

BOARD OF COUNTY COMMISSIONERS MEETING MINUTES

August 3, 2020
Gov. Charley E. Johns Conference Center
1610 N. Temple Avenue
Starke, FL 32091

IN-PERSON AND TELEPHONIC (Due to COVID-19)



Regular Scheduled Meeting
9:30 a.m.

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

ALSO PRESENT: Rachel Rhoden, County Manager; Will Sexton, County Attorney; Ray Norman, Clerk of Courts; Jim Farrell, Finance Director; Dana LaFollette, Accountant, Finance Department; Marlene Stafford, Deputy Clerk; Allen Parrish, Emergency Medical Services Director; Ian Waters, I.T. Manager; Jason Dodds, Public Works Director; Kelly Canady, Community Development Director; Teresa Phillips, Tax Collector; Amie Johns, Administrator of the Bradford/Union Florida Department of Health; and Ray Shuford, Emergency Management Director.

CALL TO ORDER: Chairman Dougherty called the meeting to order at 9:32 a.m.

County Manager Rachel Rhoden presented opening comments specific to the format of the meeting being held both in-person and telephonically, due to COVID-19.

Chairman Dougherty deviated from the agenda for a presentation by Amie Johns, Administrator of the Bradford/Union Florida Department of Health.

Ms. Johns introduced Mr. Kevin Bradley, Human Services Program Specialist, who presented the Board with a plaque from the Florida Department of Health recognizing Bradford County as a 2019 Healthy Community Champion; recognition for efforts to promote health in the community.

Ms. Rhoden performed a roll-call of the public participating telephonically. The following individual presented comments on the subject matter(s) noted:

Paul Still:

- Three-Pipes, lake levels and flood prevention.
- Sampson Canal debris.

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

Chairman Dougherty recognized the following individuals who presented comments on the subject matter(s) noted:

Jim Sumner:

- Expressed appreciation to the Public Works Department for removing the fallen trees in Sampson Canal.
- Flood mitigation efforts.

Commissioner Durrance presented comments, specifically expressing appreciation to everyone involved in the removal of the fallen trees.

2. APPROVAL AND/OR ADOPTION OF CONSENT AGENDA:

- A. PAYMENT OF BILLS – Review by Commissioner Durrance** (The Distribution List is on file in the Finance Department of the Office of the Clerk of Courts.)
- B. SURPLUS INVENTORY**
- C. LETTER FROM THE BoCC TO THE FLORIDA DEPARTMENT OF REVENUE CONCERNING THE BRADFORD COUNTY TAX COLLECTOR'S FY2020-21 BUDGET**
- D. SATISFACTION OF MORTGAGE ON SHIP REPAIR FILE #2014-24-S**
- E. SHIP REHAB APPLICATION FILE NO. 2018-4-S IN AN AMOUNT NOT TO EXCEED \$35,000**
- F. MINUTES OF 06-17-2020 BUDGET WORKSHOP**
- G. MINUTES OF 06-18-2020 REGULAR SCHEDULED MEETING**
- H. MINUTES OF 06-22-2020 BUDGET WORKSHOP**
- I. RESOLUTION – AUTHORIZING EXECUTION OF AN AMENDMENT TO THE TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT WITH FDOT ([Resolution No. 2020-27](#))**
- J. RESOLUTION – AUTHORIZING EXECUTION OF A CONSTRUCTION AND MAINTENANCE AGREEMENT WITH FDOT FOR A SIDEWALK ([Resolution No. 2020-28](#))**
- K. RESOLUTION – CONFIRMING PROCLAMATIONS OF A LOCAL STATE OF EMERGENCY ([Resolution No. 2020-29](#))**

Commissioner Durrance **MOVED** to approve the [Consent Agenda](#). Vice-Chairman Thompson **SECONDED** the motion.

Chairman Dougherty conducted a roll-call vote:

Commissioner Chandler: Aye

Vice-Chairman Thompson: Aye

Commissioner Durrance: Aye

Commissioner Riddick: Aye

Chairman Dougherty: Aye

The **MOTION CARRIED 5-0.**

Chairman Dougherty deviated from the agenda to recognize Kevin Smith, CPA, Purvis Gray and Company, for the **Presentation of the FY Ending September 30, 2019 Audit Report:**

Mr. Smith reviewed highlights from the results of the fiscal year ending September 30, 2019 Audit Report. The County received an Unmodified Opinion, which is the highest attestation you can receive and means the financial statements are fairly presented in accordance with all appropriate accounting principles. Mr. Smith's presentation was not limited to but included:

- General Fund
 - \$1.1 million deficit prior to transfers. After transfers, net deficit in the General Fund is \$635,000. (There was discussion regarding the reasons for the deficit.)
 - Unassigned Fund Balance – \$6,156,925.00
The GFOA, recommends having a minimum of two months of unassigned fund balance available to cover operating expenditures. Not taking into account the replacement of infrastructure, nor the anticipated reduction in revenues due to the pandemic, the \$6,156,925.00 represents a little over four months of unassigned fund balance available to cover operating expenditures. Although that is a good position to be in, the General Fund has had deficits for at least the last four to five years. Should this continue and everything else is held the same, eventually the fund balance will whittle down.

Commissioner Durrance inquired about the "FY 2019 Loss" of \$16,804.00 shown on a [spreadsheet](#) provided to the Board by Mr. Farrell. Mr. Smith advised that his reference to the \$635,000 deficit, was specifically related to the General Fund only. The \$16,804.00 deficit is the loss of "Total Governmental Funds"; which almost broke even for the year.

Chairman Dougherty expressed his appreciation to the Board, staff, the Constitutional Officers for helping the Board move in the right direction. Mr. Smith thanked County Staff, especially working through the pandemic.

3. COUNTY ATTORNEY REPORTS—Will Sexton: None.

4. REQUEST FOR TDC EXPENDITURE--PERMISSION TO PAY AN INVOICE FROM BRANCH OUTDOOR, INC., IN THE AMOUNT OF \$10,872.00 FOR RENTAL OF A 14X48 LIT, MONOPOLE BILLBOARD (Includes Vinyl Production and Installation) FOR ONE YEAR— Pam Whittle, President/CEO North Florida Regional Chamber of Commerce:

Chairman Dougherty recognized Ms. Whittle, who presented the expenditure for consideration.

*Commissioner Durrance **MOVED to approve the [TDC expenditure request](#). Commissioner Riddick **SECONDED** the motion.***

Chairman Dougherty conducted a roll-call vote:

Commissioner Chandler: Aye

Vice-Chairman Thompson: Aye

Commissioner Durrance: Aye

Commissioner Riddick: Aye

Chairman Dougherty: Aye

*The **MOTION CARRIED 5-0.***

Ms. Whittle added that the TDC, the Chamber and the Development Authority are working collaboratively to help the downtown businesses with advertisement. They are looking for billboard sites along the truck route and the possibility of building billboards.

Chairman Dougherty added that the County is also waiting on FDOT to manufacture directional signs for the truck route.

5. COUNTY MANAGER REPORTS – Rachel Rhoden:

- **CONSIDER APPROVAL OF A CORONAVIRUS RELIEF FUND (CRF) SUB-RECIPIENT AGREEMENT IN THE AMOUNT OF \$240,768.00—Kelly Canady, Community Development Director:**

Ms. Rhoden advised that this funding is coming from Florida Housing and is designated specifically for rental and mortgage assistance.

Ms. Canady presented the agreement for consideration. This portion of the CARES Act Funding will be distributed by Florida Housing and administered by the Bradford County SHIP Office. It has been suggested not to exceed 10 months. A maximum per household can be established; Ms. Canady recommended \$1,000.00 per household. Ms. Rhoden advised that the Board may approve the agreement with the condition in place of setting a household limit.

Responding to inquiry by Chairman Dougherty, Ms. Rhoden advised that residents can qualify for this funding as well as the individual assistance CARES funding.

Ms. Canady advised that two things are necessary prior to expending any of the funds:

1. Advertise 10 days prior to taking any applications.
2. Set up a separate bank account, which the Board may approve at its August 20 Regular Scheduled Meeting.

*Vice-Chairman Thompson **MOVED** to approve the [Coronavirus Relief Fund Sub-Recipient Agreement](#) in the amount of \$240,768.00. Commissioner Durrance **SECONDED** the motion.*

Chairman Dougherty conducted a roll-call vote:

Commissioner Chandler: Aye

Vice-Chairman Thompson: Aye

Commissioner Durrance: Aye

Commissioner Riddick: Aye

Chairman Dougherty: Aye

*The **MOTION CARRIED 5-0.***

6. SHERIFF REPORTS—Sheriff Smith: None.

7. CLERK REPORTS—Ray Norman: None.

8. CHAIRMAN COMMENTS—Chairman Dougherty:

- In an effort to promote economic development, FDOT is researching to develop a plan for improvements to the City of Starke, i.e. on-street parking, planted medians.
- He has received a lot of complaints about the lack of **Code Enforcement in the County**. He would like to see improvements to Code Enforcement.

9. COMMISSIONERS' COMMENTS:

Commissioner Riddick:

- Expressed appreciation to the Clerk's Office, the County Manager's Office, and the other constitutional offices for an excellent audit.

Commissioner Durrance:

- As soon as the property owner grants the County permission to go on their property, the remaining debris removed from the Sampson Canal will be taken care of.

Commissioner Thompson:

- Echoed Commissioner Riddick's comments regarding the audit.

Commissioner Chandler: (Comments were inaudible.)

ADJOURN: There being no further business, the meeting adjourned at 10:09 a.m.

These Minutes approved by the BoCC at the Regular Scheduled Meeting of 08-20-2020.