

(06-18-15 Regular Meeting)

**MINUTES OF
BOARD OF COUNTY COMMISSIONERS
BRADFORD COUNTY, FLORIDA
REGULAR SCHEDULED MEETING 6:30 P.M.
THURSDAY, JUNE 18, 2015**

The Bradford County Board of County Commissioners convened in a regular meeting on Thursday, June 18, 2015, at 6:30 p.m., in the County Commission Chambers at 945 North Temple Avenue, Starke, Florida.

PRESENT: Chairman Chandler, Commissioner Sellars, Commissioner Lewis, Commissioner Thompson, and Commissioner Riddick.

ALSO PRESENT: Brad Carter, County Manager; Ray Norman, Clerk of Courts; Jim Farrell, Finance Director; Marlene Stafford, Deputy Clerk; Kelly Canady, Community Development Director; Dean Bennett, Facilities Maintenance Director; Brian Johns, Emergency Management Director; Mark Crawford, Press; Capt. Smith; and Terry Kite, County Auditor. (Will Sexton, County Attorney, via phone)

CALL TO ORDER: Chairman Chandler called the meeting to order at 6:30 p.m.

**PUBLIC HEARING
SECOND READING ON
NOTICE OF FISCAL YEAR 2014
COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION**

--KELLY CANADY, Community Development Director:

Chairman Chandler opened the public hearing. Ms. Canady announced the second public hearing for the Notice of Fiscal Year 2014 CDBG application. Bradford County is applying to the Florida Department of Economic Opportunity for a grant under the Commercial Revitalization category in the amount of \$750,000, under the Small Cities Community Development Block Grant program. At least 70% of the funds must be for activities that benefit low and moderate incomes. The CDBG project is a housing program. The County will undertake housing improvements throughout the unincorporated area of the County. The housing improvements will include housing rehabilitation, demolition and replacement. The total cost of the project is estimated at \$750,000 and 100% of the projects' benefit will be to low and moderate-income persons.

Chairman Chandler asked for public input. There being no response, the public hearing was closed.

At the conclusion of the Public Hearing, the following Resolutions were considered for adoption:

RESOLUTIONS--KELLY CANADY, Community Development Director:

A. RESOLUTION COMMITTING MATCHING LEVERAGE FUNDS FOR FISCAL YEAR 2014 FLORIDA SMALL CITIES CDBG HOUSING REHABILITATION APPLICATION

Ms. Canady presented the resolution for consideration. The title was read into the record.

Commissioner Lewis moved, seconded by Commissioner Sellars, and carried 5-0, to adopt the Resolution as presented. (The [Resolution was assigned No. 2015-11.](#))

B. RESOLUTION ADOPTING FISCAL YEAR 2014 CDBG PROGRAM HOUSING ASSISTANCE PLAN

Ms. Canady presented the resolution for consideration. The title was read into the record.

Commissioner Sellars moved, seconded by Commissioner Lewis, and carried 5-0, to adopt the Resolution as presented. (The [Resolution was assigned No. 2015-12.](#))

C. RESOLUTION AUTHORIZING THE FILING OF A FISCAL YEAR 2014 FLORIDA SMALL CITIES CDBG HOUSING REHABILITATION APPLICATION WITH THE FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY

Ms. Canady presented the resolution for consideration. The title was read into the record.

Commissioner Lewis moved, seconded by Commissioner Sellars, and carried 5-0, to adopt the Resolution as presented. (The [Resolution was assigned No. 2015-13.](#))

PUBLIC COMMENTS: None.

CONSENT AGENDA:

- A. REQUEST PERMISSION TO REFER DELINQUENT EMS ACCOUNTS TO NATIONAL RECOVERY AGENCY FOR FURTHER COLLECTION EFFORTS IN THE AMOUNT OF \$54,360.26**
- B. CONSIDER APPROVAL TO CHARGE OFF EMS ACCOUNTS IN THE AMOUNT OF \$181,500.**
- C. CONSIDER APPROVAL OF THE OFFICE SHOP SERVICE AGREEMENT ON A RICOH MP C4501 COPY MACHINE FOR THE LIBRARY (\$200.00 MONTHLY)**
- D. CONSIDER APPROVAL OF A TECHNICAL SERVICE SUPPORT AGREEMENT WITH PHYSIO CONTROL FOR FIVE (5) LIFEPAK 15 MONITOR/DEFIBRILLATORS FOR EMS (No increase from last year.)"**
- E. CONSIDER APPROVAL OF SHIP HOME REPAIR LOAN NOT TO EXCEED \$25,000 ON FILE 2014-22-S**
- F. CONSIDER APPROVAL OF SHIP HOME REPAIR LOAN NOT TO EXCEED \$25,000 ON FILE 2014-23-S**
- G. CONSIDER APPROVAL OF A SHIP PURCHASE ASSISTANCE LOAN NOT TO EXCEED \$30,000 ON FILE 2014-21-S**
- H. CONSIDER APPROVAL OF A SHIP SATISFACTION OF MORTGAGE**
- I. REQUEST PERMISSION TO EXTEND COUNTY INCENTIVE GRANT PROGRAM (CIGP) ROAD PROJECT - C.R.100A/S.E. 144th Ave., THROUGH FDOT FOR AN ADDITIONAL SIX MONTHS (End date 12/31/15) TO COMPLETE CONSTRUCTION AND ALLOW FOR CONTINGENCIES**
- J. CONSIDER APPROVAL OF LETTER TO FDOT RELATING TO SUPPORT FOR STATE HIGHWAY SYSTEM LOCATION FOR CSX RAILROAD OVERPASS PROJECT**

Mr. Carter announced that there were minor changes made to the Consent Agenda after its publication. Ms. Canady advised that items E&F were supposed to be "not to exceed \$25,000", not "\$30,000", and item G was inadvertently left off the agenda.

Commissioner Lewis moved, seconded by Commissioner Thompson, and carried 5-0, to approve the [Consent Agenda](#) with the corrections as noted.

PAYMENT OF BILLS-CHAIRMAN ROSS CHANDLER:

Chairman Chandler advised that he reviewed the bills and recommends them for payment.

Commissioner Lewis moved, seconded by Commissioner Sellars, and carried 5-0, to approve payment of the bills as reviewed. (A list of the bills is on file in the Finance Department of the Office of the Clerk of Courts.)

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**PRESENTATION OF FISCAL-YEAR ENDING SEPTEMBER 30, 2014 AUDIT REPORT--
TERRY KITE, CPA:**

Chairman Chandler recognized Mr. Kite, who reviewed the highlights of Bradford County's Financial Statements and Independent Auditors' Report for fiscal year ending September 30, 2014. The County received an unqualified opinion, which means the financial statements are fairly presented in accordance with generally accepted accounting principals.

During his presentation, Mr. Kite advised that net expenditures exceeded net revenues by \$1.1 million. Although the County is in good financial shape, the trend for the last couple of years has been that the County is spending its fund balance. This is something that should be monitored and could be modified by either cutting expenses or procuring additional revenue sources. (There was brief discussion.)

Mr. Kite continued his review.

Commissioner Lewis moved, seconded by Commissioner Sellars, and carried 5-0, to accept the audit as presented.

Mr. Carter advised that Mr. Pietrangelo was not present and these items would be rescheduled for the July 6 meeting.

**CONSIDER APPROVAL TO AMEND "ATTACHMENT V" OF THE 2014-2015 BRADFORD
COUNTY HEALTH DEPARTMENT CONTRACT--JOE PIETRANGELO, MSW,
Administrator, Health Officer**

**BRADFORD COUNTY HEALTH DEPARTMENT MENTAL HEALTH SERVICES
PRESENTATION--JOE PIETRANGELO, MSW, Administrator, Health Officer**

COUNTY ATTORNEY REPORTS--WILL SEXTON:

In the absence of Mr. Sexton, Mr. Carter presented the resolutions for consideration. The resolutions are a requirement for the County to participate in the Local Agency Program administered by FDOT, which makes the County eligible for federal funds.

A. RESOLUTION--ADOPTING A NON-DISCRIMINATION POLICY

Mr. Carter read the title into the record.

Commissioner Lewis moved, seconded by Commissioner Sellars, and carried 5-0, to adopt the resolution as presented. (The [Resolution was assigned No. 2015-14.](#))

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B. CONSIDER APPROVAL OF TITLE VI/NON-DISCRIMINATION POLICY STATEMENT INCLUDING 504 AND ADA REQUIREMENTS

Mr. Carter presented the Title VI/Non-Discrimination Policy Statement for consideration.

Commissioner Sellars moved, seconded by Commissioner Thompson, and carried 5-0, to approve the [Title VI/Non-Discrimination Policy](#) as presented.

C. RESOLUTION--ADOPTING A SECTION 504 COMPLIANCE POLICY, EVALUATION PLAN, TRANSITION PLAN AND GRIEVANCE/COMPLAINT PROCEDURE

Mr. Carter presented the resolution for consideration and read the title into the record.

Commissioner Lewis moved, seconded by Commissioner Thompson, and carried 5-0, to adopt the resolution as presented. (The [Resolution was assigned No. 2015-15.](#))

D. RESOLUTION--AUTHORIZING EXECUTION OF A TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT WITH FDOT

Mr. Carter presented the resolution for consideration and read the title into the record.

Commissioner Lewis moved, seconded by Commissioner Riddick, and carried 5-0, to adopt the resolution as presented. (The [Resolution was assigned No. 2015-16.](#))

E. RESOLUTION--ADOPTING A COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

Mr. Carter presented the resolution for consideration and read the title into the record.

Commissioner Lewis moved, seconded by Commissioner Lewis, and carried 5-0, to adopt the resolution as presented. (The [Resolution was assigned No. 2015-17.](#))

SHERIFF REPORTS--SHERIFF SMITH:

Mr. Carter advised that Sheriff Smith asked him to mention that the City of Starke Police Department is experiencing mold problems in their building. The plans are to move into the old FHP building during the mold remediation process. FHP has a limited use and it should not be a conflict.

Capt. Smith advised that FHP has indicated that they will do whatever is needed to assist, up to and including moving their items into storage. It has not been determined exactly how long they will need the building. There is a meeting tomorrow between the Sheriff, Chief Johnson, and Capt. Gaston with FHP to discuss further details.

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Clerk Norman advised that the building is owned by the State of Florida, Department of Agriculture; the Fair Association leases the building from the state, and the Sheriff leases space as well.

Incited by a concern regarding liability, Mr. Carter asked the Board to authorize the county attorney to research and to make sure all parties are covered. Clerk Norman concurred. There was a general consensus for the county attorney to move forward.

Commissioner Sellars expressed concern regarding FHP not having a meeting place and asked Capt. Smith to make sure they are taken care of. Clerk Norman advised that the Fair Association will try to make sure FHP is accommodated, if need be.

CLERK REPORTS--RAY NORMAN: None.

COUNTY MANAGER REPORTS--BRAD CARTER:

For informational purposes, Mr. Carter advised that as of approximately noon tomorrow, S.E. 144th Avenue would be open, with the HWY 301 connector complete.

A. CONSIDER APPROVAL OF STATE-FUNDED SUB-GRANT AGREEMENT BETWEEN THE STATE OF FLORIDA, DIVISION OF EMERGENCY MANAGEMENT AND BRADFORD COUNTY. COST REIMBURSEMENT NOT TO EXCEED \$105,806-- BRIAN JOHNS, Emergency Management Director:

Mr. Johns submitted the sub-grant agreement for consideration. This is a state-funded cost reimbursement grant not to exceed \$105,806.

Commissioner Lewis moved, seconded by Commissioner Thompson, and carried 5-0, to approve the sub-grant agreement as presented.

B. CONSIDER APPROVAL OF FEDERALLY-FUNDED SUB-GRANT AGREEMENT BETWEEN THE STATE OF FLORIDA, DIVISION OF EMERGENCY MANAGEMENT AND BRADFORD COUNTY. COST-REIMBURSEMENT NOT TO EXCEED \$45,934-- BRIAN JOHNS, Emergency Management Director:

Mr. Johns submitted the sub-grant agreement for consideration. This is a federally-funded cost reimbursement grant not to exceed \$45,934.

Commissioner Sellars moved, seconded by Commissioner Lewis, and carried 5-0, to approve the sub-grant agreement as presented.

C. APPOINT/RECOMMEND TWO MEMBERS TO THE NCFRPC (North Central Florida Regional Planning Council) ORIGINAL FLORIDA TOURISM TASK FORCE

Mr. Carter advised that the Board needs to formally appoint Commissioner Riddick to serve on the Task Force. There is still a need for an additional member.

Commissioner Lewis moved, seconded by Commissioner Sellars, and carried 5-0 to appoint Commissioner Riddick to the Original Florida Tourism Task Force.

Chairman Chandler announced that the Board would make an effort to have a recommendation by the next mid-month meeting.

D. REQUEST CLARIFICATION FROM BUDGET WORKSHOP ON MILLINGS CAP FOR FY2014-2015

Mr. Carter asked for clarification on the Board's intent from discussion held at the budget workshop regarding the expenditure of millings for the current fiscal-year: Does the Commission wish to stop milling projects when the FY2014-2015 budgeted amount is expended, or continue on through the remainder of the year.

Extensive discussion ensued, which was not limited to but included locating an additional revenue source, cutting expenses, funds encumbered and expended, saving unspent 2014-2015 budgeted funds for repairs and maintenance for the remainder of the year, establishing a budget for milling for FY2015-2016, and the Road Department hauling the milling versus a contractor, rolling over any unspent 2014-2015 funds into 2015-2016, hauling cost, availability of stockpiled milling and staying within the budgeted amount for the 2015-2016 budget.

- There was a consensus to stop all milling projects/expenditures now, except for payment of any outstanding invoices.
- Staff is to contact Mr. Funderburk in the morning and instruct him to cancel any orders for milling and to clear up the question regarding encumbrances and actual expenditures.
- There was a consensus to set the FY15-16 budget for milling at \$550,000

Mr. Farrell briefly addressed the procedures for purchasing and hauling milling. These procedures are very cumbersome and need to be improved. In the near future, Mr. Sexton will present proposed amendments to the procedures for the Board's consideration.

Chairman Chandler asked staff to work together to develop new purchasing procedures for milling and hauling. Clerk Norman advised that staff have already been working on proposed changes.

COMMISSIONERS' COMMENTS:

Commissioner Riddick commented on the following:

- Expressed his appreciation to the Clerk's Office for their hard work, resulting in a good audit report and to the individual departments for keeping their budgets in line. It is not good business to lose 1 to \$2 million a year. The Commission needs to really look into what needs to be done for the FY2015-2016 budget.

Commissioner Sellars commented on the following:

- Concurred with Commissioner Riddick. Need to buckle down and keep the budget in line and look into other revenue source options.

Commissioner Lewis commented on the following:

- Concurred with both Commissioner Riddick and Commissioner Sellars.

CHAIRMAN COMMENTS--ROSS CHANDLER:

- Compared the state and the county budgets as they relate to savings to the taxpayers. The state has made cuts to county budgets, which seems to be the trend. While the additional revenue options available are unpopular, the Commission needs to evaluate the options and conservatively manage the funds.
- Briefly addressed the Emergency Services Fund budget and the milling budget.

ADJOURN: There being no further business, the meeting adjourned at 8:08 p.m.

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

ROSS CHANDLER, CHAIRMAN

ATTEST: _____
RAY NORMAN, CLERK TO THE BOARD

Minutes prepared by Marlene Stafford, Deputy Clerk

Minutes approved by BOCC at the Regular Scheduled Meeting of _____