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**BOARD OF COUNTY COMMISSIONERS  
BRADFORD COUNTY, FLORIDA  
REGULAR SCHEDULED MEETING  
AUGUST 4, 2003 9:30 A.M.**

The Bradford County Board of County Commissioners met August 4, 2003, for their regular scheduled meeting. Attending were: Commissioner Mann, Commissioner Thomas, Chairman Cooper, Commissioner Johnson, Commissioner Hersey, Clerk Norman, Jim Farrell, Marlene Stafford, Lisa Hall, D. Z. Griffis, David Dinkins, Nelson Green, Mark Crawford, Bill Dampier, Ernest Triest, Jan Chesser, Judge Elzie S. Sanders, Nancy Little, Nathaniel Hines, Harry Hatcher, Wilson Whidden, Sheriff Milner, Terry Vaughan, Phalbe Henriksen and Angela Macey.

(A copy of all documentation presented at this meeting is located in Supplement File No. 08-04-03.)

Chairman Cooper called the meeting to order at 9:33 a.m. May Lois Bright McCray gave the invocation and led the Pledge of Allegiance.

**PUBLIC COMMENTS:**

**May Lois Bright McCray**, of Lawtey, commented on the following:

--Solicited the support of the Commission for the **Back to School Rally**, being held on August 16, from 1:00 p.m. to 4:00 p.m., in the High School gymnasium.

--As President of the NAACP, she has received some calls concerning the grant writer position, based upon information published in the Telegraph. Ms. McCray voiced support of Mr. Nathaniel Hines for the position. Mr. Hines has a knowledge base of the County, and in his position as the Veteran Service Officer, has spoken with hundreds of Bradford County citizens, which would be a tremendous asset to the grant writer position.

**DEPARTMENT HEAD REPORTS:**

**HERSCHEL WALDRON, ROAD DEPARTMENT SUPERINTENDENT:** Absent due to illness.

**PERCY SULLIVAN:** Absent.

**NATHAN HINES, VETERAN SERVICE DIRECTOR:** Mr. Hines presented the monthly status report for July. Mr. Hines requested that while considering the budget, that the Commission include funding to purchase new software called, Veterans Information Management Systems (VIMS). This software provides veterans data in a more expeditious manner.

**WILSON WHIDDEN, BUILDING AND ZONING DIRECTOR:** Mr. Whidden reported that as a result of several meetings spear-headed by the North Florida Regional Planning Council, there is now a state mandated School Facilities Planning Interlocal Agreement with the School Board and all the municipalities. The Building Department must notify the School Board of any growth in the County

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that would impact the schools. In return, the School Board must notify the Building Department if there are any intentions of building schools that would impact the Comprehensive Land Use Plan.

Mr. Whidden illustrated some of the requirements of the agreement. (A copy of the Agreement is on file in the Building Department.)

**DONNY WISE, SOLID WASTE DIRECTOR:** Absent, due to family emergency.

**CONSENT AGENDA**

- A. APPROVE EXTENSION OF AUDIT SERVICES CONTRACT WITH PURVIS GRAY, INC.**
- B. APPROVE ADDENDUM TO AUDIT SERVICES CONTRACT WITH PURVIS GRAY, INC. CONCERNING GASB 34**
- C. APPROVE RENEWAL OF INTERAGENCY AGREEMENT WITH LAWTEY CI FOR INMATE SERVICES**
- D. APPROVE MINUTES FROM REGULAR SCHEDULED MEETING AND WORKSHOP FOR JUNE 23, 2003**
- E. APPROVE RECEIPT OF THE PLANNING GRANT FUNDS AND AUTHORIZE THE CHAIRMAN TO SIGN REQUIRED DOCUMENTS FOR EMERGENCY MANAGEMENT**
- F. APPROVE CONTRACT PROPOSAL TO UPDATE THE HAZARDS ANALYSIS DATA AND SIGN REQUIRED DOCUMENTS FOR EMERGENCY MANAGEMENT**

Chairman Cooper requested that Item "C" be removed from the Consent Agenda for the purpose of discussion.

There being no other items removed from the Consent Agenda, **Comm. Thomas MOVED** to approve items A, B, D, E & F. **Comm. Johnson SECONDED** and the **MOTION CARRIED 5-0.**

Chairman Cooper than addressed Item "C" as follows:

He was presented with this Interagency Agreement between the County and Lawtey Correctional Institute with a deadline that could not be met if not approved prior to this meeting. Without this contract in place, the County would lose the help of the inmates that it is dependent upon. With that in mind and with great concern, he took the liberty of signing the agreement. It does not obligate the County to do anything that has not been done in the past and no funds are being expended.

Chairman Cooper requested that when the Commission conducts its workshop with Tony Arrant regarding the roles and guidelines of liaison commissioners, he would also like to discuss the roles and guidelines of the commission chairman.

Following brief discussion, **Comm. Johnson MOVED** to approve Item "C" on the Consent Agenda. **Comm. Thomas SECONDED** and the **MOTION CARRIED 5-0.**

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**Comm. Johnson MOVED** that the presiding Chairman, or Vice-Chairman in the absence of the Chairman, and if necessitated, be authorized to execute any standing contracts that carry no financial obligation for the County. **Comm. Thomas SECONDED** and the **MOTION CARRIED 5-0**.

**STATUS REPORT OF COURTHOUSE EXPANSION—ERNEST TRIEST:**

**A. APPROVE CHANGE ORDER #8:**

Mr. Triest presented the change order in the amount of \$312,547.23, and explained the changes being made. He recommended approval of the change order.

Chairman Cooper said that as the Commission may recall, when the project was let for bid, the designs for the second floor of the courthouse were incomplete. This change order reflects the results of the finished designs.

**Comm. Thomas MOVED** to approve Change Order #8, as presented. **Comm. Hersey SECONDED** the motion.

After brief discussion, the **MOTION CARRIED 5-0**.

**B. APPROVE PAY REQUEST #16:**

Mr. Triest presented the pay request in the amount of \$90,872.23 and recommended payment of the request. The request includes payments on Phase I, Phase II and some materials for Phase III.

**Comm. Johnson MOVED** to approve the pay request as presented. **Comm. Mann SECONDED** and the **MOTION CARRIED 5-0**.

Chairman Cooper said that the State Attorney and Public Defender have moved into their new spaces and he encouraged the Commissioners to take the time for a walk through. Even though there are a lot of punch list items, both offices are well pleased.

Mr. Triest said that ten (10) days ago a punch list was developed, with 160 items on the list. That list is now down to 130 items. There is also a punch list with a couple of items from the mechanical engineer on Phase II.

**C. APPROVE FINAL PAYMENT FOR HOT WATER SYSTEM FOR SAFETY COMPLEX:**

Mr. Triest reported that the hot water system in the Safety Complex is up and running. A punch list inspection will be held tomorrow. Mr. Triest said that he recommends payment of the \$31,700.00 pay request, subject to the punch list being completed and all closing requirements furnished.

**Comm. Thomas MOVED** to approve payment for the hot water system as presented. **Comm. Mann SECONDED** and the **MOTION CARRIED 5-0**.

**PRESENTATION FROM COMMUNITY IN SCHOOLS REGARDING FUNDING REQUEST—**

**CHAIRMAN COOPER/JIM BIGGS:** Mr. Jim Biggs of Community in Schools expressed his appreciation for the opportunity to address the Commission. He explained that the Take Stock in Children Program is a scholarship/mentoring program that offers deserving children from low-income families the chance to attend college. The Program starts working with a student in the sixth grade and supports that student through graduation. Mr. Biggs further expounded on the qualifications and benefits of the Scholarship Program and asked the Commission to consider investing \$3,700.00 towards the Scholarship Program.

Chairman Cooper said that C.I.S. is a great program. The County is entering into the budget process and this request will be considered in that process.

**PRESENTATION FROM ACORN CLINIC REGARDING FUNDING REQUEST—**

**CHAIRMAN COOPER/AMY DAVIS:** Ms. Amy Davis-Bradley, Fiscal & Operations Coordinator for ACORN Clinic approached the Commission and presented their budget request for Fiscal Year 2003-2004. Utilizing a power point and video presentation, Ms. Bradley expounded on the numerous services provided by the Clinic.

The Clinic is requesting that the Commission increase their funding from \$2,500.00 to \$20,000.00.

**DISCUSSION CONCERNING 5-YEAR WORK PROGRAM BY FDOT—JORDAN GREEN:**

Mr. Green, with FDOT approached the Commission and reviewed the 5-year Work Program scheduled for Bradford County.

He reported that the SCRAP and SCOP Programs are not funded this year. This does not mean that they have gone away, the Legislature just did not provide funding for fiscal year 2004. This will be readdressed next year. They will complete any ongoing projects and address new projects if funding becomes available.

Chairman Cooper advised Mr. Green of a recent citizen concern regarding disability access. Mr. Green said that Mr. Grizzell has contacted them and they working on it. In the meantime, the Public Transit Department is going to contact him to try to assist him until something permanent can be done.

**DISCUSS AND REQUEST FOR APPROVAL OF BUDGET AMENDMENT—SHERIFF**

**MILNER:** (This item was postponed.)

**DISCUSSION CONCERNING ADVERTISING FOR REQUEST FOR PROPOSAL FOR A LIBRARY CONSTRUCTION CONSULTANT—CHAIRMAN COOPER/TERRY VAUGHAN:**

Mr. Vaughan, the Chairman of the Library Advisory Committee, approached the Commission and reported on the progress of the Committee. It is the Committee's recommendation to request permission to advertise a Request for Proposal for the hiring of a library consultant, which is a necessary prerequisite for the grant procedure. A consultant will provide a needs assessment, assist with the application for the construction grant and provide a building plan, including capital cost, to be provided to the architect. This is about a six-month process. Funds to hire a consultant are currently in the Library Budget.

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The RFP has been drafted and allows for applications to be taken through August 19, 2003, by 9:00 a.m. They are asking that the Board give the Committee the authority to review the applications and make a recommendation to the Commission at the August 21 meeting.

**Comm. Johnson MOVED** to authorize the advertisement of a Request for Proposal, and to authorize the Library Advisory Committee to rank the proposals. **Comm. Thomas SECONDED** and the **MOTION CARRIED 5-0.**

Ms. Henriksen said that Mr. Triest built the current Library in 1976 and she would be honored to work with him again on the construction of the new library.

**DISCUSSION CONCERNING PURCHASE PRICE OF HOME OWNED BY BOCC SHIP PROGRAM—COMM. JOHNSON/ANGELA MACEY:** Ms. Macey said that the foreclosure procedure has begun. The house has now been vandalized and she does not believe that it can be sold for what the County has invested, due to the vandalism. The SHIP Program has the capability of doing the repairs. Ms. Macey asked that the Commission approve a starting price of \$58,000.00 for the sale of the home. Once she gets into the house, if she finds that there are more repairs than anticipated, she may have to come back to the Commission.

**Comm. Johnson MOVED** to authorize the starting sale price of \$58,000.00. **Comm. Thomas SECONDED** and the **MOTION CARRIED 5-0.**

**APPROVE AMENDMENT TO COUNTY GRANT C2004—COMM. HERSEY/NELSON GREEN:** Commissioner Hersey explained that the amendment involves the shifting of line items within the grant.

**Comm. Hersey MOVED** to approve the grant amendment as specified. **Comm. Thomas SECONDED** and the **MOTION CARRIED 5-0.**

**DISCUSS AND APPROVE PURCHASE OF 1988 FORD F350 FOR HAZMAT VEHICLE FROM CLAY COUNTY—CHAIRMAN COOPER/BILL DAMPIER:** Mr. Dampier said that he and the Road Department shop mechanic have inspected the vehicle and obtained copies of the maintenance records. The vehicle will be used in conjunction with the HAZMAT program. It is in real good shape and is well worth the \$5,000.00. The funds are available in the HAZMAT budget to purchase the vehicle.

**Comm. Hersey MOVED** to authorize the purchase of the vehicle from Clay County for \$5,000.00. **Comm. Thomas SECONDED** and the **MOTION CARRIED 5-0.**

Mr. Dampier gave a brief rainfall report.

**APPROVE PAYMENT OF BILLS:** Commissioner Mann said that he reviewed the bills and pulled one from CSX; the invoice did not reflect which railroad the County was being charged for. **Comm. Mann MOVED** to pay the bills as reviewed, excluding the one CSX invoice. **Comm. Thomas SECONDED** and the **MOTION CARRIED 5-0.**

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**PERSONNEL MATTERS:**

**A. DISCUSSION CONCERNING GRANT WRITER/COORDINATOR POSITION—  
CHAIRMAN COOPER:**

Chairman Cooper said that the application process is complete and the applicants have been ranked. At the last Commission meeting there was still some discussion about how to handle the position. The Board needs to make a decision and move forward.

**Comm. Mann MOVED** that Nathaniel Hines, the top ranked applicant, be hired as the grant writer. Chairman Cooper relinquished the Chair to Vice-Chairman Hersey. **Comm. Cooper SECONDED** the motion.

Chairman Cooper said that at the workshop where the applicants were ranked, various issues concerning this position were discussed, including making it a full-time position, finding someone in-house that could do the work, and typing abilities. He felt that after that workshop there was a consensus to move forward. He is not opposed to a full-time grant writer, but would rather start it as a part-time position and see where it goes. The position was designed in such a manner that it can be evaluated. It is only funded through this coming fiscal year and at the end of that year, if it is not accomplishing the goals, then it is changed or eliminated.

Chairman Cooper expressed his concern relating to the application and interview process. Mr. Hines applied, he was the top ranked applicant and for that reason, he needs to be approved, based on the guidelines and the job description that were created.

Commissioner Mann concurred.

Commissioner Hersey said the Board does need to move forward, however, in this case the advertisement for the position included a requirement to pass a typing test. He did not even consider Mr. Hines' application because he had not met the requirement to apply for the job without the typing test.

Commissioner Thomas said that if the advertisement were changed to exclude the typing requirement, then he would not have a problem with it. He just wants it to be equal to everyone who may wish to apply for the position.

Chairman Cooper said that Mr. Brown has advised that the typing requirement can be waived. It was included in the advertisement, but in his opinion, that it is a minor part of the job. Grant writing is more about personal relationship and knowing where to go to look for the money. He is not persuaded that if you eliminate the typing requirement and re-advertise that you will have any different applications.

There being no further discussion, the **MOTION FAILED 2-3**, with Commissioner Thomas, Commissioner Hersey and Commissioner Johnson dissenting.

Commissioner Hersey relinquished the Chairman back to Commissioner Cooper.

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Following discussion, **Comm. Johnson MOVED** to re-advertise the position as a full-time (40 hours per week) position for one year at the previous approved salary but not pro-rated, eliminating the typing requirement, and at the end of six months that a review of the process and the person be evaluated. **Comm. Thomas SECONDED** the motion.

Following additional discussion which included salary, benefits, the review process and the part-time versus full-time issue, the **MOTION CARRIED 3-2**, with Chairman Cooper and Commissioner Mann dissenting.

**B. DISCUSSION CONCERNING REVISED STANDARD OPERATING GUIDELINES FOR EMERGENCY SERVICES—COMM. HERSEY/NELSON GREEN:**

Commissioner Hersey said that one of his concerns within the EMS Office is the issue of cross-training in order to better serve the public. He reviewed the list of duties being presented for approval for the Administrative Assistant Position and the 9-1-1 Database/Mapping Technician Position.

Following discussion wherein Chairman Cooper and Commissioner Hersey stated that they would like the position descriptions to have stronger cross-training language to insure that the public is taken care of, **Comm. Johnson MOVED** to approve the Standard Operating Guidelines for the Administrative Assistant and the 9-1-1 Database/Mapping Technician Positions as presented. **Comm. Thomas SECONDED** and the **MOTION CARRIED 3-2**, with Chairman Cooper and Commissioner Hersey dissenting.

Mr. Green said that he would get copies of the remainder of the S.O.G.'s for review for the next Board meeting. Commissioner Hersey asked Mr. Green to make sure Mr. Brown gets a copy of them.

Commissioner Johnson said that the Board previously authorized the advertisement of a maintenance mechanic. The applicants were unacceptable and Mr. Griffis is requesting permission to re-advertise. **Comm. Johnson MOVED** to reject all the applicants and re-advertised the position. **Comm. Thomas SECONDED** and the **MOTION CARRIED 5-0**.

**COUNTY ATTORNEY REPORTS:** None.

**CLERK REPORTS:** None.

**CHAIRMAN COMMENTS:**

**A. CANCELLATION AND RESCHEDULING OF ZONING BOARD WORKSHOP:**

Chairman Cooper said that the Zoning Board does not have any items for consideration for tonight's meeting and has therefore requested that the workshop be cancelled. The workshop will be rescheduled upon completion of the budget process.

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**A. SET BUDGET WORKSHOP SCHEDULE:**

Chairman Cooper said that he would like to propose meeting over the next several Friday mornings or afternoons. He would like to set up a schedule with the department heads, the sheriff and any other budget items that need to be addressed.

After discussion, there was consensus to begin the budget workshop on Friday, August 15, starting at 9:00 a.m., and to meet every Friday thereafter until complete.

--Chairman Cooper said that the Tourist Development Committee has requested a workshop regarding the extra bed tax. He suggested setting the workshop for just prior to the mid-month meeting, August 21, at 6:00 p.m.

There was consensus to set the workshop for the suggested date and time.

--Chairman Cooper announced that Senator Bill Nelson would be conducting a town meeting in the Commission Meeting Room on August 29, between 4:00 p.m. and 5:00 p.m.

**COMMISSIONERS' COMMENTS:** None.

There being no further business, the meeting adjourned at 11:32 a.m.

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

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**JOHN S. COOPER, CHAIRMAN**

**ATTEST:** \_\_\_\_\_  
**RAY NORMAN, CLERK TO THE BOARD**

These minutes typed by:

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Marlene K. Stafford, Deputy Clerk