facilities”.

Section 46-208: Light Commercial District (LC-1)

Revise to add “assisted living facilities” to the list of allowed uses in category.

Section 46-209: General Commercial (C-1)

Revised to add a sub-category entitled “Central Business Sub-district” and provide appropriate standards for development. Assembly use in the downtown shall not exceed 15%.

Section 46-211: Manufacturing (M-1)

Revise to add (a)(4) identifying the type of industrial uses allowed in the M-1 District and cross-reference the Special Use section of the code where applicable.

Section 46-212: Mixed Use District (M-U)

Add new district called “Mixed Use District” and provide guidelines for development.

Section 46-213: Planned Unit Development (PUD)

Add new district called “Planning Unit Development” and provide guidelines for development.

Section 46-214: Business Park District (BP)

Add new district called “Business Park” and provide guidelines for development.

Section 46-215: Government (GOVT.)

Add new district called “government” and provide guidelines for development.

Table1: Minimum Requirement for each District

Add the new districts to the table of allowed uses.

Access Points and Driveways Tables: 1, 2 & 5

Add new districts to these tables.

Section 46-822: Buffers and Landscape

Add new section that consolidate guidelines for buffers and landscaping of Section 46-794 and

46-819 and revise Section 46-794 and 46-819 to reference the new Section 46-822 for landscapes and buffer.

Section 17: Create Section 46-823 to provide guidelines for outdoor lighting

Mr. Piawah advised the Board that the proposed changes have been fully noticed and advertised in the newspaper. Subsequent to the review by the Planning and Development Review Board, it will go back to the City Commission for final approval and adoption, after it has been advertised accordingly. Mr. Piawah further advised the Board of their options to vote: **First Option:** Vote to recommend approval of the proposed changes to the land development and zoning regulations; **Second Option:** Vote to recommend denial of the changes to the land development and zoning regulations.

After discussion, there was a question, if the changes would affect any of the wetlands. Mr. Piawah replied stating that no changes affecting wetlands were been proposed; we are not altering anything, just making simple revisions to the zoning code to make it user friendly.

Mr. Willie Reeves made a motion to adopt the First Option. The motion was properly seconded by Ms. Judy Ware. The board voted unanimously for the First Option and the motion passed.

Being no further business, the meeting adjourned.

Chairman

Date

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

MEETING DATE: May 9, 2016

DATE OF REQUEST: May 3, 2016

TO: Honorable Mayor and Members of the City Commission

FROM: Mike Wade, City Manager
Bernard O. Piawah, Director, Building and Planning

SUBJECT: Revision to Letter of Intent to Purchase Land Adjacent to the Landfill owned by Sheline LLC to serve as a Buffer

Statement of Issue:

This is a request to modify the offer that was made in the letter of intent to purchase a 21.5-acre piece of property located adjacent to the landfill that is owned by Sheline Properties LLC. On March 22, 2016 the City Commission approved the offer that was made by the City's staff to purchase the property for \$44,720.00 (i.e., \$2,080) per acre). The property owner has responded with a counter offer to sell the property for \$53,750.0 (i.e., 2,500 per acre). The City's staff is requesting that the City Commission approve the offer to purchase the property for \$53,750.00. This is because the amount offered by the owner is within the approximate appraisal value of the property. (Please see attached the original agenda item of March 22, 2016).

OPTIONS:

- Option 1: Move to approve the revised offer in the letter of Intent to purchase a portion of the land adjacent to the landfill owned by Sheline, LLC to serve as a buffer.
- Option 2: Move to disapprove the revised offer to purchase the property.

ATTACHMENT:

1. March 22, 2016 Meeting Minutes
2. Agenda item of March 22, 2016 with the original letter of intent.

INFORMATION ONLY

CITY COMMISSION
CITY HALL
QUINCY, FLORIDA

Copy

REGULAR MEETING
March 22, 2016
6:00 P.M.

The Quincy City Commission met in regular session, Tuesday, March 22, 2016, with Mayor Commissioner Elias presiding and the following present:

Commissioner Micah Brown
Commissioner Daniel McMillan
Commissioner Gerald A. Gay, III
Commissioner Keith A. Dowdell

Also Present:

City Manager Mike Wade
City Attorney Scott Shirley
City Clerk Sylvia Hicks
Police Chief Glenn Sapp
Planning Director Bernard Piawah
Finance Director Ted Beason
Human Resources Director Bessie Evans
Interim Fire Chief Curtis Bridges
Customer Service Supervisor Catherine Robinson
Public Works Director Reginald Bell
Executive Director of Main Street Joe Munroe
Sergeant at Arms CID Vince Rich

Call to Order:

Mayor Commissioner Elias called the meeting to order followed by invocation and the Pledge of Allegiance.

Approval of Agenda

Commissioner Gay made a motion to approve the agenda. Commissioner McMillan seconded the motion. The ayes were unanimous. The motion carried five to zero.

Special Presentations by the Mayor or Commission

Approval of the Minutes of the previous meeting

Approval of the Minutes of March 08, 2016 Regular Meeting

Commissioner Gay made a motion to approve the minutes of the March 08, 2016 regular meeting with corrections if necessary. Commissioner McMillan seconded the motion. Mayor Elias stated page 4 April should be March and page 6 the correct spelling should be Honderick. The motion carried five to zero.

Proclamations

Public Hearings and Ordinances as scheduled or agendaed

Public Opportunity to speak on Commission propositions – (Pursuant to Sec. 286.0114. Fla. Stat. and subject to the limitations of Sec. 286.0114(3) (a). Fla. Stat)

Ordinances

Resolutions

Reports by Boards and Committees

Reports, requests and communications by the City Manager

Capital Hydraulics Proposal to Locate into the Business Park

Bernard Piawah Building and Planning Director informed the Commission that Capital Hydraulics is requesting for approval to locate their business in the former All-tech building at 190 Corporate Court. He stated that the Planning and Development Review Board met on March 15, 2016 and recommended approval of the project. Commissioner McMillan made a motion to approve the project. Commissioner Brown seconded the motion. The motion carried five to zero.

Men of Action Request Letter

Sam Palmer of 1225 Berry Street and Ron Colston of 231 Hayward DuPont Street came before the Commission to request a letter from the City for a variance or a Quit Claim Deed to the Gadsden County Men of Action for a piece of property located at 109 North Madison Street. Mr. Palmer stated that they had tried to secure funding from the bank and after survey of the building they were told that their air condition sat on part of the City's right-of-way and if the City deeded them that property the funding would be released to them. The Attorney stated we can solve this issue by either vacating the right-of-way or granting a license to use the property to the Men of Action or the property owner. Mayor Elias stated that he would have to abstain from the vote because he is a member of the Men of Action. Commissioner McMillan stated we need to assist them with what they need he also stated we need a letter from the bank we don't want to set a precedent. The Commission advised Mr. Palmer and Colston to get a letter from the bank as well as a survey and then come back to the Commission.

Sheline Property Letter of Intent

Bernard Piawah came before the Commission to request that we negotiate with the Sheline Trust for the purchase of approximately 21 acres of land adjacent to the Quincy Byrd landfill. He stated that the purpose is to help address the potential issue of contamination of groundwater from the landfill (vinyl chloride). Commissioner Gay made a motion to approve option 1: approve the letter of Intent to purchase a portion of the property adjacent to the

landfill owned by Sheline, LLP as a buffer. Commissioner McMillan seconded the motion. Commissioner Dowdell asked where the funds would come from. The Attorney stated we will appropriate the funds in next years' budget. The motion carried five to zero.

Police Vehicles Purchase

Commissioner Dowdell made a motion to approve the purchase of two police criminal investigation division vehicles. Commissioner Brown seconded the motion. The motion carried five to zero.

Finance Reports - P-Card Report, Cash Requirement Report, Arrears Report

Commissioner McMillan asked the status of the reconciliations. Mr. Beason stated that they are preparing last October and has done some prep work for this budget year.

Other items requested to be agendaed by Commission Members(s) the City Manager and other City Officials

Comments

City Manager

City Manager Mike Wade reported to the Commission that Bradley Street has been repaired, the trash on Kent and Laura Streets has been cleaned up, and the pot holes on Kent Street has been filed.

City Manager Mike Wade stated that we have been continuing to repair the street lights and thanked the Police Department for informing us of the outages while on patrol at night. Mr. Wade also asked the assistance of the residents to call the Utility Department at 850-618-0040 if they notice street lights being out.

Police Chief Sapp presented to the Commission the 2015 Crime Statistics Summary, he stated that overall crime in the City has decreased 15.5% in 2015 compared to 2014 according to the Florida Department of Law Enforcement Uniform Crime Report. He stated since 2012 the City has seen a decrease in the "total Index of Offences" reported to FDLE of 44% down from 552 offences in 2012 to 306 offences in 2015.

City Manager Mike Wade reported that the basketball championship for 13 year old are going on this week.

Commissioner Dowdell thanked the City Manager for repairing the street light on Arlington Circle and the light is out on Elm and Lincoln Streets.

City Clerk – None

City Attorney

ATTACHMENT 2

**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

MEETING DATE: March 22, 2016

DATE OF REQUEST: March 16, 2016

TO: Honorable Mayor and Members of the City Commission

FROM: Mike Wade, Manager, City of Quincy
Bernard O. Piawah, Director, Building and Planning

SUBJECT: Letter of Intent to Purchase Land Adjacent to the Landfill as Buffer

Statement of Issue:

The purpose of this agenda item is to inform the Commission that the City is currently negotiating with the Sheline Trust for the purchase of approximately 21 acres of land adjacent Quincy Byrd landfill to help address the issue of contamination from the landfill. On August 22, 2013, the City had received a letter from Sheline Partnership, LLLP, asking the City to purchase approximately 25 acres of its property east of the landfill that is currently under the cloud of potential contamination. In view of that on September 3, 2013 an agenda item was brought to the commission for authorization to enter into negotiations with the Sheline Trust for the purpose of acquiring this land; the request was approved unanimously. The proposal in the attached letter of intent is to purchase + or - 21.5 acres at a cost of \$2,080.0 per acre for a total of about \$44,720.0. The purchase price stated herein is based on the appraisal that was conducted by the City in March 2014. The City's staff is recommending that the City Commission approve the letter of intent to purchase this land.

Background:

Regarding the Quincy Byrd Landfill, Sheline Partnership, LLLP, owns the land east of the landfill. For the past several years, the State Department of Environmental Protection (DEP) had required the City to conduct groundwater monitoring and evaluation on the property east of the landfill for potential groundwater contamination. According to reports submitted to DEP, a vinyl chloride level that exceeds EPA's allowed standard was observed in a couple of the monitoring wells located east of the

landfill boundary. The report of 2013 recommended additional rounds of groundwater monitoring to confirm results.

Since then more studies have been conducted and the DEP has now concluded that the vinyl chloride found in the monitoring well on the strip of land between the landfill and the Sandco Mine, owned by Sheline LLLP, comes from the landfill.

In view of that, on February 19, 2016, the City's staff met with FDEP where they recommended that one action the City could take is to acquire the strip of land between the landfill and Sandco Mine plus other land to the east of the strip to set aside a buffer and place a restrictive use covenant on it.

Sheline Trust does not own all of the land within the strip. So, the City will later approach the owner of the remainder of the strip to acquire a portion of their land or seek a restrict use agreement with them.

The letter of intent attached herein will show the FDEP that the City is serious about addressing the contamination issue on this strip of land. The area tentatively identified for purchase is approximately 21.5 acres and it is the area between Sandco Mine and the landfill and some of the area to the west as shown in the attached map. The money for the purchase was not budgeted and the purchase is contingent on the appropriation of funds during the 2016-17 budget. This letter of intent does not represent the final contract to buy the land and it is non-binding. The final purchase contract will be brought to the Commission for approval.

OPTIONS:

- Option 1: Vote to approve the letter of Intent to Purchase a portion of the land adjacent to the landfill owned by Sheline, LLLP as a buffer.

- Option 2: Vote to disapprove the decision to purchase the land.

STAFF RECOMMENDATION:

Option 1

Attachment:

- 1. Letter of Intent to Purchase Land

Letter of Intent

This Letter of Intent will serve to outline the intent of the City of Quincy ("Buyer") to enter into the purchase of all land, timber, mineral rights and improvements owned by Sheline Properties, LLC ("Seller") consisting of 21.5 +/- acres within the easternmost portion of tax parcel 3-09-2N-3W-0000-00400-0000 in Gadsden County, Florida as depicted in Exhibit A.

1. **PURCHASE PRICE.** \$2,080 per acre for a total of \$44,720.0 all cash.
2. **EARNEST MONEY DEPOSIT.** 5% of the Purchase Price payable within 4 business days after the full execution of a Purchase and Sale Agreement ("Agreement"). The Earnest Money Deposit will be made payable to Gardner, Bist, Bowden, Bush, Dee, LaVia & Wright, P.A. – Trust Account.
3. **CLOSING.** On or before October 31, 2016 at the offices of Gardner, Bist, Bowden, Bush, Dee, LaVia & Wright, P.A., in Tallahassee, Florida or by mail or electronic means.
4. **FEASIBILITY PERIOD.** Buyer shall have a Feasibility Period that extends to September 30, 2016 to satisfy that the Property is suitable to Buyer in its sole and absolute discretion and that the amount of the Purchase Price is provided for in Buyer's 2016-17 fiscal year budget. At any time prior to the end of the Feasibility Period, Buyer may cancel the Agreement by providing written notice and receive a full refund of the Earnest Money Deposit.
5. **TITLE.** Seller agrees to convey title to Purchaser by statutory warranty deed. Within 45 days before the end of the Feasibility Period, Seller will provide Buyer with a commitment for an ALTA owner's title policy ("Commitment") and copies of all instruments shown by the Commitment as exceptions. Buyer shall have 5 days after receipt to review the Commitment. Within the review period, Buyer may either (a) terminate the Agreement and receive a refund of the Earnest Money Deposit if Buyer is not satisfied, in the exercise of its sole judgment, or (b) deliver to Seller written objections. Within 10 days of receipt of such written objections, Seller shall notify Buyer whether or not it will cure any such defects. If Seller elects not to cure, Buyer shall have 5 days after receipt of such written election by Seller to either (i) terminate the Agreement and receive a refund of the Earnest Money Deposit or (ii) waive the defects and proceed with this transaction.
6. **CLOSING COSTS.** Closing costs shall be split as follows:
 - Seller's Responsibilities
 - a) Seller's attorney's fees
 - b) Real estate commission
 - Buyer's Responsibilities
 - a) Owners' Title Insurance Commitment and Policy
 - b) Lenders' Title Insurance Policy

- c) State documentary stamps to be affixed to deed
- d) Buyer's attorney's fees
- e) Recording of deed
- f) All expenses relative to all notes and mortgages, including preparation, recording, documentary stamps, intangible tax and mortgagee title insurance
- g) Survey

7. **ASSIGNMENT.** Buyer may assign the contract

8. **REPRESENTATION DISCLOSURE.** Seller is represented by Verdura Realty, LLC and will be paid a real estate commission at closing by Seller equal to 8% of the Purchase Price.

9. **CONTRACT REVIEW PERIOD.** This Letter of Intent shall not legally bind either party or have the effect of a contract as its terms are contingent upon finalization and execution of a mutually acceptable Agreement.

10. **TIME LIMIT.** This Letter of Intent is valid until the end of business on September 30, 2016.

SELLER- Sheline Properties, LLC

BUYER – City of Quincy

Martin E. Sheline

Mike Wade

Sheline LLLP

City Manager

Date: _____

Date: _____

XXXXXXXXXX

XXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

[Redacted]

Date: _____ Date: _____

XXXXXXXXXXXX [Redacted]

[Redacted]

Date: _____



**CITY OF QUINCY
CITY COMMISSION
AGENDA REQUEST**

Date of Meeting: May 9, 2016

Date Submitted: May 5, 2016

To: Honorable Mayor and Members of the City Commission

From: Mike Wade, City Manager
Bernard O. Piawah, Director, Building and Planning

Subject: Request for Voluntary Annexation of Certain Properties on
the Western Side of the City

Statement of Issue:

This is a request for voluntary annexation of three parcels on the western jurisdictional boundary of the City. Per Section 171.044, Florida Statutes (FS), "the owner of real property in an unincorporated area of a county which is contiguous to municipality and reasonably compact may petition the governing body of said municipality that said property be annexed to the municipality". The proposed annexation area is compact and contiguous to the City's western boundary on Atlanta Street. These are prime commercial and urban properties that will provide for the commercial expansion of the City and enhance the City's tax base. The City's staff is recommending that the City Commission approve the request to annex these properties. Subsequently, the City's staff will draft the formal annexation ordinance for the Commission's adoption. (Attached to this memorandum are the signed voluntary annexation petitions and location map).

Voluntary Annexation Requirement: The proposed annexation meets the requirements of Section 171.044, FS because: 1) the subject area is contiguous to the City's boundary, 2) the subject area is compact, and 3) the annexation shall not result in the creation of an enclave.

Property Description:

The proposed annexation area involves the following three parcels:

1. Parcel No.: 3-10-2N-4W-0000-00144-0100: This parcel consist of 30.97 acres that abut Blue Star HWY on the north and Ben Bostick Road on the east. There is a building on the Bostick Road side of the property that is currently used for

herbal plant growth. The remaining part of the property (more than half of it) that fronts Blue Star HWY is still vacant and has been identified for a major commercial development.

2. Parcel No. 3-11-2N-4W-0000-00324-0100: This parcel consists of 7.6 acres that is currently vacant and does not contain wetland or floodplain. It is at a prime commercial location with great potentials for future commercial development.
3. Parcel No. 3-11-2N-4W-0000-00324-0200: This parcel consists of approximately 2.5 acres that is currently developed as a mobile home park.

Why is the Annexation Necessary?

Cities grow through annexation in order to stay abreast of the demands for land to support the economic and population growth of the City. The proposed annexation area will expand the City's boundary and above all will give the City a greater opportunity for economic growth on the western side of the City.

Conclusion:

The City's staff believes that the proposed annexation is in the best interest of Quincy and is needed to support the growth of the City. In view of that, the City's staff is asking the City Commission to approve of this voluntary annexation request and direct staff to come back with the requisite annexation ordinance for adoption.

Options:

Option 1: Approve the proposed voluntary annexation in concept and direct staff to initiate the annexation ordinance accordingly.

Option 2: Do not approve the proposed voluntary annexation in concept.

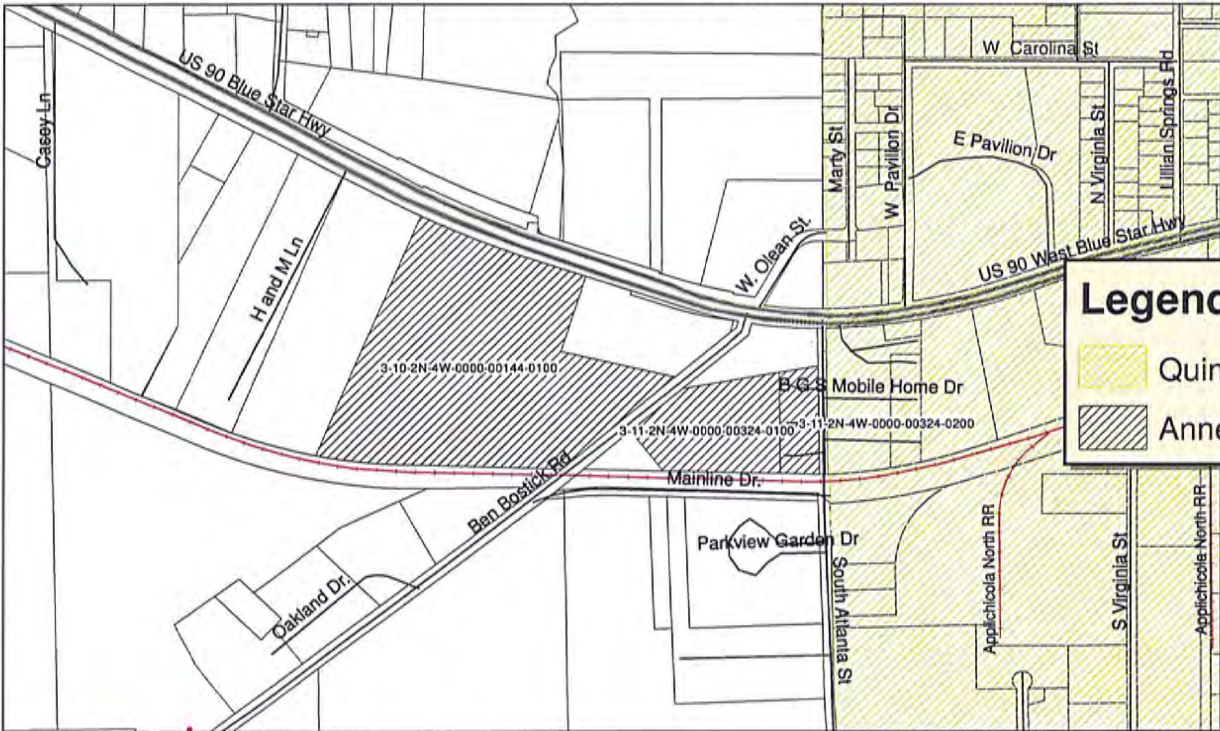
Staff Recommendation:

Option 1

Attachment:

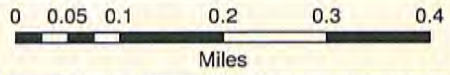
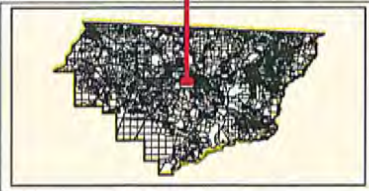
1. Map of the Proposed Annexation Area
2. Voluntary Annexation Agreement

QUINCY PROPOSED ANNEXATION AREA



Legend

- Quincy Corporate Limits
- Annex Properties



The information shown on the map is intended for planning purposes only, and is from the best available data at the time. Gadsden County assumes no responsibility for any errors or inaccuracies shown on the map.

PETITION FOR VOLUNTARY ANNEXATION

The undersigned owner of real property located within certain unincorporated area of Gadsden County, Florida, which is or will be contiguous to and reasonably compact with the City of Quincy, Florida, a municipal corporation located in the said Gadsden County, Florida, and which area is more particularly described and shown in hatched markings on Exhibit "A" attached hereto and made a part hereof, does hereby voluntarily consent to, agree with, and request the annexation of the said described real property by and to the said City of Quincy, Florida through the adoption of the appropriate ordinance by the City Commission of the said City of Quincy, Florida, pursuant to Section 171.044, Florida Statutes.

The undersigned does hereby agree that executed copies of this same Petition by all of the owners of the real property in the aforesaid described area consenting to, agreeing with, and requesting said voluntary annexation.

Date this 26TH day of January, A.D. 2016

PROPERTY OWNER

Name:

Graves Williams

Signature:

Graves Williams GP.

WITNESSES:

Name:

Wade Williams

Signature:

Wade Williams

Name:

Pam Upton

Signature:

Pam Upton

As to Parcel Number: [3-10-2N-4W-0000-00144-0100](#)

EXHIBIT A

PARCEL NO. [3-10-2N-4W-0000-00144-0100](#)

LOCATION: BLUE STAR HWY

SIZE: 30.97 ACRES



PETITION FOR VOLUNTARY ANNEXATION


The undersigned owner of real property located within certain unincorporated area of Gadsden County, Florida, which is or will be contiguous to and reasonably compact with the City of Quincy, Florida, a municipal corporation located in the said Gadsden County, Florida, and which area is more particularly described and shown in hatched markings on Exhibit "A" attached hereto and made a part hereof, does hereby voluntarily consent to, agree with, and request the annexation of the said described real property by and to the said City of Quincy, Florida through the adoption of the appropriate ordinance by the City Commission of the said City of Quincy, Florida, pursuant to Section 171.044, Florida Statutes.

The undersigned does hereby agree that executed copies of this same Petition by all of the owners of the real property in the aforesaid described area consenting to, agreeing with, and requesting said voluntary annexation.

Date this 29th day of February, A.D. 2016

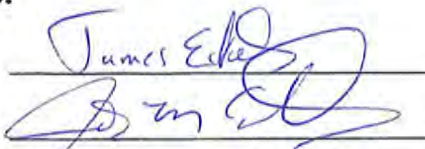
PROPERTY OWNER

Name: Salah Nafal

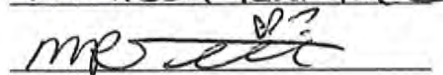
Signature: 

WITNESSES:

Name: James Ecker

Signature: 

Name: Melissa Ramirez

Signature: 

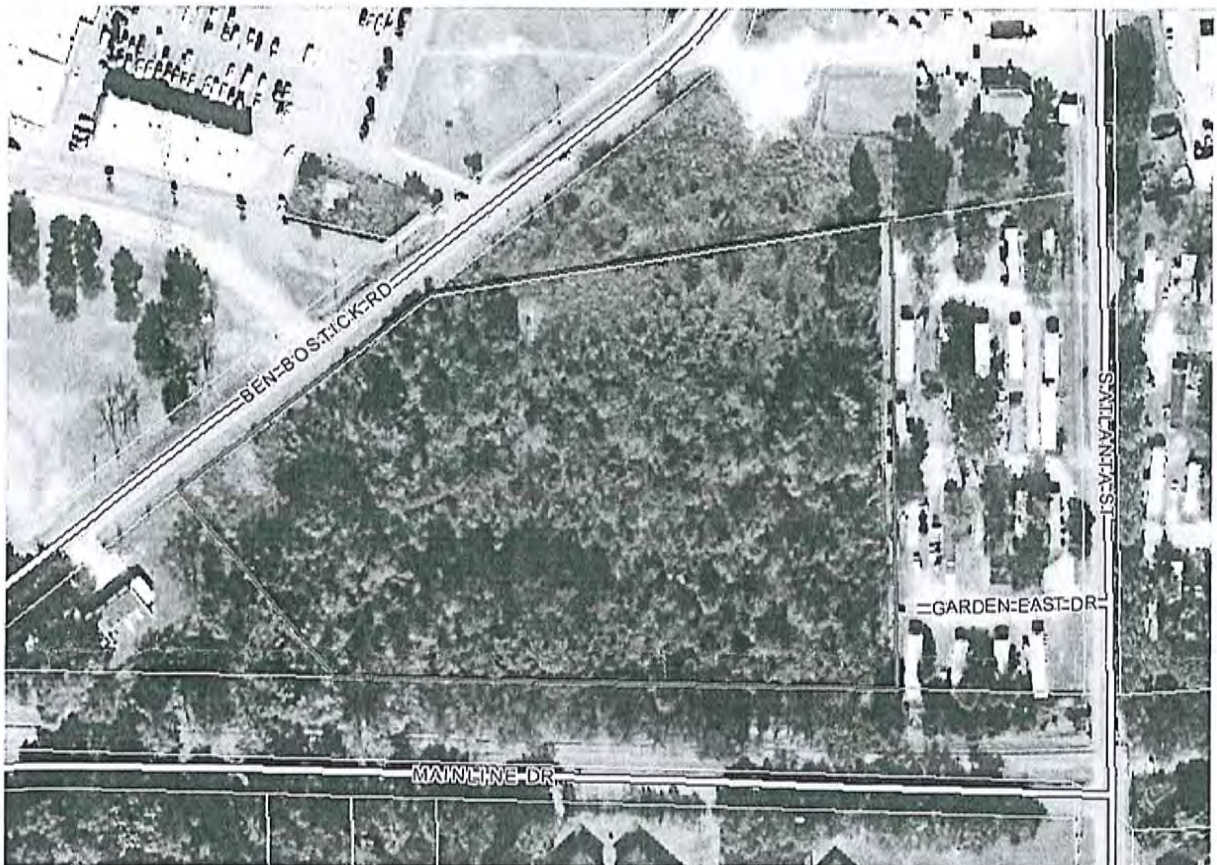
As to Parcel Number: 3-11-2N-4W-0000-00324-0100

EXHIBIT A

PARCEL NO. 3-11-2N-4W-0000-00324-0100

LOCTION: WEST JEFFERSON STREET, QUINCY, FLORIDA

SIZE: 7.6 ACRES



PETITION FOR VOLUNTARY ANNEXATION

The undersigned owner of real property located within certain unincorporated area of Gadsden County, Florida, which is or will be contiguous to and reasonably compact with the City of Quincy, Florida, a municipal corporation located in the said Gadsden County, Florida, and which area is more particularly described and shown in hatched markings on Exhibit "A" attached hereto and made a part hereof, does hereby voluntarily consent to, agree with, and request the annexation of the said described real property by and to the said City of Quincy, Florida through the adoption of the appropriate ordinance by the City Commission of the said City of Quincy, Florida, pursuant to Section 171.044, Florida Statutes.

The undersigned does hereby agree that executed copies of this same Petition by all of the owners of the real property in the aforesaid described area consenting to, agreeing with, and requesting said voluntary annexation.

Date this 29TH day of MARCH, A.D. 2016

PROPERTY OWNER

NAME: GADSDEN ESTATES INC

SIGNATURE: Richard B. Van Jansdigham

WITNESSES:

NAME: Amanda Shiver

SIGNATURE: Amanda

NAME: Mark Beiler

SIGNATURE: Mark Beiler

As to Parcel Number: 3-11-2N-4W-0000-00324-0200

EXHIBIT A

Parcel No: [3-11-2N-4W-0000-00324-0200](#)

GADSDEN ESTATES INC	
Mailing Address	P O BOX 38 GREENSBORO, FL 32330
Situs/Physical Address	430 ATLANTA ST



*QFD Monthly Activity Report
April 2016*

	<u>2016</u>	<u>2015</u>
Total Fire Calls	104	98
City	60	81
County	44	17
Total Man Hours	88 hrs 8 mins	83 hrs 10 mins
City	45 hrs 8 mins	41 hrs 11 mins
County	43 hrs	41 hrs 59 mins
Type Fire Calls - City		
Structure	1	1
Vehicle	2	4
False Alarm	1	2
Hazard	1	1
Rescue	0	0
Wood & Grass	1	1
Other	13	9
Type Fire Calls - County		
Structure	2	2
Vehicle	10	3
False Alarm	0	2
Hazard	1	5
Rescue	0	0
Woods & Grass	0	1
Other	14	4
Fire Causes		
Accidental	3	4
Undetermined	3	2
Suspicious	0	0
Arson	0	0
Average Response Time		
City	3.55 mins	3.88 mins
County	7.03 mins	8.56 mins
Average Firefighters per Call		
City	5.25	3.52
County	2.78	3.06
Average Time Spent per Call		
City	19.85 mins	27.05 mins
County	27.75 mins	37 mins

*QFD Monthly Activity Report
April 2016*

	<u>2016</u>	<u>2015</u>
Responses Out of District	0	4
Mutual Aid Responses *	0	1
Deaths	0	0
Injuries	0	0
Fire Prevention Programs	1	1
Fire Safety Inspection	15	14
Fire Investigation	0	0
Plans Review	0	1
Training Man Hours	187 hrs	119 hrs
Hydrants Serviced/Painted	0	21
Utility Turn Ons	56	63
Smoke Detector Installs	2	0

*QFD Monthly District Fire Calls
April 2016*

District	<u>District</u>	<u>Location</u>	<u>Type of Incident</u>
District 1	4/25/2016	1817 Live Oak St	Smoke scare
	4/25/2016	1803 McKelvie St	Smoke scare
	4/25/2016	509B Camellia Ave	Smoke scare
	4/26/2016	1510 Hardin St	Smoke scare
	4/26/2016	1222 Live Oak St	Smoke scare
District 2	4/14/2016	1132 Live Oak St	Canceled en route
	4/17/2016	413 3rd St	Car fire
District 3	4/6/2016	121 Patton St	Structure fire
	4/28/2016	131 Orlando St	Steam, vapor scare
	4/27/2016	715 Love St	Alarm activation
District 4	2/7/2010	329 N Jackson St	Canceled en route
	4/21/2016	318 E King St	Smoke scare
	4/27/2016	245 Malcolm St	Outside rubbish fire
District 5	4/8/2016	1320 W Jefferson St	Vehicle accident
	4/1/2016	1830 W King St	Overheated wiring or motor
	4/23/2016	705 N 11th St	Lift assist
	4/25/2016	52 N Cone St	Smoke scare
	4/28/2016	1208 W Jefferson St	False alarm
	4/29/2016	1830 W King St	Alarm activation, no fire