

**MINUTES OF THE
BOARD OF COUNTY COMMISSIONERS
BRADFORD COUNTY, FLORIDA
WORKSHOP 4:00 P.M.
REGULAR MEETING 6:30 P.M.
THURSDAY, MAY 15, 2008**

**WORKSHOP
4:00 p.m.**

The Bradford County Board of County Commissioners convened in a workshop session on Thursday, May 15, 2008, at 4:00 p.m. in the County Commission Meeting Room, 945 North Temple Avenue, Starke, Florida.

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

Also present were: Brad Carter, County Manager; Sandra Harrell, Administrative Assistant; Ray Norman, Clerk of Courts; Marlene Stafford, Deputy Clerk; Nelson Green, Emergency Services Director; Brian Johns, Emergency Management Director; Paul Funderburk, Road Superintendent; Mark Crawford, Press; Tim Wilson, CED; Linda Carpenter, VA Officer; Kelly Canady, SHIP; Nora Thompson, Zoning Director; Steve Kirker, Building Department; Percy Sullivan, Fire Chief; Sheriff Milner; Capt. Zipperer; Phalbe Henriksen, Library Director; Jerome Kelley, County Engineer; and Winifred Holland, Health Department Director.

(See Supplement File No. 05-15-08 for a copy of documentation presented at this meeting.)

CALL TO ORDER

Chairman Chandler called the workshop to order at 4:07 p.m.

DISCUSSION

FIRE INSPECTOR RECOGNITION—BRAD CARTER:

--Mr. Carter introduced and welcomed the County's new Veteran Service Officer, Ms. Linda Carpenter.

--Mr. Carter reported that Mr. Steve Kirker, with the Building Department, has completed all requirements and certifications necessary for a Fire Inspector. He is in the process of developing a Fire Inspection Program. Mr. Kirker is still in training with Mr. Whidden to become certified as a building inspector.

(05-15-08 Workshop and Regular Meeting)

FIRE ADMINISTRATOR / ASSISTANT ADMINISTRATOR—BRAD CARTER:

--It is the unanimous recommendation of the Fire Council as well as his recommendation that Brian Johns take over the duties of Percy Sullivan as Fire Administrator and Nelson Green as the Assistant Fire Administrator. Subject to Board approval, June 15, 2008, is the projected date for this change.

The Commission expressed their appreciation to Mr. Sullivan for his dedication to the Volunteer Fire Department and the County throughout the years.

--Mr. Carter recognized Code Enforcement Board Officers. During the regular meeting, the Commission will be considering a Proclamation for "Code Enforcement Officers' Appreciation Week".

FIRE TRAINING SLOTS—BRAD CARTER:

--It is the recommendation of the Fire Council to send two volunteers from each station to Fire I Training, which is now required by the state. Lake City Community College provides the training. Mr. Carter asked that he be authorized to move about \$10,000.00 out of the Planning Budget to cover the cost. Future funding will be considered during the upcoming budget cycle.

Discussion ensued which included a commitment from the volunteers once they have completed the class.

There was Board consensus to approve the request. Official action to be taken during the regular meeting.

Commissioner Lewis said that Rayonier depends on the Volunteer Fire Department and the Division of Forestry to take care of their fires. He suggested soliciting them to help with funding the training.

Mr. Carter said that he would pursue that suggestion.

BURN BAN STATUS—BRIAN JOHNS:

--Mr. Johns reported on the surrounding counties that are currently under a burn ban. Bradford County's drought index is at 458. If we do not receive any of the expected rain over the weekend, there may be a need to move in the direction of a burn ban by Monday.

There was brief discussion.

EMS TUITION ASSISTANCE—NELSON GREEN:

Mr. Carter said that the Emergency Services Department has always had a tough time recruiting and retaining paramedics. The Tuition Assistance Program is a new program he and Mr. Green are recommending.

Mr. Green said there is an employee who came to work for the County as an EMT. She has received a FAREMS scholarship to help with part of the paramedic class. Under the Union Contract, an employee may request up to \$3,000.00 tuition assistance from the Board. This employee has requested that the

(05-15-08 Workshop and Regular Meeting)

Board assist her with the cost of the paramedic class. The funds are available in this years' budget. The Program is on a reimbursement basis. The employee must pass the class before the County is obligated to pay for it. The FAREMS Scholarship has a two-year commitment clause. However, there is no requirement to pay the County back for its contribution toward the tuition.

Commissioner Cooper said that he is okay with it as long as the budget can handle it. However, he would ask that there be some type of written agreement, as is with FAREMS, with a 24-month commitment.

Mr. Carter said that he would consult with the attorney on that issue. This item will be brought to the commission for official action during the regular meeting.

SUBDIVISION REGULATIONS RECOMMENDATION—NORA THOMPSON:

Ms. Thompson said that she does not see anything wrong with the County's subdivision regulations. Her recommendation would be to leave them the same.

After some discussion, there was Board consensus not to change the subdivision regulations

LAND DEVELOPMENT CODE AMENDMENTS—NORA THOMPSON:

Ms. Thompson said that family lot splits rule require a 60' easement. The 60' requirement has caused families some difficulties. Surveyors, as well as others, have asked if the requirement could be reduced to 30'.

Following some discussion, there was Board consensus to lower the requirement to 30'.

Ms. Thompson said that she would start the process and bring it back to the Commission.

IMPACT FEE CONSOLIDATION—BRAD CARTER / NORA THOMPSON:

Ms. Thompson said that it is her understanding the Commission was considering consolidating the entire impact fee amount into the road category.

There was extensive discussion.

There was a consensus to leave the total impact fee at \$550.00. The law enforcement and fire protection categories to remain at the current rates. Zero out all other categories and roll those amounts into the road category.

(05-15-08 Workshop and Regular Meeting)

COMMUNICATION PERSONNEL BUDGET AMENDMENT—BRAD CARTER:

Mr. Carter said that the budget amendment would reimburse the Sheriff's Communication's Budget consistent with the agreement between the County and the City to fund central dispatch.

There was brief discussion.

Mr. Carter said that the amendment would be presented for formal approval during the regular meeting.

ATTORNEY / SURVEYOR ONE-YEAR CONTRACT EXTENSION—BRAD CARTER:

Mr. Carter advised that it is staff recommendation to extend the current contracts for the County Attorney and the County Surveyor for one year. Both have agreed to maintain their current rates.

There was a consensus to approve the recommendation. Mr. Carter said that formal action would be taken during the regular meeting.

SE 144TH (MULLINS GRADE) PAVING PROJECT STATUS REPORT—JEROME KELLEY:

Mr. Kelley said that the County's portion of this project is from the railroad to SR100, and FDOT is responsible for the portion from the railroad to HWY 301. FDOT is looking at 2011 for the road construction. He hopes to be ready to advertise for bids within three months and begin construction within five months for the County's portion.

Mr. Kelly's review of the preliminary plans for the road design was not limited to but included right-of-way issues, permitting, flood elevations, wetlands and mitigation banking, and a northbound turn lane on SR100.

Sheriff Milner expressed the critical importance of following through with FDOT regarding a northbound turn lane on SR100.

BUDGET ISSUES:

Mr. Carter said that after consulting with the Clerk and Finance Director and considering revenue projections, freezing non-critical vacant positions, increase in collections in Emergency Services, and the fiscally constrained funds awarded at the end of the session, there is a joint recommendation that the departments be asked to present their budget requests with a 2% cut. If the Board blesses this approach, each department will be asked to determine where the 2% cut should come from.

There was brief discussion.

Chairman Chandler said that New River Solid Waste was approached by Baker County to take over their solid waste department. New River will not make any money with the venture. However, they do feel like they could provide the service if the three counties would agree. Union County is not interested. Basically, New River would take over all the collection sites, hire all our employees, and maintain services at the same level, or better, with no increase and perhaps a savings to the County.

(05-15-08 Workshop and Regular Meeting)

Employees will remain on the Florida State Retirement System; our director would become the director for the entire tri-county. If the Commission is interested, it will cost about \$200.00 to conduct a feasibility study and Baker County indicated that they would be willing to pay a portion of that \$200.00.

Following some discussion, Commissioner Cooper, Commissioner Hersey and Chairman Chandler agreed to the study only, Commissioner Thomas and Commissioner Lewis did not.

ADJOURN

There being no further business, the workshop adjourned at 5:56 p.m.

**REGULAR MEETING
6:30 P.M.**

The Bradford County Board of County Commissioner convened in regular session on Thursday, May 15, 2008, at 6:30 p.m. in the County Commission Meeting Room, 945 North Temple Avenue, Starke, Florida.

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

Also present were: Brad Carter, County Manager; Sandra Harrell, Administrative Assistant; Ray Norman, Clerk of Courts; Marlene Stafford, Deputy Clerk; Jim Farrell, Finance Director; Nora Thompson, Zoning Director; Brian Johns, Emergency Management Director; Phalbe Henriksen, Library Director; Paul Funderburk, Road Superintendent; Winifred Holland, Health Department Director; Capt. Starling; Mark Crawford, Press; Percy Sullivan, Fire Chief; Sheriff Milner; and Tim Wilson, CED.

(See Supplement File No. 05-15-08 for a copy of documentation presented at this meeting.)

INVOCATION / PLEDGE OF ALLEGIANCE

Deputy Clerk Marlene Stafford offered the Invocation and led the Pledge of Allegiance.

CALL TO ORDER

Chairman Chandler called the meeting to order at 6:32 p.m.

PUBLIC HEARING

ENACTMENT OF ORDINANCES:

--LAND USE CLASSIFICATION AMENDMENT APPLICATION NO. S 080404A (New River Land Development, Inc.)—NORA THOMPSON:

AN ORDINANCE OF BRADFORD COUNTY, FLORIDA, AMENDING THE FUTURE LAND USE PLAN MAP OF THE BRADFORD COUNTY COMPREHENSIVE PLAN, AS AMENDED; RELATING TO AN AMENDMENT OF TEN OR LESS ACRES OF LAND, PURSUANT TO AN APPLICATION, S 080404A, BY THE PROPERTY OWNER OF SAID ACREAGE, UNDER THE AMENDMENT PROCEDURES ESTABLISHED IN SECTIONS 163.3161 THROUGH 163.3215, FLORIDA STATUTES, AS AMENDED; PROVIDING FOR CHANGING THE LAND USE CLASSIFICATION FROM RESIDENTIAL, LOW DENSITY (LESS THAN OR EQUAL TO 2 DWELLING UNITS PER ACRE) TO COMMERCIAL OF CERTAIN LANDS WITHIN THE UNINCORPORATED AREA OF BRADFORD COUNTY, FLORIDA; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING NA EFFECTIVE DATE.

Ms. Thompson asked for a continuation of this item to Thursday, June 19, 2008, at 6:30 p.m.

On Motion of Commissioner Lewis, Seconded by Commissioner Thomas, the Board unanimously agreed to continue this public hearing to Thursday, June 18, 2008, at 6:30 p.m.

CONSENT AGENDA

- A. MINUTES OF REGULAR SCHEDULED MEETING OF APRIL 17, 2008**
- B. INVENTORY SURPLUS LIST**
- C. S.H.I.P. HOME REPAIR LOANS**
- D. S.H.I.P. PURCHASE ASSISTANCE LOANS**
- E. ONE-YEAR EXTENSION OF COUNTY ATTORNEY AND COUNTY SURVEYOR AGREEMENTS**
- F. PROCLAMATION FOR CODE ENFORCEMENT OFFICERS**

Commissioner Lewis declared a conflict with Item “D” on the Consent Agenda.

On Motion of Commissioner Lewis, Seconded by Commissioner Thomas, the Board unanimously approved Items A,B,C,E and F on the Consent Agenda.

On Motion of Commissioner Cooper, Seconded by Commissioner Hersey, the Board voted 4-0 to approve Item D, with Commissioner Lewis declaring conflict.

FINAL PLAT APPROVAL FOR BRAGGS BRANCH SUBDIVISION—NORA THOMPSON:

Ms. Thompson presented the plat for Board review. The plat meets all requirements and has been reviewed by all required parties.

On Motion of Commissioner Thomas, Seconded by Commissioner Lewis, the Board unanimously approved the plat as presented.

(05-15-08 Workshop and Regular Meeting)

CHANGE IN USE OF IMPACT FEES—NORA THOMPSON:

Chairman Chandler asked that this item be tabled and placed on the agenda for the next meeting.

SUBCONTRACT AGREEMENT WITH “THE MANAGEMENT EXPERTS, LLC” AND BRADFORD COUNTY—HOMELAND SECURITY GRANT FUND—BRIAN JOHNS:

Mr. Johns said that the agreement sets out the scope of work to be performed by The Management Experts, LLC as follows: NIMS Compliance, COOP and Three-Year Planning, Training and Exercise Plan. \$12,500.00 will come from 2005 residual monies that other counties did not use and the rest will come from current year Homeland Security funds.

On Motion of Commissioner Thomas, Seconded by Commissioner Cooper, the Board unanimously approved the agreement as presented. (A signed copy of the agreement is located in the Office of Emergency Management.)

UPDATE ON ACTIVITIES OF NORTH FLORIDA ECONOMIC DEVELOPMENT PARTNERSHIP AND REQUEST FOR FUNDING FOR 2007-2008—BRIAN THOMAS:

Mr. Brian Thomas presented a brief overview of the goals and activities of the Partnership. After the Governor signs off on the five-year designation process, the County will receive a Memorandum of Agreement much the same as the one executed five years ago to be part of the program to begin with. Bradford County’s contribution to the Partnership is \$1,428.00, based on five cents per capita.

Commissioner Lewis asked why the Partnership is just now requesting 2007-2008 funds. Mr. Thomas explained that there was not a staff member specifically assigned to work with the Partnership to keep things in order.

Commissioner Cooper said that he recalls approving this request last year when Linda Myers came before the Board.

Clerk Norman confirmed that the funds are in the budget.

On Motion of Commissioner Hersey, Seconded by Commissioner Cooper, the Board unanimously approved a contribution of \$1,428.00 for 2007-2008.

PAYMENT OF BILLS—COMMISSIONER LEWIS:

On Motion of Commissioner Lewis, Seconded by Commissioner Cooper, the Board unanimously approved payment of the bills. (A list of the bills is on file in the Finance Department of the Office of the Clerk.)

PUBLIC COMMENTS: None.

COUNTY ATTORNEY REPORTS – TERRY BROWN: None.

(05-15-08 Workshop and Regular Meeting)

COUNTY MANAGER REPORTS – BRAD CARTER:

--Fire Counsel Recommendation for the Appointment of Brian Johns as Fire Administrator and Nelson Green as Assistant Fire Administrator:

On Motion of Commissioner Lewis, Seconded by Commissioner Hersey, the Board unanimously approved the appointments as recommended.

Mr. Carter said that the change would be effective June 15, 2008.

--Fire Training Funding:

As presented in the prior workshop, Mr. Carter asked the Commission to approve the expenditure of \$10,000.00 to fund training for the volunteer fire department.

On Motion of Commissioner Thomas, Seconded by Commissioner Cooper, the Board unanimously approved the expenditure as requested.

--EMS Tuition assistance for paramedic program:

Also discussed in the workshop was an [individual case of tuition assistance](#) for \$2,300.00 for the paramedic program. This is a pilot program and will be handled on a case-by-case basis. He will bring each case to the Commission for approval.

Commissioner Cooper said that the request is consistent with the Union contract.

For clarification purposes, Commissioner Lewis said that the \$2,300.00 would be paid as a reimbursement basis only after completion of the course.

On Motion of Commissioner Cooper, Seconded by Commissioner Thomas, the Board unanimously approved the tuition assistance as requested.

--Fine and Forfeiture Fund Budget Amendment:

As discussed in the workshop, Mr. Carter presented the [Sheriff's request](#) for a \$67,500.00 budget amendment to the Communications Budget.

On Motion of Commissioner Cooper, Seconded by Commissioner Thomas, the Board unanimously approved the Budget Amendment as presented.

(Following the meeting, it was determined that the amount of the budget amendment should have been \$60,000.00, not \$67,500.00.)

CLERK REPORTS – RAY NORMAN: None.

COMMISSIONERS COMMENTS:

Commissioner Lewis commented on the following:

--Expressed his appreciation to all County departments for their hard work and dedication.

(05-15-08 Workshop and Regular Meeting)

Commissioner Cooper commented on the following:

--He will be out of town July 4 weekend and will be unable to return for the Monday, July 7 meeting date. He asked the Commission to consider moving the date of that meeting.

After brief discussion, the following action was taken: *On Motion of Commissioner Lewis, Seconded by Commissioner, the Board unanimously agreed to change the meeting to Tuesday, July 8 at 9:30 a.m.*

Commissioner Thomas commented on the following:

--Echoed Commissioner Lewis' sentiments of appreciation to all County departments.

CHAIRMAN COMMENTS – ROSS CHANDLER:

--He would like the Commission to consider a proclamation declaring Monday, June 2nd, 2008 "Chief Percy Sullivan Day".

On Motion of Commissioner Lewis, Seconded by Commissioner Cooper, the Board unanimously agreed to the proclamation.

--Last week he attended a conference, "Building Bridges out of Poverty". The conference was quite interesting. He would like permission to work toward putting together a plan to assist in dealing with the poverty issue to bring back to the Commission.

Chairman Chandler received a consensus from the Commission to move forward.

--The New River Solid Waste Board is doing well.

--He expressed his appreciation to the Road Department for their service.

ADJOURN

There being no further business, the meeting adjourned at 6:59 p.m.

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

ROSS CHANDLER, CHAIRMAN

ATTEST: _____
RAY NORMAN, CLERK OF COURTS

Minutes prepared by Marlene Stafford, Deputy Clerk