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## **MEETING NOTICE**

### **EXECUTIVE COMMITTEE**

There will be a meeting of the Executive Committee of the North Central Florida Regional Planning Council on **September 25, 2025**. The meeting will be held as a hybrid meeting in-person at the **Holiday Inn Hotel and Suites, Santa Fe Room, 213 Southwest Commerce Boulevard, Lake City, Florida**, and via Communications Media Technology at **6:00 p.m.**

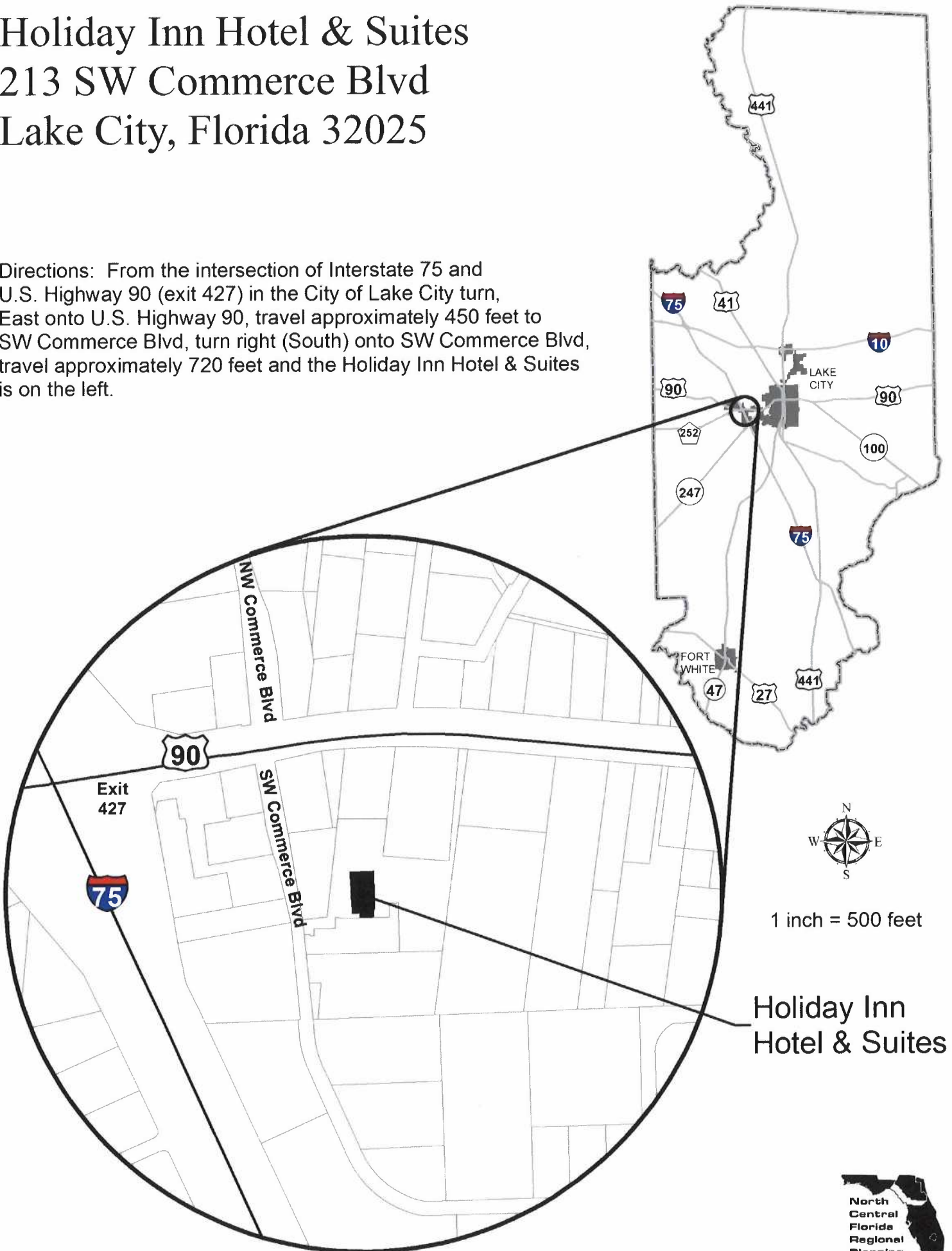
**DIAL IN NUMBER: Toll Free 1.888.585.9008**

**CONFERENCE CODE: 568 124 316**

# Holiday Inn Hotel & Suites

213 SW Commerce Blvd  
Lake City, Florida 32025

Directions: From the intersection of Interstate 75 and U.S. Highway 90 (exit 427) in the City of Lake City turn, East onto U.S. Highway 90, travel approximately 450 feet to SW Commerce Blvd, turn right (South) onto SW Commerce Blvd, travel approximately 720 feet and the Holiday Inn Hotel & Suites is on the left.



Holiday Inn  
Hotel & Suites





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## AGENDA EXECUTIVE COMMITTEE

Hybrid Public Meeting  
 Holiday Inn Hotel & Suites  
 213 Southwest Commerce Boulevard  
 Lake City, Florida and  
 Via Communications Media Technology

September 25, 2025  
 6:00 p.m.

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* I. APPROVAL OF MINUTES - August 28, 2025	5
II. CONTRACTS AND APPLICATIONS -	
* A. Local Government Comprehensive Planning Services Agreement Fiscal Year 2025-26 – Madison County	7
III. PROGRAM REPORT - None	
IV. GENERAL ADMINISTRATION	
* A. Proclamation Proclaiming October 2025 as Community Planning Month	9
* B. Proclamation Proclaiming October 3, 2025 as Manufacturing Day	13
* C. Proclamation Proclaiming October 20-26, 2025 Florida City Government Week	17
* D. Executive Director Annual Evaluation	21
V. OTHER BUSINESS - None	
VI. PUBLIC COMMENTS	

The Committee welcomes you to this meeting. This time is set aside for our citizens and general public to address the Committee. If you would like to address the Committee, please complete a form, come forward when you are called, and state your name for the record. Please also limit your comments to not more than three minutes. Your participation is welcomed.

See Attachments



NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
EXECUTIVE COMMITTEE  
MINUTES

Hybrid Meeting  
Holiday Inn Hotel & Suites  
Lake City, Florida and  
Via Communications Media Technology

August 28, 2025  
6:00 p.m.

MEMBERS PRESENT  
IN PERSON

Mary Alford, Chair  
Patricia Bouie Hutchinson, Secretary  
Jhelecia Hawkins, Treasurer  
Fletcher Hope Jr., Immediate Past Chair  
Maurice Perkins, Treasurer

VIA COMMUNICATIONS  
MEDIA TECHNOLOGY  
(FOR QUORUM)

None

MEMBERS PRESENT  
(NOT FOR QUORUM)

None

VIA COMMUNICATIONS  
MEDIA TECHNOLOGY  
MEMBERS ABSENT

None

STAFF PRESENT

Scott Koons - In Person

OTHERS PRESENT

Stew Lilker, Columbia County Observer - In Person  
Jonathan Wershow, Council Attorney - Virtual

Noting a quorum being present, Chair Alford called the meeting to order at 6:02 p.m.

I. APPROVAL OF MINUTES – JUNE 30, 2025

**ACTION:** Mayor Hope made the motion, with a second by Vice-Mayor Bouie Hutchinson, to approve the minutes for the June 30, 2025 Executive Committee meeting as written and circulated. The motion carried unanimously.

II. CONTRACTS AND APPLICATIONS -

A. Local Government Comprehensive Planning Services Agreements  
Fiscal Year 2025-26

**ACTION:** Vice-Mayor Bouie Hutchinson made the motion, with a second by Councilwoman Hawkins, to recommend that the Council authorize the Chair to execute technical assistance services agreements on a fixed fee basis to assist counties and cities with implementing their comprehensive plans and land development regulations for Fiscal Year 2025-26. The motion carried unanimously.

- B. Hazardous Waste Monitoring Verification and Notification Services Agreements  
Fiscal Year 2025-26

**ACTION:** Councilwoman Hawkins made the motion, with a second by Vice-Mayor Bouie Hutchinson, to recommend that the Council authorize the Chair to execute agreements with Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Suwannee and Union Counties for hazardous waste monitoring for Fiscal Year 2025-26. The motion carried unanimously.

III. PROGRAM REPORT -

- A. Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Intergovernmental Coordination and Review and Public Transportation Collaborative Planning Agreement

**ACTION:** Mayor Hope made the motion, with a second by Councilwoman Hawkins, to recommend that the Council authorize the Chair to sign the Metropolitan Transportation Planning Organization for the Gainesville Urbanized Area Intergovernmental Coordination and Review and Public Transportation Collaborative Planning Agreement. The motion carried unanimously.

IV. GENERAL ADMINISTRATION -

- A. Guest Speaker Presentation Topics

The Committee discussed guest speaker presentation topics for future Council meetings.

- B. Council Member Engagement

The Committee discussed Council member engagement at Council meetings.

V. OTHER BUSINESS - None

VI. PUBLIC COMMENTS - None

The meeting adjourned at 6:35 p.m.

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Mary C. Alford, Chair

9/25/25  
Date




## II.A.

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September 18, 2025

TO: Council Members  
FROM: Scott R. Koons, AICP, Executive Director   
SUBJECT: Local Government Comprehensive Planning Services Agreement  
Fiscal Year 2025-26 – Madison County

RECOMMENDATION:

**Authorize the Chair to execute a Fiscal Year 2025-26 agreement with Madison County to provide local government comprehensive planning assistance services in the amount of \$13,000.**

BACKGROUND:

The Council proposes to enter into a technical assistance agreement with Madison County to provide local government comprehensive planning assistance to prepare public notices, draft ordinances, data and analysis and concurrency review for comprehensive plan text and map and land development regulations text and zoning map amendments. The amount of the agreement will be \$13,000.

If you have any questions concerning this matter, please do not hesitate to contact me.

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## IV.A.

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September 18, 2025

TO: Council Members  
FROM: Scott R. Koons, AICP, Executive Director   
SUBJECT: Proclamation Proclaiming October 2025 as Community Planning Month

RECOMMENDATION:

**Approve the attached proclamation proclaiming October 2025 as Community Planning Month in the north central Florida region.**

BACKGROUND:

The month of October 2025 has been designated to celebrate National Community Planning Month. The American Planning Association and its professional institute, the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of life in communities and the environment.

It is recommended that the Council join in the celebration of National Community Planning Month by proclaiming October 2025 as Community Planning Month to recognize the valuable contributions made by professional community and regional planners and to extend its thanks for the continued commitment to public service by these professionals (see attached Proclamation).

If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

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Dedicated to improving the quality of life of the Region's citizens,  
by enhancing public safety, protecting regional resources,  
promoting economic development and providing technical services to local governments.





# PROCLAMATION

## PROCLAIMING OCTOBER 2025 AS COMMUNITY PLANNING MONTH

WHEREAS, change is constant and affects all cities, towns, suburbs, counties, rural areas, regions, and other places; and

WHEREAS, community planning and plans can help manage this change in a way that provides better choices for how people work and live; and

WHEREAS, community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and

WHEREAS, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the month of October 2025 is designated as National Community Planning Month throughout the United States of America and its territories; and

WHEREAS, the celebration of National Community Planning Month provides an opportunity to publicly recognize the participation and dedication of the members of planning and zoning boards and other citizen planners who have contributed their time and expertise to the improvement of the north central Florida region; and

WHEREAS, the celebration of National Community Planning Month provides an opportunity to publicly recognize the many valuable contributions made by professional community and regional planners in the north central Florida region and extend our heartfelt thanks for the continued commitment to public service by these professionals.

NOW, THEREFORE, the North Central Florida Regional Planning Council hereby proclaims the month of October 2025 as ***Community Planning Month*** throughout the north central Florida region in conjunction with the celebration of National Community Planning Month.

DULY ADOPTED AND PROCLAIMED this 25th day of September 2025.

Attest:

NORTH CENTRAL FLORIDA  
REGIONAL PLANNING COUNCIL

SEAL

\_\_\_\_\_  
Patricia B. Hutchinson  
Secretary

\_\_\_\_\_  
May C. Alford  
Chair





## IV.B.

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September 18, 2025

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Proclamation Proclaiming October 3, 2025 as Manufacturing Day

RECOMMENDATION:

**Approve the attached proclamation proclaiming October 3, 2025 as Manufacturing Day in the north central Florida region.**

BACKGROUND:

The Fabrication and Manufacturers Association International, the National Association of Manufacturers, the U.S. Department of Commerce Manufacturing Extension Partnership and the Manufacturing Institute have designated the first Friday of October as Manufacturing Day.

This year October 3, 2025 has been designated to celebrate Manufacturing Day. Manufacturing Day is an effective way to highlight the importance of manufacturing in our region and support those manufacturing and school programs that prepare our workforce.

It is recommended that the Council join in the celebration of Manufacturing Day by proclaiming October 3, 2025 as Manufacturing Day to recognize the impact manufacturing has on the north central Florida region (see attached Proclamation).

If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

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# PROCLAMATION

## PROCLAIMING OCTOBER 3, 2025 AS MANUFACTURING DAY

WHEREAS, the Fabrication and Manufacturers Association International, the National Association of Manufacturers, the U.S. Department of Commerce Manufacturing Extension Partnership and the Manufacturing Institute have designated the first Friday of October as Manufacturing Day; and

WHEREAS, the goals of Manufacturing Day are to celebrate the impact manufacturing has on the north central Florida region, increase awareness about the benefits of a manufacturing career and attract students to future manufacturing jobs; and

WHEREAS, recognizing Manufacturing Day is an effective way to highlight the importance of manufacturing in our region and support those manufacturing and school programs that prepare our future workforce; and

WHEREAS, over 300 manufacturers provide jobs for over 12,000 citizens throughout the region and create products ranging from pulp and lumber products to orthopedic implant devices; and

WHEREAS, regional companies and education/workforce partners support manufacturing and manufacturing careers through increased collaboration and service to the regional manufacturing community; and

WHEREAS, manufacturing brings increased economic diversity to our region by providing high paying jobs at all skill levels and furthering the standard of living by focusing on technology, innovation and production.

NOW, THEREFORE, the North Central Florida Regional Planning Council hereby proclaims October 3, 2025 as *Manufacturing Day* in the north central Florida region and the Council urges all citizens to discover the value manufacturing brings to our economy and encourages students and educators to learn about the possibility of manufacturing as a career.

DULY ADOPTED AND PROCLAIMED this 25th day of September 2025.

Attest:

NORTH CENTRAL FLORIDA  
REGIONAL PLANNING COUNCIL

SEAL

\_\_\_\_\_  
Patricia B. Hutchinson  
Secretary

\_\_\_\_\_  
Mary C. Alford  
Chair






**IV.C.**

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September 18, 2025

TO: Council Members  
FROM: Scott R. Koons, AICP, Executive Director   
SUBJECT: Proclamation Proclaiming October 20-26, 2025 as Florida City Government Week

RECOMMENDATION:

**Approve the attached proclamation proclaiming October 20-26, 2025 as Florida City Government Week in the north central Florida region.**

The Florida League of Cities has designated the week of October 20-26, 2025 as Florida City Government Week. The League encourages cities to promote their cities through civic education activities.

Florida City Government Week is part of an ongoing effort sponsored by the League to raise public awareness about services that cities perform and to educate the public about how city government works. Cities are encouraged to involve their local schools, businesses, media and civic clubs in their Florida City Government Week activities.

It is recommended that the Council join in the recognition of city government by proclaiming the week of October 20-26, 2025 as Florida City Government Week (see attached Proclamation).

If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

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# PROCLAMATION

## PROCLAIMING OCTOBER 20-26, 2025 AS FLORIDA CITY GOVERNMENT WEEK

WHEREAS, city government is the government closest to most citizens and the one with the most direct daily impact upon its residents; and

WHEREAS, city government is administered for and by its citizens, and is dependent upon public commitment to and understanding of its many responsibilities; and

WHEREAS, city government officials and employees share the responsibility to pass along understanding of public services and their benefits; and

WHEREAS, Florida City Government Week is a very important time to recognize the important role played by city government in our lives; and

WHEREAS, this week offers important opportunity to spread the word to all citizens of Florida that they can shape and influence this branch of government which is closest to the people; and

WHEREAS, the Florida League of Cities and its member cities have joined together to teach students and other citizens about municipal government through a variety of different projects and information; and

WHEREAS, Florida City Government Week offers an important opportunity to convey to all citizens of Florida that they can shape and influence government through their civic involvement.

NOW, THEREFORE, the North Central Florida Regional Planning Council hereby proclaims the week of October 20-26, 2025 as *Florida City Government Week* throughout the north central Florida region.

DULY ADOPTED AND PROCLAIMED this 25th day of September 2025.

Attest:

NORTH CENTRAL FLORIDA  
REGIONAL PLANNING COUNCIL

SEAL

\_\_\_\_\_  
Patricia B. Hutchinson  
Secretary

\_\_\_\_\_  
Mary C. Alford  
Chair






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September 18, 2025

TO: Executive Committee  
FROM: Scott R. Koons, AICP, Executive Director   
SUBJECT: Executive Director Annual Performance Evaluation

The employment contract between the Executive Director and the Council specifies that the Executive Committee shall adopt performance standards to annually review and evaluate the Executive Director. It further specifies that the annual review and evaluation of the Executive Director shall be conducted by the Executive Committee. It also specifies that at its discretion, the Executive Committee is authorized to provide a merit increase to the Executive Director on an annual basis commencing October 1st of each year.

Committee members have received the annual performance evaluation form and have returned the form for tabulation. Please find attached the results of the tabulation for your review and ratification at the September 25, 2025 Executive Committee meeting. The annual performance review of the Executive Director resulted in an overall average score of 4.9 on a 5.0 scale. This average score would result in a merit pay adjustment of 5.0 percent.

The action of the Committee concerning the Executive Director annual performance evaluation and merit pay adjustment will be reported to the Council by the Committee at the September 25, 2025 Council meeting.

If you have any questions concerning this evaluation process, please do not hesitate to contact me.

Attachment

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**NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL  
EXECUTIVE DIRECTOR ANNUAL PERFORMANCE REVIEW**

**Executive Director:** Scott R. Koons

**Evaluation Period:** October 1, 2024 through September 30, 2025

**Ratings on Job Performance:**

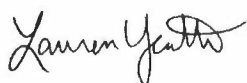
- 5 = Exceeds Job Requirements
- 4 = Above Average Performance
- 3 = Satisfactory Performance
- 2 = Needs to Take Action to Improve
- 1 = Performance Does not Meet Job Requirements

**Merit Pay Adjustment:**

- 3.5 to 3.9 Score = 1 1/4%
- 4.0 to 4.4 Score = 2 1/2%
- 4.5 to 5.0 Score = 5%

	The Executive Director	MA	PBH	JH	FH	MP	Average Rating
1.	Represents the Council in a positive, professional manner	5	5	5	5	5	5.0
2.	Accurately represents the goals and policies of the Council	5	5	5	4	4	4.6
3.	Maintains a positive image and relationships with local, state and federal agencies	5	5	5	5	4	4.8
4.	Promotes the Council and its services	5	5	5	5	5	5.0
5.	Makes clear and concise recommendations to Council	5	5	5	5	5	5.0
6.	Deals honestly and fairly with all parties	5	5	5	4	5	4.8
7.	Exercises sound judgment in business transactions	5	5	5	5	5	5.0
8.	Is respected by peers and leaders in the region	5	5	5	5	4	4.8
9.	Is knowledgeable about regional issues	5	5	5	5	4	4.8
10.	Provides good overall leadership for the Council	5	5	5	4	5	4.8
	<b>TOTAL AVERAGE SCORE</b>	<b>5.0</b>	<b>5.0</b>	<b>5.0</b>	<b>4.7</b>	<b>4.6</b>	<b>4.9</b>

I hereby certify that this tabulation of the evaluation forms for the Executive Director annual performance review as completed by the members of the Executive Committee is true and correct.



**Signature**  
**Lauren Yeatter, AICP**  
Senior Planner

9/18/25  
**Date**

o:\koonseval\ec reviews 25.rtf

