

**BOARD OF COUNTY COMMISSIONERS
MEETING MINUTES**

June 3, 2019
County Commission Chambers
945 North Temple Avenue
Starke, FL 32091
Regular Meeting and Budget Workshop
9:30 a.m.



PRESENT: Commissioner District 5 Chairman Frank Durrance
Commissioner District 3 Vice-Chairman Chris Dougherty
Commissioner District 1 Commissioner Ross Chandler
Commissioner District 2 Commissioner Kenny Thompson
Commissioner District 4 Commissioner Danny Riddick

ALSO PRESENT: Brad Carter, County Manager; Rachel Rhoden, Deputy County Manager; Will Sexton, County Attorney; Ray Norman, Clerk of Courts; Marlene Stafford, Deputy Clerk; Jim Farrell, Finance Director; Bennie Jackson, Solid Waste and Mosquito Control Director; Kelly Canady, Community Development Director; Pam Whittle, Chamber President; Dean Bennett, Facility Maintenance Director; Mark Crawford, Press; Terry Vaughan, Supervisor of Elections; Allen Parrish, Emergency Medical Services; Jason Dodds, Road Superintendent; Christopher Thurow, Director of Information Technology; Lt. Shuford; D.K. Bennett, Fire Director; Chris Cooksey, Assistant Fire Director; Major Smith Randy Andrews, Zoning Director; Rod Crawford, Building Official; Sheriff Smith; Robert Perone, Library Director; and Debbie Nistler, County Extension Director.

CALL TO ORDER: Chairman Durrance called the meeting to order at 9:30 a.m.

1. PUBLIC COMMENTS ([Forms](#)):

Harold Swift: Low water levels of Sampson River, tributaries and Lake Sampson.

Kathy Still: Read portions of a [letter from Carol Mosley](#), who was unable to attend. (OEC/HPSII)

Paul Still: Low water levels of Lake Sampson and Sampson Canal and operation of Three Pipes.

Chairman Durrance deviated from the agenda and recognized Mr. Terry Vaughan, Supervisor of Elections.

Mr. Vaughan presented comments not limited to but including:

- 2020 election cycle.
- He will keep the Commission posted regarding a possible mandate which could require all counties to provide Spanish translation ballots and materials. If approved, it will be a very expensive mandate.
- Appointment of member of the Canvassing Board from the County Commission: According to Florida Statutes, the Commission member is normally the Chairman. However, Chairman Durrance will be on the ballot in the 2020 election, prohibiting him from serving. The Board member would need to be either Commissioner Thompson or Commissioner Riddick.

Commissioner Thompson volunteered to serve.

2. CONSENT AGENDA

A. Minutes of 04-22-19 Fire Department Workshop

*Vice-Chairman Dougherty moved, seconded by Commissioner Thompson, and **carried 5-0, to approve the Consent Agenda.***

APPROVE PAYMENT OF BILLS—COMMISSIONER RIDDICK: *Commissioner Riddick moved, seconded by Commissioner Thompson, and **carried 5-0, to approve payment of the bills.*** (The Distribution List is on file in the Finance Department of the Office of the Clerk of Courts.)

3. ANNUAL PRESENTATION - CAREERSOURCE NORTH CENTRAL FLORIDA ASSOCIATE DIRECTOR—Talia Pate, Associate Director:

Chairman Durrance recognized Ms. Pate, who gave a PowerPoint presentation reviewing the 2019 Annual Update for CareerSource North Central Florida. (Link to PowerPoint Presentation [link](#))

Responding to questions posed by Vice-Chairman Dougherty, Ms. Pate stated that they hope to be relocated in the downtown area of Starke by July, which begins the new program year. Staff will explore the possibility of scheduling a career fair close to the opening of the new facility in hopes of familiarizing the community to the program.

4. CAREERSOURCE NORTH CENTRAL FLORIDA – DISABLED VETERAN OUTREACH PROGRAM PRESENTATION—Dewayne McBride:

In the absence of Mr. McBride, Mr. Carter advised that staff would contact Mr. McBride to reschedule the presentation.

5. COUNTY ATTORNEY REPORTS—Will Sexton:

- A. RESOLUTION—Authorizing Execution of a Master Lease Purchase Agreement with Lease Servicing Center, Inc., for Two 2020 International HV607 Garbage Trucks**
ASSOCIATED COST: Five (5) Annual Payments in the Amount of \$64,978.00

Mr. Sexton read the resolution by title and presented it for consideration.

Vice-Chairman Dougherty moved, seconded by Commissioner Riddick, and carried 5-0, to adopt the resolution. ([Resolution No. 2019-32.](#))

- B. RESOLUTION—Authorizing Execution of a Traffic Signal Maintenance and Compensation Agreement with the FDOT**
ASSOCIATED COST: N/A

Mr. Sexton read the resolution by title and presented it for consideration.

Commissioner Thompson moved, seconded by Commissioner Chandler, and carried 5-0, to adopt the resolution. ([Resolution No. 2019-33.](#))

6. SHERIFF REPORTS—Sheriff Smith:

Sheriff Smith introduced two new fire officials hired since taking over the Fire Department: D.K. Bennett, Fire Services Director and Chris Cooksey, Assistant Fire Services Director, who is also Fire Marshal certified.

Sheriff Smith reminded everyone of the burn ban.

- A. RESOLUTION—Confirming the Proclamation of a Local State of Emergency for the Purpose of Imposing a Burn Ban:**

Lt. Shuford presented the resolution for consideration. Mr. Sexton read the resolution by title.

Chairman Durrance offered comments regarding the circumstances surrounding the need to impose a burn ban earlier than is customary.

Vice-Chairman Dougherty moved, seconded by Commissioner Thompson, and carried 5-0, to adopt the resolution. ([Resolution No. 2019-34.](#))

Lt. Shuford announced that the burn ban will continue in 7-day increments until conditions improve.

Lt. Shuford stated that he reached out to Chemours to ask if they could release any water into Alligator Creek and he was told that they did not have any to spare.

7. CLERK REPORTS—Clerk Norman:

Mr. Thurow provided an update on the status of DEO Keystone Airport Infrastructure Improvement Grant. He announced the grant agreement has been executed by the state and delivered to Chairman Durrance for signature. Mr. Thurow advised that he would provide monthly updates and periodic email updates.

8. COUNTY MANAGER REPORTS—Brad Carter:

A. COMMUNITY DEVELOPMENT DEPARTMENT PRESENTATION—Kelly Canady, Director:

Ms. Canady gave a PowerPoint presentation ([X:\Attachments\Community Development.pptx](#)) in review of the Community Development SHIP-State Housing Initiative Partnership Program accomplishments and services provided. Ms. Canady called attention to a project success story: “Stella’s Place Group Home”, which she announced would be highlighted at this years’ SHIP Annual Conference.

B. CONSIDER APPROVAL OF 2020 CENSUS COMPLETE COUNT COMMITTEE

Mr. Carter requested approval of the 2020 Census and Complete Count Committee membership.

*Commissioner Riddick moved, seconded by Commissioner Chandler, and **carried 5-0, to approve the 2020 Census Complete Count Committee.***

Brad Carter, County Manager
Rachel Rhoden, Deputy County Manager
Sheriff Gordon Smith
Tax Collector Teresa Phillips
Property Appraiser Kenny Clark
Clerk of Courts Ray Norman
Supervisor of Elections Terry Vaughan

Pam Whittle, NCFCC
Patricia Evans, BCDA
Stacey Creighton, School Superintendent
Mary Lou Hildreth, City of Hampton
Charlene Thomas, Town of Brooker
Bob Milner, City of Starke
Lisa Harley, City of Lawtey

C. PROVIDE DIRECTION TO STAFF CONCERNING SEEKING LIQUIDATED DAMAGES FROM ANDERSON COLUMBIA CO., INC. FOR EXCEEDING THE AGREED UPON CONTRACT COMPLETION DATE FOR ROAD CONSTRUCTION PROJECT – S.E. 150th STREET:

Mr. Carter reported that the issues of concern have been satisfactorily resolved.

(06-03-19 Regular Meeting and Budget Workshop)

9. CHAIRMAN COMMENTS: None.

10.COMMISSIONERS' COMMENTS: None.

(Budget Workshop following the Regular Meeting.)

ADJOURN: There being no further business, the regular meeting adjourned at 10:14 a.m. (Budget Workshop to begin in five minutes.)

**BUDGET WORKSHOP
JUNE 3, 2019**

PRESENT: Commissioner District 5 Chairman Frank Durrance
Commissioner District 3 Vice-Chairman Chris Dougherty
Commissioner District 1 Commissioner Ross Chandler
Commissioner District 2 Commissioner Kenny Thompson
Commissioner District 4 Commissioner Danny Riddick

ALSO PRESENT: Brad Carter, County Manager; Rachel Rhoden, Deputy County Manager; Will Sexton, County Attorney; Ray Norman, Clerk of Courts; Marlene Stafford, Deputy Clerk; Jim Farrell, Finance Director; Mark Crawford, Press; Sheriff Smith; Major Smith; Allen Parrish, Emergency Medical Services Director; Dean Bennett, Facility Maintenance Director; Bennie Jackson, Solid Waste and Mosquito Control Director; Kelly Canady, Community Development Director; D.K. Bennett, Fire Director; Chris Cooksey, Assistant Fire Director; Lt. Shuford, Emergency Management Director; Robert Perone, Library Director; Christopher Thurow, Director of Information Technology; Dana LaFollette, Finance Clerk; Lisa Hall, Finance Clerk; Rod Crawford, Building Official; Randy Andrews, Zoning Director; Jason Dodds, Road Superintendent; Teresa Phillips, Tax Collector and Terry Vaughan, Supervisor of Elections.

CALL TO ORDER: Chairman Durrance called the budget workshop to order at 10:23 a.m.

1. PRESENTATION/OVERVIEW OF COUNTY BUDGET BUSINESS—Jim Farrell, Finance Director:

Clerk Norman presented opening comments. He expressed appreciation to the Board for scheduling the budget workshop and thanked staff for an excellent job preparing the presentation and county staff and department heads for their cooperation. The objective of the presentation is to inform the Board and provide options for the upcoming 2020 budget cycle.

By means of PowerPoint, (<X:\Attachments\06-03-19 Budget Workshop Presentation.pptx>) Finance Director, Jim Farrell presented an in-depth review of the County's financial condition. Mr. Farrell reported on several funds where expenditures have exceeded revenue since 2013, resulting in a continued decrease of the County's fund balance. During a review of the Constitutional Officers' cost to the Board, Clerk Norman, Sheriff Smith, Tax Collector, Teresa Phillips and Supervisor of Elections, Terry Vaughan presented comments concerning their respective budgets.

The presentation continued with a detailed review of the County's current fund balance in each of the following categories; spendable, restricted, committed, assigned and unassigned, and an explanation of the guidelines for the utilization of each category. Mr. Farrell reiterated the fact that expenses exceeded revenue from 2013 to 2017, and based on preliminary audit findings, that trend has continued into 2018.

Discussion and comments presented during this portion of the presentation were not limited to but included:

- FEMA reimbursement for Hurricane Irma.
- Unknowns within the Solid Waste Fund and Landfill Closure.
- Not replacing antiquated equipment resulting in a reduction in services.
- Planning for capital improvement projects and emergencies.
- Cost to provide services.
- Annual charitable contributions.

Chairman Durrance indicated that he would like to meet with the Finance Department one-on-one and encouraged each commissioner to do the same.

Clerk Norman stated that his door is always open. Improving the financial state of the County is going to take securing a revenue source and working together as a team.

Vice-Chairman Dougherty stated the he does not want the downward trend to continue and he intends to take full responsibility and accountability for protecting the future of the County.

2. BRAD CARTER, County Manager:

Mr. Carter stated that steps have been taken in an effort to provide a rear entrance to Strawberry Acres. He has been made aware of an opportunity to procure the real estate necessary to secure the entrance. Mr. Carter asked the Board for authorization to investigate the procurement of the real property and report the findings to the Commission. Sheriff Smith concurred with Mr. Carter's recommendation.

There was a consensus for staff to move forward as requested.

A. PRESENTATION OF TENTATIVE 2020-2024 CAPITAL IMPROVEMENT PLAN

Mr. Carter briefly reviewed the [Tentative 2020-2024 Capital Improvement Plan](#).

In response to a question posed by Vice-Chairman Dougherty, Mr. Carter stated that the plan is flexible and can be modified and funds re-assigned to fit the needs. No funds would be expended without first coming to the Board.

B. PRESENTATION/OVERVIEW OF COUNTY DEPARTMENT FY19/20 TENTATIVE BUDGET REQUESTS ([Packet](#))

Mr. Carter explained the approach taken in preparing the 2019-2020 budget requests. He advised that a line-by-line review was conducted for each County department and adjustments were made by averaging expenditures for the past five years. A reserve for contingency was also created in each department and any potential savings were moved into the reserve for contingency line item. He would like to retain the department reserves for at least the first year and require his, as well as the Board's approval to spend any of those reserves. After a year or so, when it is determined that the savings can be safely absorbed, the reserve for contingency can be returned to the General Fund.

Mr. Carter began a brief review of the individual County Budget Requests.

Discussion and comments were not limited to, but included:

- Reinstating and possibly increasing impact fees.
- Increasing permit fees.
- Closely examining the need to fill vacant positions.
- Setting funds aside to fulfill the capital improvement plan.

Mr. Carter expressed appreciation to all the department heads for their cooperation and support of the process. He committed to continue to minimize expenses in every way possible.

C. DISCUSS CONTRIBUTIONS TO OUTSIDE ORGANIZATIONS (Charitable and Community Service Organizations) ([List](#))

Chairman Durrance stated that he would like to look at these real close to see what can be cut to realize a savings.

Mr. Carter stated that each organization will present their request to the Board.

Mr. Farrell expressed appreciation to Dana LaFollette for her hard work and excellent job in preparing the PowerPoint presentation for today's meeting.

3. PUBLIC COMMENTS:

Paul Still:

- Inaccessibility of documents on the County website.
- County Manager with engineering credentials.
- Millings as a travel surface.
- Budgeting funds to cover legal fees relating to the phosphate mine permit.

Chairman Durrance recognized Mr. Thurow who announced that Bradford County is one of the first counties to have an ADA compliant website. However, supporting documentation is still a work in progress. Items cannot be put on the website that are not ADA compliant and there may be some delays in getting certain items compliant to present on the website. He encouraged people to call and request any documents they may need.

ADJOURN: There being no further business, the meeting adjourned at 12:30 p.m.

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


FRANK DURRANCE, 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 7-18-19