

**MINUTES OF THE
BOARD OF COUNTY COMMISSIONERS
BRADFORD COUNTY, FLORIDA
REGULAR SCHEDULED MEETING
MONDAY, JANUARY 8, 2007
9:30 A.M.
IMPACT FEE WORKSHOP FOLLOWING**

**REGULAR MEETING
9:30 a.m.**

The Bradford County Board of County Commissioners convened in regular session on Monday, January 8, 2007, at 9:30 a.m. in the County Commissioners' Meeting Room, 945 North Temple Avenue, Starke, Florida.

Present were: Commissioner Hersey, Commissioner Thomas, Chairman Lewis, Commissioner Cooper and Commissioner Chandler.

Also present were: Jim Crawford, County Manager; June Neats, Administrative Assistant; Ray Norman, Clerk of Courts; Marlene Stafford, Deputy Clerk; Terry Brown, County Attorney; Angela Macey, Community Development Director; Ron Lily, Chamber of Commerce CEO; Brian Johns, Emergency Management Director; Nelson Green, Emergency Services Director; Phalbe Henriksen, Library Director; Alex Hinely, County Planner; Mark Crawford, Press; Nora Thompson, Zoning Director; John Miller, Sheriff Milner; Judy Butterfield, Cooperative Extension Director; Donny Wise, Solid Waste Director; Ed Wall, Public Defender's Office; Terry Vaughan, Supervisor of Elections.

(See Supplemental File No. 01-08-07 for a copy of all documentation presented at this meeting.)

CALL TO ORDER

Chairman Lewis called the meeting to order at 9:30 a.m.

INVOCATION / PLEDGE OF ALLEGIANCE

Commissioner Chandler offered the Invocation and led the Pledge of Allegiance.

CONSENT AGENDA

- a. **Minutes of Regular Meeting and Workshop of October 2, 2006**
- b. **Minutes of Public Hearing to Amend Fiscal Year 05-06 Budget of October 3, 2006**
- c. **Minutes of Workshop on Impact Fees and Regular Meeting of October 19, 2006**
- d. **Minutes of Regular Meeting of November 6, 2006**
- e. **S.H.I.P. Loans**
- f. **FDOT CR235 Time Extension**
- g. **FDOT CR18 Time Extension**
- h. **FDOT CR225 Time Extension**

On Motion of Commissioner Chandler, Seconded by Commissioner Thomas, the Board unanimously approved the [Consent Agenda](#) in its entirety.

SENIOR CITIZEN ADVISORY & FACT FINDING COMMITTEE PRESENTATION AND RECOMMENDATIONS – COMMISSIONER COOPER, RAY NORMAN AND ANGELA MACEY:

Ms. Macey gave a Power Point presentation regarding a proposal to develop and construct a full-service county owned and operated multipurpose Senior Center in Bradford County. The presentation was not limited to be included Florida statistics concerning senior citizens, the benefits of a senior center, services and activities a center would provide, Bradford County senior demographics, a proposed site, utilizing the center as a special needs shelter during disasters, estimated costs and funding sources.

Senior Advisory Committee member, Charles Hutcheson, addressed the Commission. Mr. Hutcheson asked the Commission to authorize seed money for architectural plans, which will enable them to apply for grants. The Committee believes that the Center will be funded by grants and donations. However, if there is a shortfall, they will be back before the Commission requesting additional funds.

Chairman Lewis said that it is his understanding that \$10,000.00 is needed to get the project started and that there is a CIBR grant available.

Clerk Norman indicated in the positive. They are in the process of applying for a CIBR grant, which application is due by the 11th. The \$10,000.00 will have to come from the Commission. The CIBR funds will be used to fund the construction of the building.

On Motion of Commissioner Cooper, Seconded by Commissioner Thomas, the Board unanimously endorsed the proposal presented by the Committee, authorized the CIBR grant application and any other grant applications that may be available, and authorized the expenditure of \$10,000.00 for seed money to procure preliminary plans and models to assist with grant applications.

SITE PLAN APPROVAL – NORTHSIDE BAPTIST CHURCH – NORA THOMPSON:

Ms. Thompson presented the site plan for a Family Life Center at Northside Baptist Church. The site plan has been reviewed and approved by all parties.

On Motion of Commissioner Thomas, Seconded by Commissioner Cooper, the Board unanimously approved the site plan as presented. (The site plan is available in the Building and Zoning Office.)

REQUEST TO PURCHASE COPIER FOR LIBRARY – PHALBE HENRIKSEN:

Ms. Henriksen [requested permission](#) to purchase a Lanier color copier for public use. The state contract price is \$12,456.00, which includes a service contract and a coin operator. There is an additional charge for copy overage. The funds are in her budget.

Commissioner Cooper said that in his experience, state contract pricing is not always the best. He asked if the state contract price has been compared to non-state contract price. Ms. Henriksen said that there is not another machine that is equipped to do what they need with a coin operator, and they have been very pleased with Lanier's service.

On Motion of Commissioner Hersey, Seconded by Commissioner Cooper, the Board unanimously approved the purchase of the copier as presented.

LIBRARY FURNITURE AND EQUIPMENT – PHALBE HENRIKSEN, SPYROS DRIVAS, TERRY VAUGHAN:

Mr. Vaughan gave a brief update on the library project. A site tour has been planned for February 9 at 2:30 p.m. and the Commission is invited to participate.

It is time to proceed with procuring furnishings and equipment for the new library. Ms. Henriksen will be using existing furniture and equipment currently in the library. Design Group and Spyros Drivas have offered their services to assist with the design, selection, location of the furniture and equipment and design of the signage at a cost of \$22,300.00. (Mr. Vaughan reviewed the ["Scope of Work"](#) outlined on the proposal.)

On Motion of Commissioner Hersey, Seconded by Commissioner Thomas, the Board unanimously approved to move forward as presented.

EMS TRUCK FOR LAWTEY – NELSON GREEN:

Mr. Green said that during the budget process, the Commission budgeted funds to move one truck from a part-time truck to full time with the anticipation of decentralizing it from the Starke area. The City of Lawtey has been working very hard to prepare housing for an EMS crew, which has turned out to be a very nice facility. It appears that placing a unit in the Lawtey area does have the most affect on response times. The Board also authorized placing another part-time truck in service some time during this fiscal year, which will be done as soon as personnel issues are resolved.

The City of Lawtey has again requested that a truck be placed in the Lawtey area. It is the feeling of both he and Mr. Crawford that this is the appropriate time to move forward with that request.

On behalf of the City of Lawtey, Mr. Scott expressed his appreciation to Mr. Green and Mr. Crawford for working with them toward this end. The facility is nice and he encouraged the Commissioners and the public to take the time to make a visit. They do have plans for additional bays to house two more units. The City of Lawtey appreciates the Commission's approval for placement of a unit.

On Motion of Commissioner Thomas, Seconded by Commissioner Chandler, the Board unanimously approved the request to place a unit in the City of Lawtey.

(01-08-07 Regular Meeting and Impact Fee Workshop)

Mr. Green announced that they anticipate having some type of presentation concerning the placement of the unit on January 20, 2007. He will further advise at the mid-month meeting.

RESOLUTIONS:

--EMS GRANT APPLICATION APPROVAL – NELSON GREEN:

Mr. Green presented the [grant application](#). The grant amount this year is \$24,511.00, which will be used to purchase new equipment, enhance services, upgrade computer services, etc.

On Motion of Commissioner Chandler, Seconded by Commissioner Thomas, the Board unanimously approved the grant as presented.

Mr. Green then presented the accompanying resolution required by the grant.

“RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA, TO CERTIFY THAT THE MONIES FROM THE EMS COUNTY GRANT WILL IMPROVE AND EXPAND THE COUNTY’S PRE-HOSPITAL EMS SYSTEM AND THAT THE FUNDS WILL NOT BE USED TO SUPPLANT EXISTING COUNTY EMS BUDGET ALLOCATIONS.”

On Motion of Commissioner Chandler, Seconded by Commissioner Thomas, the Board unanimously adopted the Resolution as presented. (The [Resolution was assigned No. 2001-01.](#))

--RESCINDING BURN BAN – BRIAN JOHNS:

Mr. Johns presented a resolution, which upon adoption will rescind the burn ban. He read the resolution by title:

“A RESOLUTION RESCINDING RESOLUTION NO. 2006-31 AND LIFTING THE PROHIBITION ON OPEN FIRE BURNING AND PROVIDING AN EFFECTIVE DATE.”

On Motion of Commissioner Chandler, Seconded by Commissioner Hersey, the Board unanimously adopted the Resolution as presented. (The [Resolution was assigned No. 07-02.](#))

PROCLAMATION DECLARING HAZARDOUS MATERIALS WEEK – BRIAN JOHNS:

Mr. Johns presented the [proclamation](#).

On Motion of Commissioner Chandler, Seconded by Commissioner Thomas, the Board unanimously declared January 21-27, Hazardous Materials Awareness Week.

CONFERENCE CENTER UPDATE / BED TAX DISCUSSION – RON LILY:

Mr. Lily reported that the Conference Center is doing well. The additional 2% bed tax being considered by the Board will provide monies to re-establish the local funding of events to attract people to Bradford County, will increase marketing capabilities and assist with retiring the debt on the Conference Center. The additional tax will increase the room rental by about \$1.54, which is well within surrounding area room rentals.

Chairman Lewis opened the floor for public comments.

Mr. Malcolm Hill inquired about the following:

--The nature of the donation being made by Mr. Johns for the paving of the parking lot.

Commissioner Cooper said that the TDC is unable to spend any money without the County Commission's approval.

--The funding the Chamber of Commerce receives from the County.

Clerk Norman advised that the amount funded is \$1,250.00 per month.

--Mr. Hill feels there is a conflict of interest with Mr. Lily being paid to run the conference center and being the CEO of the Chamber.

--Asked how the additional 2% bed tax will be spent. For a long time, the monies have all gone to the conference center and he would like to see it go back to help promote local events.

Clerk Norman said that as Mr. Lily indicated in his presentation, those monies would be deposited into the TDC fund, along with the other 2% currently collected. These funds will be used to promote local events to bring in tourists and to help operate the facility.

--Mr. Hill said that the conference center needs a sign.

Mr. Lily said that the signage has been ordered, which takes time. The electrical work needed for the sign has been scheduled with the paving project.

Mr. Lily responded to Mr. Hill's inquires. One of the stipulations of the current contract the Chamber has with the TDC, is that the Chamber is to run the conference center as part of the services they provide for one flat fee and there is no conflict of interest.

Commissioner Cooper added that it is the same fee that has been paid for a number of years, even before the conference center.

Mr. Jay Patel addressed the Commission on behalf of the local hoteliers:

--Expressed their points of concern regarding the proposed increase in the bed tax and how the increase will adversely affect their businesses.

(Mr. Sam Patel presented a [letter](#) to the Commission expressing his concerns.)

(01-08-07 Regular Meeting and Impact Fee Workshop)

Commissioner Cooper said that the Board's ability to levy tax, raise tax or raise money is strictly dictated by either the constitution or the laws of the State of Florida. He is in favor of people who are not residents of the County helping to pay the bills. The bed tax accomplishes that. The conference center is one of the greatest assets the County has seen in a long time. Even in its current condition and infancy stage it is in, they are already seeing positive results.

ORDINANCES:

--AMENDING CHAPTER 74 OF THE COUNTY CODE, RELATING TO TOURIST DEVELOPMENT TAX – TERRY BROWN:

Mr. Brown read the title into the record:

“AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY FLORIDA, AMENDING CHAPTER 74 OF THE BRADFORD COUNTY CODE BY THE CREATION OF SECTION 74-39; PROVIDING FOR AN ADDITIONAL TWO PERCENT TOURIST DEVELOPMENT TAX, PURSUANT TO SECTIONS 125.0104(3)(D), AND 125.0104(3)(L), FLORIDA STATUTES; PROVIDING FOR THE REPEAL OF INCONSISTENT ARTICLES; PROVIDING DIRECTIONS TO THE CODIFIER; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.”

(Public comments were heard above.)

On Motion of Commissioner Cooper, Seconded by Commissioner Thomas, the Board unanimously adopted the Ordinance. (The [Ordinance was assigned No. 2001-01.](#))

RESOLUTION:

--RELATING TO CITIZEN APPRECIATION – JIM CRAWFORD:

Mr. Crawford presented the resolution and read the title into the record:

“A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA, ESTABLISHING A CITIZEN APPRECIATION PROGRAM TO RECOGNIZE CITIZENS OF BRADFORD COUNTY, FLORIDA WHO CONTRIBUTE TO THE IMPROVEMENT OF OUR COMMUNITIES.”

On Motion of Commissioner Chandler, Seconded by Commissioner Thomas, the Board unanimously adopted the Resolution. (The [Resolution was assigned No. 07-03.](#))

Mr. Crawford said that forms are available to those wishing to make recommendations for the awards.

AGREEMENT BETWEEN BRADFORD COUNTY AND THE NCFRPC—ANNUAL MONITORING OF HAZARDOUS WASTE GENERATORS – JIM CRAWFORD:

Mr. Crawford said that this is an annual agreement the County has with the North Central Florida Regional Planning Council for the monitoring of hazardous waste generators located in the County. The fiscal year 06-07 agreement is for \$7,882.00.

On Motion of Commissioner Hersey, Seconded by Commissioner Chandler, the Board unanimously approved the agreement. (A copy of the agreement is located in the Office of the County Manager.)

PAYMENT OF BILLS – COMMISSIONER THOMAS:

On Motion of Commissioner Thomas, Seconded by Commissioner Chandler, the Board unanimously approved payment of the bills. (A list of the bills is located in the Finance Department of the Office of the Clerk.)

BID RECOMMENDATION FOR CULVERT CONTRACT – JIM CRAWFORD:

Mr. Crawford advised that two bids were received. The current provider, Gulf Atlantic Culvert Company, Inc. was the lowest and the best bid. He recommends awarding the bid to Gulf Atlantic for one year, with an option to renew for an additional year.

On Motion of Commissioner Thomas, Seconded by Commissioner Hersey, the Board unanimously approved to award the bid to Gulf Atlantic Culvert as recommended.

PUBLIC COMMENTS:

Ms. Iris Mintz of 6043 NW 216th Street, Starke – Animal Control and Litter Problem on 216th Street

--Commended the Sheriff for the work done to clean up and improve the Animal Control Facility. However, she is concerned about the future of Animal Control as the County experiences growth. Ms. Mintz asked the Commission to assign a committee to review the future needs of Animal Control and to seek out available grants.

Chairman Lewis asked Mr. Crawford and Sheriff Milner to meet and bring recommendations to the Commission.

--NW 216th Street has a litter problem. The trash needs to be picked up before the Road Department mows, which is making the problem worse, not just on her road, but county-wide.

Mr. Crawford said that he has spoken with Ms. Mintz and Mr. Funderburk. He is not prepared to make a recommendation, but he is working on the problem.

--Ms. Kristi Dickens, Iris Mintz and Elaine Gunter – Animal control

--Reported that PAWS has rescued approximately 200 animals out of the shelter within the last quarter. She commended the Sheriff on the progress of the shelter. The cages are clean and the animals are being taken very good care of.

To help facilitate the needs of PAWS, other rescue groups and the Sheriff, Ms. Dickens requested a workshop or a meeting with the Commission and the Sheriff. There are rules and regulations and standard operating procedures that are needed to continue to make progress and to keep the lines of communication open. They have requested meetings on numerous occasions and have been told that there would be no meeting, that it would be fruitless. PAWS has been kicked out of the pound and can no longer perform any rescues.

Chairman Lewis said that Animal Control is under the direction of the Sheriff. If he desires a workshop and requests the Commission's presence, that would be fine.

Commissioner Cooper requested some type periodic statistical report from the Sheriff on the activities of Animal Control. This will be a great asset for use in future planning.

Sheriff Milner reported on the accomplishments thus far. They anticipate being able to generate computerized reports in February. He will present a report to the Commission at the mid-month meeting in February. They are doing all they can do while staying within State Statutes and County ordinances and to run the facility legally, humanely and cleanly. When he feels that a meeting is necessary, he will have one. PAWS continues to have the ability to advise interested parties regarding adoptions. He did stop the unfettered access that PAWS enjoyed because they violated his number one rule by telling is employees how to run the shelter.

Ms. Iris Mintz and Elaine Gunter expressed their concerns regarding the restrictions placed on PAWS.

Ms. Sylvia Tatum of 22512 CR 200A, Lawtey – Impact Fees:

--On behalf of Mr. Tommy Tatum, she distributed copies of a [Demographic Profile](#) for the historic and projected population and dwelling units for Bradford County.

She would like to address the Commission during the Impact Fee workshop following the regular meeting.

COUNTY ATTORNEY REPORTS – TERRY BROWN: None.

COUNTY MANAGER REPORTS – JIM CRAWFORD:

--The [VisionAir Maintenance Contract](#) for 911 Dispatch System is up for renewal. The \$27,502.40 is to be paid out of the IGCF.

On Motion of Commissioner Thomas, Seconded by Commissioner Cooper, the Board unanimously approved the Maintenance Contract.

(01-08-07 Regular Meeting and Impact Fee Workshop)

(County Manager Reports continued)

--Provided an update on the progress of the [fiscally constrained road paving projects](#). An additional \$34,000.00 is needed in order to complete the fiscally constrained projects.

--Update on [Special Projects Roads](#): There is a \$103,000.00 shortage to complete the roads on the special projects' list.

--Update on SCOP and SCRAP:

--There is \$14,491.00 left over from CR225. He has requested an extension from DOT on three contracts to use all the funds. The intersection of CR229 and CR225 is a dangerous intersection. Two flashing stop signs have been placed at the intersection, at a cost of \$18,700.00. With the \$14,491.00 left in that budget, there is a shortage of \$4,200.00.

--There is \$8,030.00 left in the CR235 budget. He would like to place a flashing stop sign at the intersection of CR229 and CR235. The normal cost for one is \$9,500.00, being a \$1,500.00 shortage.

--There is \$27,853.00 left in the CR18 budget. There have been numerous requests for sidewalks. Although it will not complete the project, the remaining monies can be used to begin the sidewalk around Hampton Lake.

Total Breakdown:

Fiscally Constrained	\$ 34,000.00
Special Projects	110,000.00
Flashing Stop Signs	<u>5,700.00</u>
TOTAL	\$149,709.00

Mr. Crawford recommended that the Board consider using the current year fiscally constrained funds, which began in July, to complete these projects. He and Mr. Farrell are looking into the possibility of other monies rolled over from previous years that can be used to reduce the shortage amount. The fiscally constrained is generating about \$56,000.00 per month.

Commissioner Chandler said that the projects should be finished if the County has the money.

There was brief discussion concerning the sidewalk requests.

Commissioner Cooper said that the fiscally constrained funds are an anticipated source of revenue that the Board has not decided how to allocate and spend. It is appropriate to authorize the expenditure of \$150,000.00 of this year's collections to finish these projects. His vision of these monies has always been to fund a capital needs budget, roads being a part of that. He is reluctant to continue to "pick" at this money without some well-thought out process to budget the funds. He asked the Board at some point for a plan for the allocation of the remainder of those funds, possibly through a recommendation of Mr. Crawford.

Commissioner Chandler expressed his concurrence with Commissioner Cooper.

(01-08-07 Regular Meeting and Impact Fee Workshop)

On Motion of Commissioner Cooper, Seconded by Commissioner Hersey, the Board unanimously approved the expenditure of \$150,000.00 out of current year fiscally constrained funds to finish these projects.

(Mr. Crawford continued to report):

--He is sorry to report that Ms. Judy Butterfield has found other employment. He will be working with Dr. Baldwin to begin the hiring process. Ms. Butterfield has done a great job for the County.

Ms. Butterfield said that February 8 would be her last day.

CLERK REPORTS – RAY NORMAN:

None.

COMMISSIONERS' COMMENTS:

Commissioner Chandler:

--The Conference Center was rented New Years' Eve with 505 people in attendance. The event went well and was enjoyable. There has been a lot of positive feedback with a desire to use it again.

--Reminded the Board that the County Commission has adopted policies and procedures that are to be followed in all meetings, even in public hearings.

Commissioner Cooper:

--He anticipates providing an update at the mid-month meeting concerning the progress of the sally port project. With the current available funds, they also hope to add a generator that will service the courthouse.

Commissioner Thomas:

--Expressed his appreciation to Ms. Macey for the Senior Center presentation.

--Appreciates PAWS for the work they have done. Hopefully, they will be able to continue that work.

(01-08-07 Regular Meeting and Impact Fee Workshop)

Commissioner Hersey:

--He feels the additional bed tax approved today will enhance tourist development for the community. The TDC is doing and will continue to do very positive things for the County.

CHAIRMAN'S COMMENTS – EDDIE J. LEWIS:

None.

ADJOURN

There being no further business, the meeting adjourned at 11:30 p.m.

**WORKSHOP
IMPACT FEES**

The Bradford County Board of County Commissioners convened in a workshop session on Monday, January 8, 2007, at 11:45 a.m. in the County Commissioners' Meeting Room, 945 North Temple Avenue, Starke, Florida.

Present were: Commissioner Hersey, Commissioner Thomas, Chairman Lewis, Commissioner Cooper and Commissioner Chandler.

Also present were: Jim Crawford, County Manager; June Neats, Administrative Assistant; Ray Norman, Clerk of Courts; Marlene Stafford, Deputy Clerk; Terry Brown, County Attorney; Angela Macey, Community Development Director; Tommy Chastain, City Commissioner; Mark Crawford, Press; Alex Hinely, County Planner; Brian Johns, Emergency Management Director; Nora Thompson, Zoning Director; Sheriff Milner and Nelson Green, Emergency Services Director.

CALL TO ORDER

Chairman Lewis called the workshop to order at 11:45 p.m.

DISCUSSION – IMPACT FEES

Mr. Crawford said that Ms. Tatum would like to address the Commission.

(01-08-07 Regular Meeting and Impact Fee Workshop)

Ms. Tatum addressed portions of the proposed impact fees as they relate to those in other counties. She commented on some of the data included in Dr. Nicholas' study and the limitations for the expenditure of impact fees.

There was brief discussion.

Mr. Crawford presented a chart with **three alternatives** to the Commission for review and discussion. (The alternatives do not include the school portion of the fees.)

Extensive discussion ensued which was not limited to but included county growth expectancy, the implementation and amount of the impact fees being directly tied to the number of building permits issued, the school portion of the fee, reducing the fee for workforce housing, additional gas tax, the commercial side of impact fees, mstu's and special assessments, municipality participation, an annual review process and how to put into practice the impact fee once the building permit threshold has been reached.

There was a general consensus:

- Not to pursue additional gas tax
- To move forward with drafting a final ordinance using option number one on the chart
- Start developing a separate ordinance for the school portion of the fee and tying it directly to school population

ADJOURN

There being no further business, the workshop adjourned at 12:55 p.m.

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

EDDIE J. LEWIS, CHAIRMAN

ATTEST: _____
RAY NORMAN, CLERK OF COURTS

Minutes prepared by Marlene Stafford, Deputy Clerk