

**BOARD OF COUNTY COMMISSIONERS
MEETING MINUTES**

July 1, 2019
County Commission Chambers
945 North Temple Avenue
Starke, FL 32091
Regular Scheduled Meeting
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; Tammy Still, Legislative Aide; Allen Parrish, Emergency Medical Services Director; Jason Dodds, Road Superintendent; Bennie Jackson, Solid Waste and Mosquito Control Director; Kelly Canady, Community Development Director; Capt. Ron Johnson, Emergency Medical Services; Sherie Jewett, Administrative Assistant, Emergency Medical Services; Bob Milner, City Manager, City of Starke; Randy Andrews, Zoning Director; Mark Crawford, Press; Robert Perone, Library Director; Major Smith; Lt. Shuford, Emergency Management Director.

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

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

Carol Mosley: Expressed personal sentiments and appreciation for:

- Young adults who are taking an interest in their community and protecting their future.
- The natural resources of her community and potential eco-tourism.

Chairman Durrance deviated from the agenda to consider an **EMERGENCY ITEM:**

CONSIDER APPROVAL OF A SOVEREIGN SUBMERGED LANDS EASEMENT—Road Superintendent Recommendation—Jason Dodds:

Mr. Sexton explained that FDOT has construction plans for the bridge over New River that involves obtaining an easement from the State of Florida Trustees of the Internal Improvement Trust Fund for the state submerged lands underneath the bridge. A portion of the project occurs in Bradford County, a portion of the project occurs in Union County. FDOT has asked the Board to execute the easement. It is an emergency as it must be signed off by this Board and the Union County BoCC and then back to FDOT by the end of this month.

Declare Emergency

*Commissioner Riddick moved, seconded by Commissioner Chandler, and **carried 5-0, to declare an emergency to consider the item.***

Chairman Durrance called for public comments.

Kate Ellison asked for more specifics regarding the project.

Mr. Sexton advised that the bridge is located on CR 231. It is an FDOT project to make repairs to the bridge, with no long term implications for the land that is being impacted. It crosses over the river and will require a contractor to enter state submerged lands in order to complete the project. This is an easement for the County's interest in that area.

CONSIDER GRANTING AN EASEMENT ALONG CR231 TO FDOT FOR THE PURPOSE OF ALLOWING FDOT TO MAINTAIN A BRIDGE ALONG OUR RIGHT-OF-WAY. (This item must be approved by both Union and Bradford County Board of County Commissioners and the Florida Department of Environmental Protection before August 1, 2019.)

There being no further public comments, *Vice-Chairman Dougherty moved, seconded by Commissioner Thompson, and carried 5-0, to approve the easement.*

2. CONSENT AGENDA

- A. CONSIDER APPROVAL OF PHYSIO CONTROL, INC. RENEWAL AGREEMENT FOR EMERGENCY MEDICAL SERVICES CARDIAC MONITOR/DEFIBRILLATOR MAINTENANCE. TOTAL - \$9,000.00 (Increase of \$180.00 from last year.)**
- B. CONSIDER APPROVAL OF THE ALLDATA SUBSCRIPTION RENEWAL FOR EMERGENCY MEDICAL SERVICES AMBULANCE REPAIR & MAINTENANCE. TOTAL - \$1,500.00 (No increase from last year.)**
- C. RETROACTIVE APPROVAL (Approved by Chairman on 06-20-19) OF MODIFICATION #Z0554-1 TO SUBGRANT AGREEMENT BETWEEN THE DIVISION OF EMERGENCY MANAGEMENT AND BRADFORD COUNTY**
- D. RETROACTIVE APPROVAL (Approved by Chairman on 06-20-19) OF CERTIFICATE OF EQUIPMENT FOR CASTING AND COUNTING BALLOTS (MOA 2018-2019-004)**
- E. RETROACTIVE APPROVAL (Approved by Chairman on 06-24-19 in order to meet grant deadline of 06-30-19) OF BoCC LETTER APPROVING THE DISTRIBUTION OF FEDERAL FISCAL YEAR 2018 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM IN THE AMOUNT OF \$50,503.00**
- F. RETROACTIVE APPROVAL (Approved by Chairman on 06-24-19 in order to meet grant deadline of 06-30-19) CERTIFICATE OF PARTICIPATION FOR THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM**
- G. REQUEST TO REFER DELINQUENT EMERGENCY MEDICAL SERVICES ACCOUNTS IN THE AMOUNT OF \$40,451.59 TO GILA CORPORATION FOR FURTHER COLLECTION EFFORTS**
- H. MINUTES OF 05-16-19 REGULAR MEETING**

Commissioner Riddick moved, seconded by Commissioner Chandler, and carried 5-0, to approve the Consent Agenda in its entirety.

3. APPROVE PAYMENT OF BILLS—Vice-Chairman Dougherty:

*Vice-Chairman Dougherty 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.)

4. CONSIDER APPROVAL OF A TOURIST DEVELOPMENT COUNCIL FUNDING GRANT APPLICATION FROM CONCERNED CITIZENS OF BRADFORD COUNTY IN THE AMOUNT OF \$1,500.00 TO SUPPORT A SEMI-PRO BASKETBALL TOURNAMENT (Approved by the TDC 06-20-19.)—Pam Whittle, Chamber President:

Chairman Durrance recognized Ms. Kim McKinley, Finance Officer with North Florida Regional Chamber of Commerce, who presented the funding request for consideration.

*Vice-Chairman Dougherty moved, seconded by Commissioner Riddick, and **carried 5-0, to approve the [funding request](#).***

5. FISCAL YEAR 2019-2020 BUDGET REQUEST PRESENTATION—Matt Pearson, Director, Suwannee River Economic Council:

ASSOCIATED COST:	FY19-20 Budget Request	- \$8,617.00
	FY18-19 Approved Budget	- \$8,617.00

Chairman Durrance recognized Mr. Pearson, who briefly reviewed the senior services provided by SREC and who presented the [budget request](#) for consideration.

Mr. Pearson then addressed transportation services, the [Transportation Disadvantaged Trust Fund allocation](#) reduction and grant opportunities to help offset the allocation reduction.

Responding to inquiry by Vice-Chairman Dougherty, Mr. Pearson expounded on the funding sources.

6. FISCAL YEAR 2019-2020 BUDGET REQUEST PRESENTATION—Patricia Evans, Chair, Bradford Development Authority:

ASSOCIATED COST:	FY18-19 Approved Budget	- \$10,000.00
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Chairman Durrance recognized Ms. Evans, who presented a reduced budget request of \$7,500.00. Ms. Evans reviewed the actions and activities of the Authority over the past year and its future goals and needs.

Vice-Chairman Dougherty presented comments and expressed appreciation to Ms. Evans for her spirited endeavors.

7. FISCAL YEAR 2019-2020 BUDGET REQUEST PRESENTATION—Jeff Hendry, North Florida Economic Development Partnership

ASSOCIATED COST:

Membership Dues	- FY19-20 Budget Request - \$ 2,773.20
	- F18-19 Approved Budget - \$ 2,773.20
Consulting Svcs.	- FY19-20 Budget Request - \$10,000.00
	- FY18-19 Approved Budget - \$10,000.00

Chairman Durrance recognized Mr. Hendry, who gave a [PowerPoint presentation](#) to review the accomplishments, benefits and goals of the NFEDP and to support the FY19-20 budget request.

8. FISCAL YEAR 2019-2020 BUDGET REQUEST PRESENTATION—Scott Koons, Executive Director, North Central Florida Regional Planning Council

ASSOCIATED COST:

FY18-19 Approved Budget	
Membership Dues	- \$ 5,714.00
Hazardous Waste	- \$ 7,882.00
Local Government Planning	- \$23,500.00
Tourism Task Force	- \$ 3,000.00

Chairman Durrance recognized Mr. Koons, who gave a PowerPoint presentation to review the services provided by the Planning Council and to support the FY19-20 budget request.

Commissioner Riddick stated that the Council just celebrated its 50th anniversary. He recognized Mr. Koons for the 46 years he has been with the Council.

9. FISCAL YEAR 2019-2020 BUDGET REQUEST PRESENTATION—Sherry Ruszkowski, Executive Director, The ARC of Bradford County

ASSOCIATED COST:

FY18-19 Approved Budget	- \$20,000.00
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Chairman Durrance recognized Ms. Ruszkowski, who reviewed the activities of and services provided by the ARC of Bradford County and presented comments supporting the FY19-20 budget request.

Vice-Chairman Dougherty expressed his appreciation for the ARC and the services provided.

10. COUNTY ATTORNEY REPORT—Will Sexton:

A. RESOLUTION—Making Certain Findings Related to the Acquisition of Real Property for the Development of an Emergency Means of Ingress and Egress for the Strawberry Acres Area of Bradford County

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

*Vice-Chairman Dougherty moved, seconded by Commissioner Thompson, and **carried 5-0, to adopt the Resolution.** ([Resolution No. 2019-41.](#))*

B. REVISIONS TO SECTION 14.6, LAND DEVELOPMENT REGULATIONS FOR BRADFORD COUNTY, FLORIDA

- i. Update on DRAFT Language for Revisions to Section 14.6, Land Development Regulations for Bradford County, Florida-Provided by North Central Florida Regional Planning Council on May 9, 2019**

Mr. Sexton advised that the North Central Florida Regional Planning Council provided draft potential regulations to revise Section 14.6 of the LDR's. He has reviewed the over 70 pages of new regulations and he is not entirely convinced that they represent the policy desires of this Board.

- ii. Provide Direction to Staff Regarding DRAFT Language for Revisions to Section 14.6, Land Development Regulations for Bradford County, Florida**

Mr. Sexton requested permission to work with the Planning Council to suggest some revisions to be brought to the Commission at some point in the future. Mr. Sexton solicited revision recommendations from the Commission.

There was a consensus for staff to work on the revisions for presentation to the Commission.

- iii. Timeline for Staff Coordination with North Central Florida Regional Planning Council (Pending Direction from the Board)**

Mr. Sexton advised that it will take three to five months to bring recommendations to the Board, which could be the end of this year or early next year.

- iv. Provide Direction to Staff on the Acceptance and Consideration of Section 14.6 Applications During the Review of the DRAFT Language (Pending direction from the Board)**

Mr. Sexton asked, if during the revision process an applicant submits a new Section 14.6 application, does the Board desire to accept the new under the existing Section 14.6 regulations, or not accept any new Section 14.6 applications until after the new Section 14.6 language is adopted.

Discussion ensued. *Vice-Chairman Dougherty moved to accept new applications under existing Section 14.6 regulations, review the draft language for additional changes to go back to the Planning Council for new language. Commissioner Thompson seconded the motion. **The MOTION CARRIED 4-1, with Commissioner Riddick dissenting.***

11. SHERIFF REPORTS—Sheriff Smith:

On behalf of Sheriff Smith, Major Smith reported the following:

- Sheriff Smith has plans to make a presentation to the Board regarding the progress of the Fire Department in the near future.
- The Governor approved the \$750,000.00 appropriation for upgrades to the communication center.

12. CLERK REPORTS—Clerk Norman:

A. BoCC TO SET PROPOSED MILLAGE RATE FOR FY2019-2020 (Current Rate is 9.1104 mills)

Clerk Norman asked the Board to set the proposed millage rate for FY2019-2020. He reviewed the estimated tax revenue for keeping the millage rate the same as the current year and for the rolled-back rate.

Commissioner Riddick moved, seconded by Commissioner Thompson, and carried 5-0, to set the Proposed FY2019-2020 millage rate at 9.1104 mills.

B. ANNOUNCE PUBLIC HEARING DATES FOR FY2019-2020 MILLAGE RATE AND BUDGET

Clerk Norman announced the upcoming public hearing dates as follows:

- Tentative Thursday, September 12 @ 5:30 p.m.
- Final Monday, September 30 @ 5:30 p.m.

C. REQUEST BUDGET WORKSHOP TO BALANCE FY2019-2020 BUDGET – MONDAY, AUGUST 5, FOLLOWING THE COUNTY COMMISSION MEETING

Clerk Norman requested the Board consider conducting a budget workshop to balance the FY19-20 Budget for Monday, August 5, following the Regular Scheduled Meeting.

Consensus to schedule the workshop as requested.

13. COUNTY MANAGER’S REPORT—Brad Carter:

A. CONSIDER APPROVAL OF CHANGE ORDER NO. 1 TO INCREASE CONSTRUCTION FUNDS IN THE AMOUNT OF \$3,599.02 WITH PREFERRED MATERIALS, INC. ON N.E. 173rd ST—Daniel Inkell, Jones Edmunds and Associates:

Mr. Inkell presented the change order for consideration.

Following brief discussion, *Vice-Chairman Dougherty moved, seconded by Commissioner Riddick, and carried 5-0, to approve the [Change Order](#).*

B. A BID RECOMMENDATION FOR FY16 CDBG, DEO NO. 18DB-OM-03-14-01-H09-UNIT 16-9 TO FLORIDA HOMES, INC. IN THE AMOUNT OF \$37,697.00—Kelly Canady, Community Development Director:

Ms. Canady made a recommendation to award the bid to Florida Homes, Inc., as outlined above.

Commissioner Thompson moved, seconded by Vice-Chairman Dougherty, and carried 5-0, to [award the bid to Florida Homes, Inc.](#)

C. CONSIDER APPROVAL OF A CONTRACT FOR DEMOLITION AND CONSTRUCTION OF A DWELLING UNIT, ON FY16 CDBG, DEO NO. 18DB-OM-03-14-01-H09-UNIT 16-9, BETWEEN BRADFORD COUNTY AND FLORIDA HOMES, INC.—Kelly Canady, Community Development Director:

Ms. Canady presented the contract for consideration.

*Vice-Chairman Dougherty moved, seconded by Commissioner Chandler, and **carried 5-0, to approve the contract with Florida Homes, Inc.***

D. EMERGENCY MEDICAL SERVICES 2018 ANNUAL REPORT—Allen Parrish, Director of Emergency Medical Services:

Mr. Parrish gave a PowerPoint presentation in review of the 2018 Annual Report and Department Review for Emergency Medical Services. ([PowerPoint-Annual Report](#))([PowerPoint 2018 Department Overview](#))

Discussion ensued which was not limited to, but included:

- Estimated cost to add a fifth unit. (At current rate, \$432,000 personnel cost only. Already have the unit.)
- Write-offs, billing services and collections.

Commissioner Riddick presented comments regarding the professionalism and quality of services provided by Bradford County EMS. Commissioner Thompson concurred.

E. EMERGENCY MEDICAL SERVICES REVISED FEE SCHEDULE PROPOSAL—Allen Parrish, Director of Emergency Medical Services:

Mr. Parrish presented [a revised fee schedule](#) for consideration, which requires adoption of a resolution. Much research went into the proposal. The negative impact to raising rates is the burden on citizens on fixed incomes. The proposal is anticipated to generate an additional \$220,000 to 230,000 for next fiscal year. However, an increase means referred to collections and write-offs will go up proportionately.

RESOLUTION: IMPLEMENTING A REVISED SCHEDULE OF FEES FOR EMERGENCY MEDICAL SERVICES IN BRADFORD COUNTY

Mr. Sexton read the resolution by title.

*Vice-Chairman Dougherty moved, seconded by Commissioner Riddick, and **carried 5-0, to adopt the Resolution.*** ([Resolution No. 2019-42.](#))

Chairman Durrance expressed his appreciation to Mr. Parrish and his staff for the outstanding services they provide. He has hopes for the future to add an additional unit to provide better coverage throughout the County.

F. FLORIDA ASSOCIATION OF COUNTIES (FAC) NOTICE OF DUES AND PUBLIC AWARENESS RESERVE FOR SPECIAL ASSESSMENT FUND FOR FY19-20

Ms. Rhoden asked for guidance on how to proceed with budgeting [FAC Membership Dues and Special Assessment fees for FY19-20](#).

- i. **Provide Direction to Staff on Funding FAC Membership Dues in FY19-20**
- ii. **Provide Direction to Staff on Funding FAC Special Assessment in FY19-20**

Ms. Rhoden explained that the Public Awareness Reserve Special Assessment Fund provides a dedicated funding source for statewide public awareness and education initiatives. The rates are based on population. Counties have the option to choose a one lump-sum payment or equal payments over either a two or three-year term. The initial installment is due November 1, 2019.

Speaking to FAC Member Dues, Ms. Rhoden reported that the BoCC approved a budget of \$3,721.00 for FY18-19. For FY19-20, FAC is requesting \$3,656.00.

Speaking to the FAC Special Assessment Fee, Ms. Rhoden advised that the one lump-sum payment is \$1,346.00

Brief discussion determined it better to choose the one lump-sum payment of \$1,346.00 for the FAC Special Assessment Fee.

*Vice-Chairman Dougherty moved, seconded by Commissioner Thompson, and **carried 5-0, to approve the \$3,656.00 membership dues at a one-lump sum payment.***

(The Board will vote concerning approval of the FAC Special Assessment Fee of \$1,346.00 at the September 19, 2019 Regular Scheduled Meeting.)

G. PROVIDE DIRECTION ON FY19-20 FUNDING REQUEST PRESENTED ON 06-20-19 BY MERIDIAN IN THE AMOUNT OF \$113,016.00 (FY18-19 BoCC Approved \$110,691.00)

Mr. Carter stated that staff is requesting direction from the Board regarding the level of funding of seven (7) entities (Items G through M), who made funding requests for FY19-20 at the June 20, 2019 Regular Scheduled Meeting.

Commission comments and discussion ensued. There was a consensus to fund all budget requests of this nature at 25% less than the FY18-19 approved budget allocation.

*Vice-Chairman Dougherty moved, seconded by Commissioner Thompson, and **carried 5-0, to cut Meridian's funding request by 25% of last years' budget allocation.***

H. PROVIDE DIRECTION ON FY19-20 FUNDING REQUEST PRESENTED ON 06-20-19 BY EPISCOPAL CHILDREN'S SERVICES IN THE AMOUNT OF \$5,000.00 (FY18-19 BoCC Approved \$5,000.00)

Mr. Carter asked for direction from the Board regarding the FY19-20 funding request as outlined above.

Commissioner Riddick moved, seconded by Commissioner Thompson, and carried 5-0, to cut Episcopal Children's Services Funding Request by 25% of last years' budget allocation.

I. PROVIDE DIRECTION ON FY19-20 FUNDING REQUEST PRESENTED ON 06-20-19 BY ACORN IN THE AMOUNT OF \$35,000.00 (FY18-19 BoCC Approved \$35,000.00)

Mr. Carter asked for direction from the Board regarding the FY19-20 funding request as outlined above.

Vice-Chairman Dougherty moved, seconded by Commissioner Thompson, and carried 5-0 to cut ACORN Clinic Funding Request by 25% of last years' budget allocation.

J. PROVIDE DIRECTION ON FY19-20 FUNDING REQUEST PRESENTED ON 06-20-19 BY BRADFORD COUNTY HEALTH DEPARTMENT: MENTAL HEALTH SERVICES - \$10,000.00 AND CORE SERVICES AGREEMENT - \$90,000.00 (FY18-19 BoCC APPROVED \$10,000.00 FOR MENTAL HEALTH AND NOT TO EXCEED \$100,000.00 FOR CORE SERVICES AGREEMENT)

Mr. Carter asked for direction from the Board regarding the FY19-20 funding request as outlined above.

Commissioner Riddick moved, seconded by Commissioner Thompson, and carried 5-0, to cut the Health Department Funding Requests by 25% of last years' budget allocation.

K. PROVIDE DIRECTION ON FY19-20 FUNDING REQUEST PRESENTED ON 06-20-19 BY NORTH FLORIDA REGIONAL CHAMBER OF COMMERCE IN THE AMOUNT OF \$10,000.00 (FY18-19 BoCC APPROVED \$12,500.00)

Mr. Carter advised that the Chamber cut their funding request from \$12,500 in FY18-19 to \$10,000 for FY19-20.

Vice-Chairman Dougherty moved, seconded by Commissioner Thompson, and carried 5-0, to cut the Chamber Funding Request by an additional 5%.

L. PROVIDE DIRECTION ON FY19-20 FUNDING REQUEST PRESENTED ON 06-20-19 BY COMMUNITIES IN SCHOOLS: CIS - \$3,500.00 and CISTO - \$5,000.00 (FY18-19 BoCC APPROVED \$4,500.00 FOR CIS AND \$5,000.00 FOR CISTO)

Mr. Carter asked for direction from the Board regarding the FY19-20 funding request as outlined above.

Commissioner Riddick moved, seconded by Vice-Chairman Dougherty, and carried 5-0, to cut the Communities in Schools Funding Requests by 25% of last years' budget allocation.

M. PROVIDE DIRECTION ON FY19-20 FUNDING REQUEST PRESENTED ON 06-20-19 BY BRADFORD COUNTY FAIR ASSOCIATION IN THE AMOUNT OF \$5,000.00 (FY18-19 BoCC APPROVED \$5,000.00)

Mr. Carter asked for direction from the Board regarding the FY19-20 funding request as outlined above.

Vice-Chairman Dougherty moved, seconded by Commissioner Riddick, and carried 5-0, to cut the Bradford County Fair Funding Request by 25% of last years' budget allocation.

Chairman Durrance announced that the City of Starke has agreed to meet with the Board in a joint workshop on Tuesday, August 13 at 6:30 p.m.

Vice-Chairman Dougherty reported that the Urban Land Institute (ULI) has completed its final report on the impacts of the bypass on Bradford County and the City of Starke. He would like to invite ULI, Jeff Hendry and the University of Florida to the joint workshop. He requested that the venue be changed to accommodate attendance.

Ms. Rhoden advised that the Conference Center is available. Vice-Chairman Durrance said that he would contact ULI and if they cannot attend, the Conference Center would not be needed and he would let Ms. Rhoden know.

14. COMMISSIONERS' COMMENTS:

Commissioner Riddick:

- As July 4 approaches, encouraged everyone to pray for our military.

15. CHAIRMAN COMMENTS—Chairman Durrance:

The Board made some tough decisions this morning. We may not all agree on what is best for the County but teamwork is the key. He expressed appreciation for everyone's input and efforts to get things done in the County.

ADJOURN: There being no further business, the meeting adjourned at 11:34 a.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 9-19-19