

(08-21-03)

**BOARD OF COUNTY COMMISSIONERS
BRADFORD COUNTY, FLORIDA
WORKSHOP 6:00 P.M.
REGULAR MEETING 7:30 P.M.
AUGUST 21, 2003**

**WORKSHOP
6:00 P.M.**

The Bradford County Board of County Commissioners met August 21, 2003, to conduct a workshop regarding additional bed tax and to hold their regular scheduled meeting. Attending the workshop were: Commissioner Mann, Commissioner Thomas, Chairman Cooper, Commissioner Johnson, Commissioner Hersey, Clerk Norman, Marlene Stafford, Lisa Hall, Sheriff Milner, Mark Crawford, Terry Brown, John Miller, Harry Hatcher, Jeff Oody, Gordon Smith, Linda Johns, and several motel owners.

Chairman Cooper called the workshop to order at 6:09 p.m. The Tourism Development Council has been invited to discuss the proposed convention center.

Mr. John Miller, Chairman of the TDC, addressed the Commission. It is the desire of the TDC to construct a convention center. Specifics have not yet been identified, but the structure would be used by several agencies within the County. The priority would be to construct a safe, attractive building for business and social functions that would entice people to visit Bradford County, who would in turn rent motel rooms, eat in the restaurants and buy products and services.

Mr. Miller gave a brief history of the TDC.

The TDC is requesting the Commission's endorsement to begin considering the framework to establish an additional bed tax to fund the convention center.

Mr. Jeff Oody and Mr. Harry Hatcher also spoke in support of the convention center project.

Mr. Sam Patel, local motel owner, said that they have taken surveys and an additional bed tax would affect their occupancy. He is not opposed to the convention center, however, would like to see the funding for the center to come from some other source other than the bed tax. At this time, there are too many unanswered questions regarding the expense of a convention center versus the revenue one might generate.

Discussion ensued, which was not limited to but included the following: The feasibility and marketability of a convention center, revenue sources for both the construction and day-to-day operations of a convention center, sun-setting the additional bed tax once it is self-funded, and what affect the proposed bypass may have.

(08-21-03)

Mr. Miller said that the TDC would take the issue back in a workshop setting and confer with other groups in the community to get input from them to see what their needs may be and come back to this Commission at some future date with much greater detail. They would ask the Commission to begin working toward drafting an ordinance, and if the TDC can get a concept, then the County's grant writer can move forward to procure funding sources. The TDC will continue with the moratorium on spending TDC funds and if there is a need to spend funds for something to do with a convention center, then it will be brought to the Commission for approval.

There being no further discussion, the workshop adjourned at 6:52 p.m.

**BOARD OF COUNTY COMMISSIONERS
BRADFORD COUNTY, FLORIDA
REGULAR SCHEDULED MEETING
AUGUST 21, 2003 7:30 P.M.**

The Bradford County Board of County Commissioners met August 21, 2003, for their regular scheduled meeting. Attending were: Commissioner Mann, Commissioner Thomas, Chairman Cooper, Commissioner Johnson, Commissioner Hersey, Clerk Norman, Marlene Stafford, Lisa Hall, Terry Brown, Sheriff Milner, Capt. Pearson, Phalbe Henriksen, William Dampier, Terry Vaughan, Mark Crawford, Ernest Triest and Nelson Green.

(A copy of all documentation presented at this meeting is located in Supplement File No. 08-21-03.)

At 7:32 p.m., Chairman Cooper called the meeting to order.

Chairman Cooper led the invocation, followed by the Pledge of Allegiance.

PUBLIC COMMENTS:

--The following citizens, who reside on **private roads** within the County, expressed their concerns regarding the condition of the roads and asked for the County's help in getting them repaired: Mr. Jim Shirley, Jr., of Lawtey, Charles Etheridge of Keystone Heights and Arlene Cooper of Starke.

--Mr. James Buehne of Starke expressed his concern about the Commission hiring a grant writer when there are already employees on staff who are capable of doing the job.

CONSENT AGENDA:

- A. APPROVE MINUTES FROM WORKSHOP AND INTERVIEWS/RANKING FOR GRANT WRITER POSITION FOR JULY 14, 2003**
- B. APPROVE EMPA GRANT CONTRACT AND AUTHORIZE CHAIRMAN TO SIGN REQUIRED DOCUMENTS**

There being no items removed, **Comm. Hersey MOVED** to approve items A & B on the Consent Agenda. **Comm. Mann SECONDED** and the **MOTION CARRIED 5-0.**

PERMISSION TO ADVERTISE ORDINANCE CONCERNING MSBU—COMM. JOHNSON: Commissioner Johnson said that this item has been discussed previously and at his request, Mr. Brown has prepared an ordinance that is ready to be advertised.

Comm. Johnson MOVED to advertise the ordinance regarding the establishment of a process for the creation of MSBU's. **Comm. Thomas SECONDED** and the **MOTION CARRIED 5-0.**

The title of the ordinance being advertised reads as follows:

“AN ORDINANCE RELATING TO THE UNINCORPORATED AND CERTAIN INCORPORATED AREAS OF BRADFORD COUNTY, FLORIDA; PROVIDING THAT ANY MUNICIPAL SERVICE BENEFIT UNIT SUBSEQUENTLY ESTABLISHED BY THE COUNTY WITHIN EITHER THE INCORPORATED AREAS OR UNINCORPRATED AREAS OR BOTH AREAS MAY IMPOSE AND COLLECT ASSESSMENTS IN THE MANNER SET FORTH HEREIN; AUTHORIZING THE ACQUISITION AND CONSTRUCTION OF ROAD, DRAINAGE, WATER, SEWER OR OTHER CAPITAL IMPROVEMENTS WITHIN SUCH BENEFIT UNITS; AUTHORIZING THE LEVY AND COLLECTION OF ASSESSMENTS FOR THE PURPOSE OF ASSESSING PROPERTIES WITHIN THE BENEFIT FOR THE ACQUISITION AND CONSTRUCTION OF CAPITAL IMPROVEMENTS; SETTING FORTH THE PROCEDURES FOR LEVYING ASSESSMENTS; PROVIDING FOR THE COLLECTION OF ASSESSMENTS; PROVIDING THAT ASSESSMENTS MAY BE PREPAID UNDER CERTAIN CONDITIONS; AND PROVIDING AN EFFECTIVE DATE.”

Chairman Cooper opened the floor for public comment on this issue.

--Ms. Glenda Turner, a resident of Wynn Cemetery Road, approached the Commission and commented on the severely poor condition of her road.

Chairman Cooper said that the MSBU ordinance that was previously voted on is the beginning of the process for maintenance of private roads.

--Mr. Dean Traylor of Lawtey, commented on the drainage problem caused by a broken culvert and the general maintenance of N.W. 41st Avenue. (Mr. Traylor presented photos.)

--Malcolm Hill of Starke of N.W. CR233, which is a private road, said that he would like to participate in an MSBU for the maintenance of the road.

Mr. Hill expressed his concern on how the County will maintain private roads under an MSBU, when the County has a problem keeping up with the maintenance on the existing roads.

At the request of Commissioner Thomas, Mr. Brown gave an explanation of how an MSBU works.

--Mr. Frank Krol, of N.W. 71st Ave., Heilbronn Springs, commented on the unsatisfactory condition of his road.

--Ms. Debra Etheridge of S.E. 50th Street, asked what percentage of property taxes go towards road maintenance.

Chairman Cooper said that the Road Department is funded primarily by the gas tax.

(08-21-03)

After brief discussion, Chairman Cooper said that he would commit that these issues will be addressed. The MSBU ordinance will be considered for adoption at the September 18 meeting.

At 8:36 p.m., Chairman Copper called a 5-minute recess.

DISCUSS AND APPROVE RECOMMENDATION FOR LIBRARY CONSULTANT—CHAIRMAN COOPER/TERRY VAUGHAN: Mr. Vaughan reported that seven (7) proposals were received in response to the advertisement. The committee met and fully examined the proposals. The recommended top three ranking is as follows:

1. Gerard McCabe, Baltimore, Maryland	Low Bid	\$ 6,682.50
2. Ruth O'Donnell & Associates, Tallahassee, Fl	Bid	\$13,008.00
3. Robert Smith & Associates, Medina, Ohio	Bid	\$21,620.00

They are asking the Commission to accept the rankings and give Ms. Henriksen, together with Chairman Cooper, permission to proceed with the procurement of their services.

Comm. Johnson MOVED to accept the rankings as presented. **Comm. Thomas SECONDED** and the **MOTION CARRIED 5-0.**

Mr. Vaughan said that there are funds available in the current Library budget for this purpose. A consultant report has a long shelf life and should there be some unforeseen delay, the report will be good for several years so the funds are not wasted.

**PRESENTATION OF EQUIPMENT RECEIVED FROM GRANT PROJECTS—
COMM. HERSEY/NELSON GREEN:**

**A. AUTOMATIC EXTERNAL DEFIBRILLATORS TO VOLUNTEER FIRE
DEPARTMENTS:**

Commissioner Hersey said that the County was very fortunate to receive the grants to purchase the equipment.

Mr. Green said that this was a Federal Grant through Health & Human Services. Each one of these units cost \$1,275.00, the County's share of that was \$0.00. Mr. Green asked the representatives from the various volunteer fire departments to come forward. Mr. Green expressed his appreciation to the departments for their hard work and dedication. Commissioner Hersey presented the automatic external defibrillators to the representatives of each of the volunteer fire departments.

**B. LIFEPAK-12 12 LEAD CARDIAC MONITOR/DEFIBRILLATOR/PACER TO
EMS:**

Mr. Green said that the units are about \$22,000.00. The total grant project was \$117,500.00, the County's contribution is \$11,750.00 and about \$1,500.00 in donations have been received to help offset that cost. Mr. Green asked Joey Shuford and Lieutenant Steve Daniel to come forward to

(08-21-03)

accept the 12-lead monitors on behalf of EMS. Mr. Green thanked the Commission for its support in acquiring these grants.

DISCUSS AND APPROVE BID RECOMMENDATION FOR HVAC AND BOILER REPLACEMENT SYSTEM FOR COURTHOUSE—ERNEST TRIEST: Mr. Triest said that three (3) proposals were received in response to the RFP. The low bidder is Envirotemp, Inc. out of Gainesville, with a base bid of \$70,000.00. Alternate 1 and Alternate 2 will not be considered. Included in the \$70,000.00 bid is \$25,000.00 allowance to be used for upgrading and reworking the pneumatic control system in the courthouse.

Mr. Triest said that it is the recommendation of the committee to award the bid to Envirotemp, Inc. for \$70,000.00.

Comm. Thomas MOVED to award the bid to Envirotemp, Inc., as recommended by Mr. Triest. **Comm. Johnson SECONDED** and the **MOTION CARRIED 5-0.**

APPROVE FUNDING REQUEST FOR 911 MAPPING UPGRADE—
COMM. HERSEY/NELSON GREEN: Commissioner Hersey explained the need for the upgrade. The ICW Computer Works upgrade is \$20,850.00, and the OmniSTAR, Inc. service agreement is \$800.00. The funds are in the EMS budget.

Comm. Hersey MOVED to approve the expenditure of up to \$21,650.00, as presented. **Comm. Thomas SECONDED** the motion.

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

DISCUSSION AND RECOMMENDATION CONCERNING ROAD CLOSURE PROCEDURES—TERRY BROWN: Mr. Brown said that he has reviewed the procedure by which the County is currently addressing requests by citizens to close County roads and in essence transfer the County's interest in the property back to the adjacent land owners. Although the current process is legally sufficient under the statute, he does not feel that it is the best approach.

Currently, the manner in which the County abandons its interest is by simple resolution, there is no deed. A resolution is legally sufficient by operation of law, to transfer what interest the County has in the property back to the adjacent property owners, if all the County has is an easement. However, there are some roads wherein the County has a legal interest that is much more than just an easement. Where the County owns the property, simply passing a resolution does not convey the County's interest in that property back to the adjacent landowner.

A problem that has occurred in the past is that the County has granted requests to close roads and in doing so, the net effect was that the County relied on someone else's legal descriptions and the property was transferred to the wrong person. Also, the Commission has relied on the word of the Petitioner as to who the adjacent property owners are.

(08-21-03)

To correct the shortfalls in the process, it is his recommendation that the County Surveyor provide the correct legal description and that someone confirms who the affected property owners are. The application process can be restructured to divert any costs associated with these changes.

Chairman Cooper suggested that Mr. Brown draft a resolution establishing a process, which would include application fees.

It was the consensus of the Commission for Mr. Brown to draft a resolution.

UPDATE CONCERNING THE LLEBG—SHERIFF MILNER: Sheriff Milner said that each year the Sheriff's Office applies for the Local Law Enforcement Block Grant from the Federal Government. We have been fortunate enough to receive it for the last five to six years, but there has been some indication that this may be the last year. This year the grant is for \$16,472.00, with a County match of \$1,830.00.

The five member advisory committee has agreed to spend all \$18,302.00 for capital expenditures. These are non-recurring items and are not personnel related. In the event that the funding ceases after this year, this Board or the Sheriff's Office is not required to encumber any funds thereafter.

Sheriff Milner requested approval of the \$1,830.00 match.

Comm. Mann MOVED to approve the County match amount of \$1,830.00. **Comm. Thomas SECONDED** and the **MOTION CARRIED 5-0.**

RECOMMENDATION AND COMMENDATION FOR CORRECTIONAL OFFICER MIKE MCRAE FOR BRAVERY DISPLAYED AT THE SCENE OF A FATAL VEHICLE CRASH IN THE CITY OF STARKE—SHERIFF MILNER: Mr. McRae was presented with the following commendation, which was read by Lieut. Zipperer:

“On the afternoon of May 24, 2003, Correctional Deputy Michael McRae and members of the inmate work crew he was supervising were witness to a tragic automobile accident. The crash claimed the lives of the two adult occupants on impact and most certainly would have resulted in the subsequent death of the 8-year old boy also in the vehicle, had it not been for the sound judgment and swift action of Deputy McRae. After assessing the crash environment, Deputy McRae directed the extrication of the child by a member of his work crew, while attempting to extinguish the fire that had erupted around the vehicle's engine compartment. Deputy McRae's heroic and selfless actions reflect great credit upon himself and the Bradford County Sheriff's Office and are indicative of his true character and nature.”

(08-21-03)

DISCUSSION CONCERNING REQUEST FOR SHERIFF'S DEPARTMENT BUDGET AMENDMENT FOR FISCAL YEAR 02/03—SHERIFF MILNER: Sheriff Milner said that a \$125,000.00 budget amendment is needed to take care of \$65,000 for jail payroll and \$60,000.00 for law enforcement payroll for the month of August. When he gets his monthly draw in September he will be okay, as far as payroll is concerned.

Sheriff Milner also requested an amendment allowing the Sheriff's Office to spend the revenue generated from the housing of inmates through the remainder of the year, including some that have been encumbered but not turned in. This will be a tremendous help to meet the approximately \$60,00.00 that it is going to cost to house the inmates through the rest of the year.

Comm. Thomas MOVED to amend the budget by \$125,000.00, to meet payroll, \$65,000.00 for the jail and \$60,000.00 for law enforcement.

Commissioner Thomas asked Sheriff Milner if there are incoming revenues to offset this amendment. Sheriff Milner said that he does for the next item. This one will be coming out of the Fine & Forfeiture fund balance.

Comm. Mann SECONDED and the **MOTION CARRIED 5-0.**

Comm. Mann MOVED to amend the budget allowing the Sheriff's Office to spend the revenue generated from the housing of inmates that has not been turned in through the remainder of this fiscal year for operational expenditures. The exact amount, unknown at this time, is to be monitored by Mr. Farrell and the Sheriff. Any excess revenue not needed for expenditures will be returned to the Board of County Commissioners. **Comm. Thomas SECONDED** the motion.

Chairman Cooper asked Sheriff Milner if he anticipates any additional budget amendments. Sheriff Milner indicated in the negative.

The **MOTION CARRIED 5-0.**

APPROVE PAYMENT OF BILLS: Comm. Johnson MOVED to pay the bills as reviewed. **Comm. Thomas SECONDED** and the **MOTION CARRIED 5-0.**

PERSONNEL MATTERS

A. REQUEST PERMISSION TO ADVERTISE FOR 911 MAPPING TECHNICIAN VACANCY IN EMS—COMM. HERSEY/NELSON GREEN:

Comm. Hersey MOVED, based on the fact that the job description has been established and the monies are in the budget, that the vacant 911 mapping technician position be advertised.

Comm. Thomas SECONDED and the **MOTION CARRIED 5-0.**

(08-21-03)

B. REQUEST PERMISSION TO ADVERTISE FOR FULL TIME PARAMEDIC VACANCY IN EMS DEPARTMENT—COMM. HERSEY/NELSON GREEN:

Comm. Hersey MOVED, based on the fact that there is a vacant paramedic position and the monies are in the budget, that the vacant full-time paramedic position be advertised.

Comm. Thomas SECONDED and the **MOTION CARRIED 5-0.**

C. APPROVE STANDARD OPERATING GUIDELINES FOR EMS—COMM. HERSEY/NELSON GREEN:

Comm. Hersey MOVED to approve the Standard Operating Guidelines for Emergency Services. **Comm. Mann SECONDED** and the **MOTION CARRIED 5-0.**

Mr. Green reported that there has been a failure in the 911 system. The calls are being transferred to a basic system. It appears that a major component of the system has gone out, which should be covered by the service contract. They are in the process of locating a component and having it flown in.

D. RATIFICATION OF EMERGENCY MANAGEMENT PLANNER POSITION—CHAIRMAN COOPER/BILL DAMPIER:

Mr. Dampier said that the position has been advertised, applications have been received and interviews conducted. The recommendation is to hire current employee June Neats at \$12.50 per hour, beginning September 3, 2003.

The second recommendation is to authorize the advertisement of the vacant position of Secretary/Administrative Assistant.

Comm. Hersey MOVED to hire June Neats as the Emergency Management Planner, as presented. **Comm. Thomas SECONDED** the motion.

For clarification purposes Mr. Dampier said that the \$12.50 per hour was the bottom range of the salary established for the position. Since this is at the end of the year, the salary will not be affected by any raise that comes in. This salary is set for the next year, unless the Commission authorizes otherwise.

Commissioner Thomas said that the County would not be required to do any additional matching funds to meet the salary. Mr. Dampier said that is all part of the position that was budgeted for the last year. The County did not put any additional funds into the budget last year for the Department.

There being no further discussion, the **MOTION CARRIED 5-0.**

Comm. Thomas MOVED to advertise the vacant position left by the hiring of Ms. Neats. **Comm. Mann SECONDED** the motion.

(08-21-03)

In response to a question by Commissioner Thomas, Mr. Dampier said that at this point in time this position requires no additional funds for the County, although in the budgetary process, there is a request to increase the County's match, but has nothing to do with this position if it is approved. The salary range for this position is between 8 and \$10.00 per hour, depending on whether a base secretary is hired or someone who has extensive experience that would qualify to be an administrative assistant.

There being no further discussion the **MOTION CARRIED 5-0.**

Mr. Dampier reported on Tropical Depression #9. This depression could affect our area by next Wednesday, unless there is a change in the track of the storm.

COUNTY ATTORNEY REPORTS: None.

CLERK REPORTS: None.

CHAIRMAN COMMENTS:

--Announced that Senator Nelson would be conducting a town meeting in the County Commission Room August 29, between 4:00 – 5:00 p.m.

--The County's health insurance premium issue was raised in a recent budget workshop. There was a potential 28% increase in the premium and in reviewing the benefits, it was determined that the County could save approximately \$66,000.00 annually in premiums if one of the benefit components were changed. That component being that instead of having 100% of your hospitalization paid if you have an inpatient hospital stay, there will be an out-of-pocket \$300.00 per day, up to a maximum of \$1,500.00 for an individual and up to maximum of \$4,500.00, which is the standard provision in the Av-Med policy.

He is proposing approval of this change, but as part of that benefit change, that the Commission authorize the Clerk to set up a process to directly pay that portion of the health insurance bill that will be charged to the employee; i.e., if you are placed into the hospital and your out-of-pocket bill is \$1,500.00, the County will pick up that tab. There is no net change in the benefit to the employee. Based on loss history, the County will spend approximately 5 to \$10,000.00 per year, with a net savings on the premium between 45 and \$50,000.00. The new premium for individual employees is \$366.41 per month.

Comm. Mann MOVED to approve the benefit change as presented. **Comm. Thomas SECONDED** and the **MOTION CARRIED 5-0.**

(08-21-03)

COMMISSIONERS' COMMENTS:

Commissioner Thomas commented on the following:

--Encouraged the Board members to take part in the donation request submitted by Farm Bureau to sponsor a meeting to help enhance farming and agriculture in the County. The Clerk has additional information if anyone is interested.

Commissioner Johnson commented on the following:

--Asked if the mosquito control budget needs to be addressed.

Chairman Cooper said that it would be discussed at tomorrow's workshop.

Clerk Norman said that since there may be a need for a formal vote concerning mosquito control at the workshop, the Commission might wish to recess this meeting, to be reconvened tomorrow for that express purpose.

Chairman Cooper said that Tallahassee is requiring receipt of some type of statement from the County as to an anticipated mosquito control budget for the upcoming year. This amount is put into their formula, which they match dollar-for-dollar. Several proposals have come before the Board, but nothing has been finalized. The other issue that has to be discussed is the issue of a mosquito control director.

There was consensus to recess this meeting to be reconvened tomorrow for the sole and express purpose of discussion of the mosquito control issues.

Chairman Cooper recessed the meeting at 9:36 p.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

(08-21-03)