

**BOARD OF COUNTY COMMISSIONERS
BRADFORD COUNTY, FLORIDA
REGULAR SCHEDULED MEETING AND
WORKSHOP
MAY 5, 2003 9:30 A.M.**

The Bradford County Board of County Commissioners met May 5, 2003, for their regular scheduled meeting and a workshop to discuss structure and organization of County Departments. Attending were: Commissioner Mann, Commissioner Thomas, Chairman Cooper, Commissioner Johnson, Commissioner Hersey, Clerk Norman, Jim Farrell, Marlene Stafford, Lisa Hall, Jonathan Smith for Terry Brown, Sheriff Milner, David Dinkins, Ernest Triest, Phalbe Henriksen, Bill Dampier, Herschel Waldron, Percy Sullivan, Wilson Whidden, Mark Crawford, Donny Wise, Nancy Little, Angela Macey, Terry Kite, Dudley Hardy and Nelson Green.

Chairman Cooper called the meeting to order at 9:30 a.m. Sheriff Milner opened with the invocation and led the Pledge of Allegiance.

(A copy of all documentation presented at this meeting is located in Supplement File No. 05-05-03.)

PUBLIC COMMENTS:

Mr. Julius Eunice of 210 N. St. Clair Street, Starke, commented on the following:

--Again requested an explanation of why his job with the County was terminated back on April 1, 2001.

Chairman Cooper said that he and Mr. Eunice have discussed this matter. He has done some research, however, he does not have an answer at this point. As is known, Mr. Eunice was working at the jail at the time the County entered into a contract with the Sheriff to manage the jail, at which time all the jail employees were laid off and those that were to be re-hired by the Sheriff to run the jail were re-hired. He does not know why the terminology "lack of work" was included in Mr. Eunice's unemployment package. This was not the County's doing but that of the unemployment compensation staff.

Mr. Eunice said that at the time the County contracted with the Sheriff he was not working at the jail but at the Road Department. Chairman Cooper advised Mr. Eunice that although he was temporarily assigned to the Road Department to manage inmate crews, he was still an employee of the jail.

RESOLUTION

**A. APPROVE RESOLUTION CLOSING AND ABANDONING A PORTION OF A
CERTAIN UNUSED STREET AS PER PLAT OF WOODLAWN—DUDLEY HARDY:**

Mr. Dudley Hardy said that the public hearing has been properly advertised. Mr. Tyler displayed a map to assist in explaining the portion of road being considered for closure.

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Chairman Cooper opened the public hearing. There being no response, the public hearing was closed.

Comm. Thomas MOVED to adopt the resolution closing and abandoning a portion of N.W. 52nd Avenue, lying within Lot Nine (9). **Comm. Mann SECONDED** and the **MOTION CARRIED 5-0**. (The Resolution was assigned No. 03-07.)

CONSENT AGENDA

- A. APPROVE MINUTES FROM WORKSHOP/RSM OF 3/20/03**
- B. APPROVE PROCLAMATION PROCLAIMING MAY 15TH AS POLICE OFFICER'S MEMORIAL DAY**
- C. APPROVE TDC FUNDING REQUEST FOR CITY OF STARKE SOFTBALL TOURNAMENTS IN THE AMOUNT OF \$4,000.00**
- D. APPROVE CANCELLATION OF LEASE AGREEMENT BETWEEN BRADFORD COUNTY AND THE VOLUNTEER FIRE DEPARTMENT FOR 1974 GMC FIRE TRUCK**

There being no items removed, **Comm. Thomas MOVED** to adopt the Consent Agenda in its entirety. **Comm. Hersey SECONDED** and the **MOTION CARRIED 5-0**.

PRESENTATION OF 2002 END OF YEAR AUDIT—CHAIRMAN COOPER/TERRY KITE:

Mr. Kite reviewed the auditor's report. The County received an unqualified opinion, which means that the County's financial statements are fairly presented in accordance with general accepted accounting principals. He then reviewed some financial highlights.

Mr. Kite advised that this year the County will have to implement what they call Government Accounting Standards #34. This new standard requires that all governments start reporting owned infrastructure (roads, bridges, right-of-ways, etc.) on their financial statements. They will be assisting the County with this process in the next few months.

Comm. Thomas MOVED to accept the 2002 year-end audit as presented. **Comm. Hersey SECONDED** and the **MOTION CARRIED 5-0**. (A copy of the audit is on file in the Clerk's Office.)

STATUS REPORT ON COURTHOUSE RENOVATION—ERNEST TRIEST

A. APPROVE DRAW REQUEST:

Mr. Triest reported that he has approved payment of \$54,099.86, however, he does not have a pay request in proper form to present to the Commission.

Comm. Johnson MOVED to approve the pay request of \$54,099.86, subject to getting the proper form from General Mechanical. **Comm. Mann SECONDED** and the **MOTION CARRIED 5-0**.

DEPARTMENT HEAD REPORTS:

- A. HERSCHEL WALDRON—ROAD SUPERINTENDENT:** Mr. Waldron presented his report for the month of April. Mr. Waldron's report spurred discussion regarding donation of dirt by landowners for fill on county roads.
- B. PERCY SULLIVAN—VFD SUPERVISOR:** Mr. Sullivan reported that at 67% of the year they are at 79% of the budget. They have responded to 534 calls this year, countywide, excluding the City of Starke. Station #9 is up and running.
- C. NATHAN HINES—VETERAN SERVICES' DIRECTOR:** Mr. Hines was attending a conference and unable to present his report. (The hard copy is located in Supplement File No. 05-05-03.)
- D. WILSON WHIDDEN—BUILDING/ZONING DIRECTOR:** Mr. Whidden presented the report for the month of April.
- E. DONNY WISE—SOLID WASTE DIRECTOR:** Mr. Wise reviewed his report for the month of March. He has received a letter from the Salvation Army requesting the use of a portion of the landfill on CR100 for pastureland for Camp Keystone's horses and cows. The letter has been provided to the County Attorney for review. Chairman Cooper asked Mr. Wise to meet with the Salvation Army representative and report back to the Board. Mr. Wise then reported that David Dinkins is working up a cost estimate concerning the placement of wildflowers at the landfill for beautification purposes.
- F. PHALBE HENRIKSEN—PUBLIC LIBRARY DIRECTOR:** Ms. Henriksen presented her report for the month of April.

DISCUSS AND APPROVE BID RECOMMENDATION CONCERNING REFINANCING OF THE DEBT THAT IS PLEDGED BY THE LOCAL OPTION GAS TAX—CLERK NORMAN:

Clerk Norman reported that there were six responses to the RFP: Capital City Bank, Wachovia Bank, Mercantile Bank, South Trust Bank, CNB National Bank and Bank of America. Three proposals were fixed rates and each one had variable rates. The variables rates are good, however, with the uncertainty of the economy, it would not have to change very much for the fixed rates to be the better rates. The current loan is a fixed rate at 4.84%. The new loan will bring the balance back up to \$2 million and would be for seven years.

The three fixed rates were as follows:	Mercantile Bank	4.32%
	South Trust Bank	4.4%
	Capital City Bank	4.71%

Clerk Norman recommended awarding the proposal to Mercantile Bank at 4.32%.

Commissioner Thomas inquired as to the County's cost for the refinancing. Clerk Norman said that it would be in the neighborhood of 5 to \$10,000.

Chairman Cooper asked if the installments would be within the budget. Clerk Norman said that the current semi-annual payment is \$340,371.22. If the Commission awards the proposal to Mercantile, the semi-annual payment will be \$334,139.90.

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Comm. Johnson MOVED to award the proposal to Mercantile Bank, for refinancing of up to \$2 million at the rate of 4.32% for the life of the loan, which is seven years, and authorize the Clerk and the Chairman to execute any documents necessary to close the loan. **Comm. Mann SECONDED** and the **MOTION CARRIED 5-0.**

Clerk Norman reported that the old loan will be refinanced and the new loan will provide a little better of \$1 million of new money.

Clerk Norman then expressed his appreciation to the Commission and the Department Heads for their hard work in making the audit report a positive one.

DISCUSSION CONCERNING BRADFORD COUNTY JAIL—CHAIRMAN COOPER/LEE VINCENT: Mr. Lee Vincent addressed the Commission regarding the problems with items being flushed down the toilets in the jail and winding up in the city's sewer system, and impacting the lift station located by Powell's Dairy Freeze. It has reached the point that something has to be done.

There are two solutions; one is a temporary fix that could wind up being a permanent fix. This would be the placement of a screen in the parking lot by the jail. Someone will have to lift that manhole cover on a daily basis and clean it out, and take the contents to the landfill. He suggested that the inmates clean it out since they are the ones creating the problem. The other long-term solution would be to put in a grinding pump, which would cost in the neighborhood of 50 to \$75,000.00

Mr. Vincent said that he would like permission to put the screen in and try that to see if it works. If it does not, then he will come back to the Commission for a decision on what to do.

After some discussion, there was Board consensus to move forward on the placement of the screen as requested by Mr. Vincent.

DISCUSS AND APPROVE RECOMMENDATIONS REGARDING MOSQUITO CONTROL DEPT.—COMM. MANN: Commissioner Mann said that at Thursday's meeting, Mr. Loyless recommended that the County have a full-time Mosquito Control Director, and use temporary or part-time employees for spraying. At this time, there is only \$3,500.00 left in the Mosquito Control budget. Meanwhile, Road Department employees working split shifts are doing spraying. Commissioner Mann recommended advertising for a Director, and a temporary employee to spray.

This spurred extensive discussion, which included funding, organization, license requirements and private vendors for spraying,

Chairman Cooper asked Commissioner Mann to meet with David Dinkins to develop a plan to address the mosquito control problem, both from a preventative and spraying aspect, considering in-house personnel and the University's pilot program, and to bring the plan to the Commission for consideration.

DISCUSS AND APPROVE EEOP—TERRY BROWN: Chairman Cooper said that this item will be addressed at the next meeting.

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APPROVE PAYMENT OF BILLS: Chairman Cooper said that he has reviewed the bills and recommends them for payment. **Comm. Thomas MOVED** to approve payment of the bills as reviewed. **Comm. Hersey SECONDED** and the **MOTION CARRIED 5-0.**

PERSONNEL MATTERS: None

COUNTY ATTORNEY REPORTS: None.

CLERK REPORTS: None.

CHAIRMAN COMMENTS: Chairman Cooper thanked the Department Heads, the Clerk's Office and Jim Farrell for their work in making the County's audit a positive one.

COMMISSIONERS' COMMENTS:

Commissioner Mann commented on the following:

--According to plans, Cemetery Road will require 14,000 yards of dirt. Dirt is available in a Rayonier bar pit north of Lawtey. The County would have to sign a contract with Rayonier for up to 14,000 yards of dirt at \$1.25 per yard.

Commissioner Thomas inquired about the citizens who are willing to donate dirt. Commissioner Mann said that he can check into that, but there will still be a need for additional dirt, and you are then dealing with the issue of working on private property. You have to be careful what you agree to when digging ponds on private property.

After some discussion, Chairman Cooper asked Commissioner Mann to procure a contract with Rayonier to be presented to the Board for approval, and to look at the other sites where the citizens are willing to donate the dirt.

--The bids have been opened on the SCRAP road projects. Clerk Norman reported that three bids were received. Staff is reviewing them and a recommendation will be presented at the next meeting.

Commissioner Hersey commented on the following:

--The EMS grant for the five defibrillators has been approved for a total of \$117,500.00. The County will receive \$105,750.00, with a match of \$11,750. Additional documentation is forthcoming.

ADDENDUM

APPROVE ACCEPTANCE OF FEDERAL FUNDING AUTHORITY FOR FY2003—WILLIAM DAMPIER: Mr. Dampier explained that the amount of the mid-year additional funding to the FEMA Base Grant is \$13,413. 00, and requires Board acceptance. In accepting the funds, the County agrees to continue funding the program for minimum amount that was being funded in 1994, when the program began, which is \$20,539.00.

Comm. Thomas MOVED to approve and accept the FEMA funds in the amount of \$13,413.00.
Comm. Hersey SECONDED and the **MOTION CARRIED 5-0.**

Chairman Cooper announced that the Board would reconvene at 11:15 a.m. to conduct the workshop concerning structure and organization of County Departments.

There being no further business, the regular meeting adjourned at 10:57 a.m.

WORKSHOP

STRUCTURE AND ORGANIZATION OF COUNTY DEPARTMENTS

Attending the workshop: Commissioner Mann, Commissioner Thomas, Chairman Cooper, Commissioner Johnson, Commissioner Hersey, Clerk Norman, Marlene Stafford, Lisa Hall, Bill Dampier, Sheriff Milner, Nelson Green, Herschel Waldron, Percy Sullivan, David Dinkins and Mark Crawford.

(A copy of all documentation presented at this workshop is located in Supplement File No. 05-05-03.)

Chairman Cooper called the workshop to order at 11:19 a.m.

The first item for discussion was structure and organization of the Road Department. Commissioner Mann presented his proposal to the Commission.

Extensive discussion followed Commissioner Mann's proposal.

There was consensus for Commissioner Mann to take what has been discussed and develop an organizational chart, schedule and plan to bring before the Board for formal adoption.

There was brief discussion concerning mosquito control.

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The next item for discussion was an organizational chart for Emergency Services. Commissioner Hersey explained the need for two (2) additional lieutenant positions and how they will enhance operations. This will be accomplished by promoting existing staff to lieutenants, with a \$1,300.00 annual pay increase, per position.

Discussion ensued. Mr. Green said that he currently has two captains and two lieutenants budgeted. He is asking for two additional lieutenant positions, which is about \$1,300.00 each in salary.

There as consensus to move forward with reorganization of Emergency Services, to be formally adopted at the next meeting.

Commissioner Thomas reminded the Board that the Emergency Management Department was recently denied a request for salary increases, and he would like this issue revisited.

This spurred discussion, which included the prospect of a structured pay plan for County employees.

The next department discussed was Animal Control. Chairman Cooper asked the Commission to consider putting Animal Control under the administration of the Solid Waste Department.

Discussion developed including the possibility of allowing the City of Starke to take over Animal Control. Chairman Cooper said that he would speak with the Mayor, Mr. Wise and Ms. Little and bring something back to the Commission at a later date.

Commissioner Hersey initiated discussion regarding trash collection at Santa Fe Boat Ramp and the practicability of increasing the number of times it is picked up.

There being no further items for discussion, the workshop adjourned at 12:59 a.m.

**BOARD OF COUNTY COMMISSIONERS
BRADFORD COUNTY, FLORIDA**

JOHN S.COOPER, CHAIRMAN

ATTEST:

RAY NORMAN, CLERK TO THE BOARD

These minutes typed by:

Marlene K. Stafford, Deputy Clerk

(05-05-03)