

(07-12-04)

**BOARD OF COUNTY COMMISSIONERS
BRADFORD COUNTY, FLORIDA
JULY 12, 2004
REGULAR MEETING 9:30 A.M.
WORKSHOP FOLLOWING (Workers' Compensation
& utilization of space in annex)**

The Bradford County Board of County Commissioners met July 12, 2004, to conduct their regular meeting and a workshop to discuss Workers' Compensation and utilization of space in the annex. Attending the regular meeting were: Commissioner Mann, Commissioner Thomas, Chairman Johnson, Commissioner Hersey, Commissioner Cooper, Clerk Norman, Jim Farrell, Marlene Stafford, Lisa Hall, Terry Brown, John Broling, Donny Wise, Angela Macey, Nora Thompson, D.Z. Griffis, Nelson Green, Terry Vaughan, Sheriff Milner, Mark Crawford and Bill Dampier.

(A copy of documentation presented at this meeting is located in Supplement File No. 07-12-04.)

Chairman Johnson called the meeting to order at 9:30 a.m. Commissioner Hersey led the invocation and the Pledge of Allegiance.

PUBLIC COMMENTS: None.

CONSENT AGENDA:

- A. APPROVE MINUTES FROM REGULAR SCHEDULED MEETING & WORKSHOP OF APRIL 5, 2004, APRIL 15, 2004 AND MAY 3, 2004.**
- B. APPROVE RENEWAL OF CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY FOR CENTURY AMBULANCE SERVICES, INC.**
- C. APPROVE SMALL COUNTY OUTREACH PROGRAM PRIORITY LIST**
- D. APPROVE INVENTORY DELETION LIST**
- E. APPROVE SATISFACTION OF MORTGAGE FOR MELVIN DAVIS AND MERCEDO DAVIS**

There being no items pulled, **Comm. Cooper MOVED** to approve the Consent Agenda in its entirety. **Comm. MANN SECONDED** and the **MOTION CARRIED 5-0.**

APPROVE BID RECOMMENDATION FOR CDBG/SHIP REPAIR LOANS—ANGELA MACEY: Ms. Macey presented the summary of the bids for housing rehabilitation projects. The low bidder and recommendation for award is as follows:

Unit No. 01-7	Chad Willhite, Inc.	\$24,405
Unit No. 01-18	Chad Willhite, Inc.	\$24,510
Unit No. 01-19	Reject Bids-Exceeds available funds	

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Comm. Thomas MOVED to award the bids as recommended. **Comm. Mann SECONDED** and the **MOTION CARRIED 5-0.**

DISCUSSION AND REQUEST PERMISSION TO ADVERTISE FOR PROPOSALS TO BORROW UP TO \$2 MILLION FOR DESIGN AND CONSTRUCTION OF NEW LIBRARY FACILITY—COMM. COOPER/TERRY VAUGHAN: Mr. Vaughan said that at this time, the Library Advisory Committee recommends the following action:

- a. Make arrangements to finalize the swap of properties with the City of Starke
- b. Purchase the property on Center Street currently owned by Bradford ARC (ARC has agreed to sell the property for \$25,000.00, which is less than the appraised value. Ms. Henriksen has indicated she has the funds in her budget.)
- c. Authorize Ms. Henriksen to prepare a Request for Proposals for Architectural Services
- d. Proceed with plans, using 25% of sales tax revenues toward the project, which would be about \$300,000.00, to secure a \$2 million loan.

Although the recent session of legislature did not approve funding for libraries, there is a lot of reason to believe that the state funding will be approved in the next session. The legislature is indicating that if the County proceeds on the project, that we are not risking any forfeiture of state funding.

The state based formula for the size and cost of a library for Bradford County is 16,000 square feet at \$125.00 per square feet, which is \$2 million

Comm. Cooper MOVED to extend an offer to ARC for \$25,000.00 to purchase the property on Center Street, and upon acceptance of the offer, to advertise a public hearing to finalize the purchase. **Comm. Thomas SECONDED** and the **MOTION CARRIED 5-0.**

Mr. Vaughan asked for guidance as to who is to contact ARC. Mr. Brown said that the committee could approach ARC to make the offer. There does need to be a proposed purchase/sale agreement executed by both parties. It will then be advertised for a public hearing to finalize the purchase.

Chairman Johnson said that the next item for consideration is the swap of properties between the County and the city. Mr. Vaughan said that the Commission has already approved the swap of properties and Mr. Brown has been working on it.

Mr. Brown said that they have been holding off on this waiting on the Board. With the Board's consent, they will begin expediting the process. Mr. Vaughan said that it would not be unreasonable to assume that by the next Board meeting, or at least a month from now, there could be something on the table. Mr. Brown said that was reasonable.

Comm. Thomas MOVED to authorize the advertisement of a Request for Proposals for architectural services. **Comm. Cooper SECONDED** and the **MOTION CARRIED 5-0.** (The consultant firm will be drafting the RFP.)

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Comm. Cooper MOVED to authorize the advertisement for a Request for Proposals for financing \$2 million and to fund the loan with an annual expenditure of \$300,000.00 of sales tax revenues. **Comm. Hersey SECONDED** and the **MOTION CARRIED 5-0.**

Mr. Vaughan expressed his appreciation to the Commission.

APPROVE RECOMMENDATION TO AWARD TRACTOR BID TO LOW BIDDER, SUPERIOR TRACTOR—COMM. COOPER: Commissioner Cooper said that three bids were received. A committee reviewed the bids and recommends awarding the bid to the lowest bidder, Superior Tractor Co., to include Bid Alternate “A”, which is a tractor with a cab. The total price is \$27,700.00, and is being funded by insurance proceeds and the “New Equipment” line item in the Road Department budget.

Comm. Cooper MOVED to award the bid to Superior Tractor Co., as recommended. **Comm. Thomas SECONDED** and the **MOTION CARRIED 5-0.**

APPROVE RECOMMENDATION TO AWARD UNIFORM BID TO LOW BIDDER, RIVERSIDE UNIFORM RENTALS—COMM. COOPER: Commissioner Cooper said that three bids were received. A committee reviewed the bids and recommends awarding the bid to the lowest bidder, Riverside Uniform Rentals, Inc.

Comm. Cooper MOVED to award the bid to Riverside Uniform Rentals, Inc., as recommended. **Comm. Thomas SECONDED** and the **MOTION CARRIED 5-0.**

DISCUSSION CONCERNING SPACE FOR GUARDIAN AD-LITEM—COMM. COOPER: Chairman Johnson deferred this item to the workshop following the regular meeting.

APPROVE BID RECOMMENDATION ON ROLL-UP DOORS FOR SALLY PORT GATES AT THE SAFETY COMPLEX—CHAIRMAN JOHNSON/D.Z. GRIFFIS: Mr. Griffis said that three proposals were received. He called all three bidders and requested references. All bidders, except the lowest bidder, provided references. Vigneaux Corporation, the next to the lowest bidder, had excellent references and he is recommending that the bid be awarded to them.

Comm. Cooper MOVED to award the bid to Vigneaux Corporation as recommended, at a total cost of \$6,316.00, less some items that may not be needed. **Comm. Mann SECONDED** and the **MOTION CARRIED 5-0.**

APPROVAL OF BID RECOMMENDATION FOR DRAINAGE STRUCTURES AND CONCRETE WORK FOR MENG DAIRY ROAD—COMM. MANN: Commissioner Mann reported that there was only one response to the bid, which was submitted by O’steen Brothers, Inc., and was in the amount of \$119,156. The bid stipulated that the County would be furnishing all the material. Both he and Mr. Kelley feel that this is a high bid. He is recommending that the Board reject the bid.

Comm. Mann MOVED to reject the bid submitted by O’Steen Brothers, Inc. **Comm. Cooper SECONDED** and the **MOTION CARRIED 5-0.**

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Commissioner Mann recommended renting the equipment necessary for the County to lay the pipe and re-bid the concrete work. Estimates received to rent the equipment to handle the pipe range between \$6,000.00 and \$8,400.00 per month. Weather permitting, one-months rental should be sufficient.

Commissioner Cooper said that if it is going to be re-bid, he recommends that it be bid with the County laying the pipe as an alternate. That way, it can be pulled should the bids come in for less than what the County can do itself.

Comm. Cooper MOVED to re-bid the project as a whole, and include an alternate bid with the County laying the pipe. **Comm. Mann SECONDED** and the **MOTION CARRIED 5-0**.

REQUEST PERMISSION TO SETTLE WITH ALLSTATE INSURANCE ON THE TRANSPORT UNIT INVOLVED IN AN ACCIDENT DECEMBER 29, 2003, IN THE AMOUNT OF \$21,277.04—COMM. HERSEY/NELSON GREEN: Mr. Green said the tentative settlement is as follows:

Unit Value	\$24,500.00
Less: Deductible	- 250.00
Less: Salvage Value	<u>-2,992.00</u>
Final Settlement	\$21,257.04

The settlement allows the County to keep the unit for salvage. Eventually, the unit can be sold for scrap when all salvageable parts have been used.

Comm. Hersey MOVED to approve the settlement as presented. **Comm. Thomas SECONDED** and the **MOTION CARRIED 5-0**.

APPROVE CHECK IN THE AMOUNT OF \$24,165.68 TO MEDICARE FOR OVERPAYMENTS—COMM. HERSEY/NELSON GREEN: Mr. Green requested Board approval for a check written and forwarded to Medicare in the amount of \$24,165.68 for overpayment on claims. He still has plans to appeal, but payment is required at this time. There will be other monies owed due to secondary insurances, estimate at about \$6,000.00. They will be handled on a case-by-case basis through the normal refund procedures.

Comm. Hersey MOVED to authorize payment to Medicare in the amount of \$24,165.68. **Comm. Cooper SECONDED** and the **MOTION CARRIED 5-0**.

REQUEST AUTHORIZATION TO SIGN THE NORTH CENTRAL FLORIDA REGIONAL HAZARDOUS MATERIALS RESPONSE TEAM AGREEMENT TO ACCEPT THE TRANSFER OF OWNERSHIP—COMM. HERSEY/NELSON GREEN: Mr. Green said that the agreement will transfer ownership of a trailer that will be used for the response of hazardous materials incidents as a medical component. They will retrofit one of the used vehicles to pull the trailer. This is a regional concept and they may be responding throughout the region, and in turn, anyone in the region may be responding to Bradford County. The only costs associated would be the little bit of retrofit to a used vehicle and what it will cost to insure the trailer, which can be taken care of within his budget.

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Comm. Thomas MOVED to authorize Mr. Green to execute the Hazardous Materials Response Team Agreement as requested. **Comm. Hersey SECONDED** and the **MOTION CARRIED 5-0.**

APPROVE PAYMENT OF BILLS: Chairman Johnson said he 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:

- A. APPROVE PROMOTION OF JOSEPH SHUFORD, ALLAN HUNSINGER AND MATTHEW MALONEY TO POSITION OF LIEUTENANT—COMM. HERSEY/NELSON GREEN:**

Mr. Green said that this action would fill budgeted vacancies due to loss of personnel. This will mean a .40-cent increase in current rate of pay.

Comm. Hersey MOVED to approve the promotions as requested. **Comm. Thomas SECONDED** and the **MOTION CARRIED 5-0.**

CLERK REPORTS:

PRESENTATION OF FISCAL YEAR 04/05 TENTATIVE BUDGET AND ANNOUNCE PUBLIC HEARING DATES: Clerk Norman presented the Fiscal Year 2004-2005 Tentative Budget and announced the public hearing dates as follows:

- 1st Public Hearing - September 9th @ 5:15 p.m.
- Final Public Hearing - September 20 @ 5:15 p.m.

Comm. Thomas MOVED to approve the public hearing dates. **Comm. Cooper SECONDED** and the **MOTION CARRIED 5-0.**

COUNTY ATTORNEY REPORTS:

- A. REQUEST PERMISSION TO ADVERTISE ORDINANCE CONCERNING IMPOSING A \$15.00 SURCHARGE ON CERTAIN TRAFFIC INFRACTIONS AND AUTHORIZING THE CLERK TO COLLECT—TERRY BROWN:**

Mr. Broling said that they have prepared a draft of an ordinance authorizing the Clerk to collect a \$15.00 surcharge on all non-criminal traffic infractions and select criminal traffic infractions. The money will be used to help fund court facilities. He requested permission to advertise a public hearing for the ordinance.

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Comm. Thomas MOVED to authorize the advertisement of the ordinance as requested. **Comm. Cooper SECONDED** and the **MOTION CARRIED 5-0**.

Mr. Broling said that the ordinance would be advertised for the first meeting in August.

CHAIRMAN COMMENTS:

A. SET PROPOSED MILLAGE RATE FOR FISCAL YEAR 04-05:

Chairman Johnson said that the Board needed to establish the tentative millage rate for fiscal year 2004-2005.

Comm. Cooper MOVED to set the tentative millage rate at 10.000 mills. **Comm. Hersey SECONDED** and the **MOTION CARRIED 5-0**.

B. APPOINT THREE COMMISSIONERS TO SERVE ON THE VALUE ADJUSTMENT BOARD:

The following Commissioners volunteered to serve: Commissioner Thomas, Commissioner Hersey and Commissioner Cooper.

Chairman Johnson said that the Board needed to establish a date for a budget workshop.

Following discussion, a workshop was scheduled for July 22, beginning at 5:00 p.m.

COMMISSIONERS' COMMENTS:

Commissioner Cooper commented on the following:

--The Road Department is performing clean up today from the damage caused by yesterday's storm.

--The tort converter in the Gradall scooper went out and it is in the shop and they are trying to determine what needs to be done to get it working. He hopes to have better information at the next meeting, but there may well be a need to lease equipment for a month or so while it is being repaired.

Commissioner Mann said that the County has one that was loaned to the City. Mr. Waldron can get it and put it to work. Commissioner Cooper said that he would contact the City.

There being no further business, Chairman Johnson adjourned the REGULAR meeting at 10:13 a.m. He announced that the workshop would be called to order in 15 minutes.

**WORKSHOP
10:29 A.M.**

Attending the workshop were: Commissioner Mann, Commissioner Thomas, Chairman Johnson, Commissioner Hersey, Commissioner Cooper, Marlene Stafford, Lisa Hall, Sheriff Milner, Ernest Triest, Nelson Green, Angela Macey, Nora Thompson, Bill Dampier and Donny Wise.

Chairman Johnson called the workshop to order at 10: 29 a.m.

DISCUSSION CONCERNING UTILIZATION OF ANNEX—COMM. COOPER: Commissioner Cooper said that as part of the many changes in law coming out of the last legislative sessions, the Guardian Ad Litem program will no longer be housed in or an element of the State Attorney's Offices. Instead, they will be a separate entity that answers to the governor. As part of that process, the County Commission is required to provide space, certain communications and certain furnishings, all defined by the law, to the Guardian Ad Litem program. Bradford County will become a hub for the program and they need space. The area being considered for use is the space being occupied by Mr. Triest in the annex.

Mr. Michael Whiting, Circuit Director for the Guardian Ad Litem, addressed the Commission. Mr. Whiting gave a synopsis of the services the program provides, the increase in staff members and their need for additional space. He has looked at the office space at the west end of the annex, which would be a favorable move for them. There should be no need for any construction to the space, just some paint on the walls and they could move in.

Discussion ensued which was not limited to but included; providing space somewhere in the courthouse, how to best utilize the spaces in the annex, making adjustments to the spaces in the north wing of the courthouse to solve other space issues, moving SHIP, Building and Zoning and Solid Waste back over to the annex and allowing Guardian Ad Litem to utilize the vacated spaces in the north wing, and the cost associated with the various options.

At the conclusion of the discussion, there was consensus for Ms. Macey, Mr. Wise and Ms. Thompson to take Mr. Whiting on a tour of the spaces in the north wing to see if they would be suitable for the Guardian Ad Litem Program, and return to the workshop with a recommendation.

PRESENTATION BY PAUL DAWSON, PUBLIC RISK INSURANCE AGENCY, CONCERNING WORKERS' COMPENSATION—CHAIRMAN JOHNSON: Mr. Paul Dawson, Senior Account Executive and Mr. Dale Green, Loss Control Specialist, both with Public Risk Insurance Agency, gave a brief history of their organization, the services they provide, savings they feel they can offer, and their interest in submitting a proposal to provide Workers' Compensation insurance coverage to Bradford County.

Discussion ensued.

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Commissioner Cooper said that he would like to receive proposals if there is time to do so before October 1.

Mr. Dawson said that they would be glad to help staff put together the paperwork for the request for proposals.

There was consensus to advertise for Request for Proposals for Workers' Compensation Insurance coverage.

* * *

Chairman Johnson turned the discussion back to the Guardian Ad Litem space issue.

Mr. Whiting said that with some remodeling, the spaces currently occupied by SHIP, Building and Zoning, Solid Waste and the conference room area would be adequate for their needs.

This spurred some discussion.

Commissioner Cooper said that he would meet with Mr. Triest to derive more firm cost figures and time frames for the two different options discussed and bring it to the Commission at the next meeting.

There being no further business, Chairman Johnson adjourned the workshop at 11:25 a.m.

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

HERMAN JOHNSON, CHAIRMAN

ATTEST: _____
RAY NORMAN, CLERK TO THE BOARD

These minutes typed by:

Marlene K. Stafford, Deputy Clerk