

**FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS  
GENERAL BUSINESS / AGENDA ITEM # 14**

**SUBJECT:** Approval of a Resolution Providing for the Creation of an Ad Hoc Committee to Study Options for the Historic Courthouse and Annex.

**DATE OF MEETING:** June 2, 2014

**OVERVIEW/SUMMARY:** At the County Commission workshop on May 19, 2014, Flagler County voted to accept the Historic Courthouse and Annex from the City of Bunnell. At that time, the Commission also approved establishing an Ad Hoc Committee for the overall purpose of identifying future users of the facility and funding sources for any renovations/remodeling of the interior of the building.

The makeup of the Ad Hoc Committee is being proposed to consist of a County Commissioner, specific skill and two citizens at large.

Upon approval of the resolution, staff will move forward with advertising to seek applicants to bring forward to the Commission for appointments to the Ad Hoc Historic Courthouse Committee.


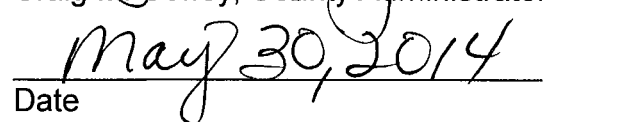
**FUNDING INFORMATION:** Costs are expected to be minimal with staff support.

**DEPT./CONTACT/PHONE #:** Craig M. Coffey, County Administrator/ 313-4001

**RECOMMENDATIONS:** Request the Board take whatever action they deem appropriate regarding the proposed Resolution detailing the formation aspects of an Ad Hoc Historic Courthouse Committee.

**ATTACHMENT:**

1. Resolution

  
Craig M. Coffey, County Administrator  
  
Date

Initials   Date

Deputy County Admin.  
Legal

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\_\_\_\_\_

RESOLUTION 2014-\_\_\_\_\_

A RESOLUTION ESTABLISHING AN AD HOC HISTORIC COURTHOUSE COMMITTEE; ESTABLISHING PURPOSE AND FUNCTION; ESTABLISHING TERMS AND CONDITIONS OF APPOINTMENT OF MEMBERS; AND SETTING FORTH AN EFFECTIVE DATE.

WHEREAS, the Flagler County Board of County Commissioners desires to create an ad hoc committee to perform studies and evaluations regarding the future of the Historic Courthouse and Annex.

WHEREAS, the Flagler County Board of County Commissioners further determines that the establishment and utilization of an Ad Hoc Historic Courthouse Committee will promote the health, safety and welfare of the general public;

NOW, THEREFORE, BE IT RESOLVED BY THE FLAGLER COUNTY BOARD OF COUNTY COMMISSIONERS:

SECTION ONE. Purpose and Creation. An Ad Hoc Historic Courthouse Committee is hereby established and shall have such membership, powers, duties and responsibilities, and limitations as provided herein. It shall serve in an advisory capacity to the County Commission relative to recommendations of the future of the Historic Courthouse and Annex. As an Advisory Committee its actions, decisions, and recommendations shall not be final or binding upon the County Commission.

SECTION TWO. Membership/Appointment/Removal. The Ad Hoc Historic Courthouse Committee shall consist of seven (7) members

- a. Residents desiring to serve on the Committee shall apply by County application. Commissioners shall appoint all members based on qualifications as closely as possible to the qualifications listed in Section Three below.
- b. The members of the Ad Hoc Historic Courthouse Committee shall serve without compensation and shall serve at the pleasure of the Flagler County Commission. Service on the Ad Hoc Historic Courthouse Committee shall be for a period of four months from the date of appointment, at which time the Committee shall automatically expire and terminate without further action by the Flagler County Commission.
- c. A member of the Committee may be removed by majority vote of the County Commission. Any vacancy in an unexpired term shall be filled in the same manner as the original appointment.

SECTION THREE. Committee Make-Up/Qualification The seven members of the Ad Hoc Historic Courthouse Committee shall consist of seven (7) members who must reside in Flagler County and be a registered voter.

- a. Committee members must reside in Flagler County and be a registered voter.
- b. Committee members shall not, either personally, professionally or through any group or organization related thereto, obtain any benefits from the recommendations of the Ad Hoc Historic Courthouse Committee or subsequent decision of the County Commission on the recommendations of the Committee.
- c. The Chairperson shall be a County Commissioner selected by the Flagler County Commission.
- d. The remaining members shall be generally meet the qualifications listed below, if possible. If determined not to be possible by the Board of County Commissioners the Board may determine their own qualification makeup as they see fit:
  - 1. Architect or similar design professional.
  - 2. General Contractor – preferably with commercial construction experience and experience if building redevelopment or shell space buildout
  - 3. Real Estate Professional - with commercial leasing and/or property management experience.
  - 4. Mechanical Contractor – Licensed contractor with commercial experience in electric, HVAC or other mechanical specialty that would be key to the potential redevelopment of the facility.
  - 5. Non-Realtor - with experience in space procurement, company relocation and acquisitions for public or private entities
  - 6.. One Citizen at large – Any other professional experience that may be determined to add to the committee evaluating all the potential options and offering recommendations in a timely manner. This could include knowledge in the following areas as examples: history, non-profits organizations, finance, etc.
- e. The County Administrator may appoint various County employees to serve as ex officio members of the Committee as needed to assist the Committee in the fulfillment of its duties.

SECTION FOUR. Powers and Duties. Unless otherwise specified herein or unless otherwise directed by the Flagler County Commission, the Ad Hoc Historic Courthouse Committee shall have the following powers and duties:

- (a) The Committee shall study the Bunnell Courthouse/Annex as to the disposition for its future uses, including but not limited to:
  - (1) Sale of the facility;
  - (2) Demolition of the facility;
  - (3) Redevelopment of the facility for private, public and/or non-profit use; and
- (b) Analyze any existing funding sources to include grants, private and new funding sources.

SECTION FIVE. Timeline for Contemplated Work. The Committee shall report its finding to the Flagler County Commission no later than October 16, 2014.

SECTION SIX: Committee Sunset. The Committee shall sunset effective November 16, 2014, unless specifically extended by the Board of County Commissioners.

SECTION SEVEN: Meetings and Procedures. The Committee shall hold its initial meeting as soon as is practical after its creation and appointment of all its members. The County Administrator's Office or other office shall provide a person to act as recording secretary for the Ad Hoc Historic Courthouse Committee.

The initial meeting shall be called to order by the Commissioner appointed who shall call for nominations for vice-chairman from among the Committee membership. The vice-chairman shall be elected by majority vote of those members who are present and voting.

The Committee shall adopt rules of procedure as necessary to govern the conduct of business. Meetings will be scheduled on a regular basis as necessary to carry out the duties of the committee.

SECTION EIGHT. Application of Code of Ordinances. Members of the Ad Hoc Historic Courthouse Committee shall comply with the County Code of Ordinances.

SECTION NINE. Application of Sunshine Law and Public Records Act. The Ad Hoc Historic Courthouse Committee shall be further governed by the requirements of the Florida Sunshine Law as contained in Chapter 286, Florida Statutes, and the Public Records Act as contained in Chapter 119, Florida Statutes. All meetings and deliberations of the Ad Hoc Historic Courthouse Committee shall be conducted in public with prior notice thereof and the minutes of such meetings and deliberations shall be maintained by the recording secretary.

SECTION TEN. Effective Date. This Resolution shall take effect immediately upon its adoption.

APPROVED AND ENACTED BY THE FLAGLER COUNTY BOARD OF  
COUNTY COMMISSIONERS this 2nd day of June, 2014.

ATTEST:

FLAGLER COUNTY BOARD OF  
COUNTY COMMISSIONERS

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Gail Wadsworth, Clerk of the  
Circuit Court & Comptroller

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George Hanns, Chair

APPROVED AS TO FORM:

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Al Hadeed, County Attorney