

**BOARD OF COUNTY COMMISSIONERS  
MEETING MINUTES**

November 21, 2019  
County Commission Chambers  
945 North Temple Avenue  
Starke, FL 32091  
Regular Scheduled Meeting  
6:30 p.m.



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**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:** 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; Dana LaFollette, Finance Clerk; Sheriff Smith; Major Smith; Lieut. Shuford; Capt. Konkel; Allen Parrish, Emergency Medical Services Director; Capt. Ben Carter, Emergency Medical Services; Capt. Ron Johnson, Emergency Medical Services; D.K. Bennett, Fire Director; Randy Andrews, Zoning Director; Jerome Kelley; County Engineer; Bennie Jackson, Solid Waste and Mosquito Control Director; Mark Crawford, Press; and Robert Perone, Library Director.

**CALLED TO ORDER:** Chairman Durrance called the meeting to order at 6:30 p.m.

**1. BOARD REORGANIZATION:**

**A. Elect Chairman**

Chairman Durrance called for nominations for 2020 Chairman.

**Commissioner Thompson NOMINATED Commissioner Dougherty. Commissioner Chandler SECONDED the nomination. There being no further nominations, the NOMINATION CARRIED 5-0.** Commissioner Dougherty accepted the gavel to serve as Chairman for 2020.

**A. Elect New Vice-Chairman**

Chairman Dougherty called for nominations for 2020 Vice-Chairman.

**Commissioner Riddick NOMINATED Commissioner Thompson. Commissioner Durrance SECONDED the nomination. There being no further nominations, the NOMINATION CARRIED 5-0.** Commissioner Thompson will serve as 2020 Vice-Chairman.

**2. PRESENTATION: THERESSA STATION 2-B (STATION 10)—Commissioner Riddick:**

Commissioner Riddick gave a PowerPoint presentation (available upon request), to review the history behind the development and construction of Theresa Station 2-B Fire Station (Station 10).

**3. PUBLIC HEARINGS – ENACTMENT OF ORDINANCES – Randy Andrews, Zoning Director**

**A. SECOND READING -- AMENDING THE BRADFORD COUNTY COMPREHENSIVE PLAN; RELATING TO AN AMENDMENT TO THE TEXT AND FUTURE LAND USE PLAN MAP OF THE BRADFORD COUNTY COMPREHENSIVE PLAN, PURSUANT TO AN APPLICATION, CPA 19-01**

Mr. Andrews presented the ordinance for consideration reading the ordinance by title.

Chairman Dougherty opened the public hearing. There being no response, the public hearing was closed.

*Vice-Chairman Thompson moved, seconded by Commissioner Chandler, and **carried 5-0, to accept the Ordinance as read.** ([Ordinance No. 2019-10](#))*

**B. SECOND READING - LAND USE AMENDMENT APPLICATION NO. R190713A (From Agricultural to Commercial—by Jeffrey L. Norman):**

Mr. Andrews presented the ordinance for consideration reading the ordinance by title.

Chairman Dougherty opened the public hearing. There being no response, the public hearing was closed.

*Commissioner Durrance moved, seconded by Commissioner Riddick, and **carried 5-0, to pass the Ordinance.** ([Ordinance No. 2019-11](#))*

**C. SECOND READING - REZONING APPLICATION NO. Z 19-04 (From Agricultural-2 to Commercial Intensive—by Jeffrey L. Norman):**

Mr. Andrews presented the ordinance for consideration reading the ordinance by title.

Chairman Dougherty opened the public hearing. There being no response, the public hearing was closed.

*Vice-Chairman Thompson moved, seconded by Commissioner Riddick, and **carried 5-0, to approve the Ordinance.** ([Ordinance No. 2019-12](#))*

#### 4. PUBLIC COMMENTS:

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

**Mitchell Gunter:**

- SR100 and CR21B intersection.
- Ingress and egress to the Keystone collection site.
- Fire Station 10.

Commissioner Riddick presented comments regarding Fire Station 10.

**Paul Still:**

- Chemours Company, FC, LLC, Special Use Permit - Appeal process, clarification concerning the documents presented to the Board at the hearing, deficiencies in the application (distributed [copies of the application](#)), the need for outside counsel to advise the Board on this issue.

#### 5. CONSENT AGENDA:

- A. MINUTES OF 09-30-19 PUBLIC HEARING ON FINAL MILLAGE RATE/BUDGET
- B. MINUTES OF 10-07-19 REGULAR SCHEDULED MEETING
- C. APPOINTMENT OF COMMISSIONER DANIEL RIDDICK AS A SUBSTITUTE/ALTERNATE CANVASSING BOARD MEMBER
- D. SHIP SATISFACTION OF MORTGAGE—Trimble
- E. CDBG SATISFACTION OF MORTGAGE—Trimble
- F. PUBLIC CONSULTING GROUP CONTRACTOR AGREEMENT

*Commissioner Durrance moved, seconded by Vice-Chairman Thompson, and **carried 5-0, to approve the [Consent Agenda](#).***

#### 6. PAYMENT OF BILLS—Commissioner Riddick:

*Commissioner Riddick moved, seconded by Vice-Chairman Thompson, and **carried 5-0, to pay the bills as reviewed.*** (The Distribution List is on file in the Finance Department of the Office of the Clerk of Courts.)

#### 7. ROAD DEDICATION—Commissioner Chandler:

**-N.E. CR200B (From Paul’s Lane to N.E. 216<sup>TH</sup> St.) – Dedicated to Jesse J. Moore, Jr.**

Commissioner Chandler presented the request for the road dedication as outlined above.

After brief discussion, Chairman Dougherty stated that action on this item will be postponed, awaiting additional information.

**8. CONSIDER TDC EXPENDITURE REQUESTS (TDC Approved 10-17-19)—Pam Whittle, President/CEO North Florida Regional Chamber of Commerce:**

**A. TDC GRANT APPLICATION FROM THE DOWNTOWN BUSINESS COMMUNITY ASSOCIATION, INC., IN THE AMOUNT OF \$3,000.00 FOR THE 2019 CHRISTMAS ON CALL STREET EVENT:**

Ms. Whittle presented the request for consideration.

*Commissioner Durrance moved, seconded by Vice-Chairman Thompson, and **carried 5-0, to grant the request.***

**B. REQUEST PERMISSION TO PAY AN INVOICE IN THE AMOUNT OF \$4,800.00 FROM LAZENBY REAL ESTATE HOLDINGS, LLC FOR THE RENTAL FEE FOR A BILLBOARD ON U.S. 301, SOUTH OF STARKE:**

Ms. Whittle presented the request for consideration.

*Commissioner Durrance moved, seconded by Vice-Chairman Thompson, and **carried 5-0, to approve the \$4,800.00.***

Ms. Whittle announced that the billboard located on U.S. 301 north (shared with a local restaurant) should be finished within the next couple of days.

There was some discussion regarding a cost share with the local businesses for the directional signs FDOT is scheduled to install at the interchanges.

**9. COUNTY MANAGER REPORTS—Brad Carter:**

**A. QUARTERLY UPDATE PRESENTATION ON KEYSTONE HEIGHTS AIRPORT DEO FLORIDA JOB GROWTH GRANT—Chad Rischar, DRMP**

Chairman Dougherty recognized Mr. Rischar, who gave an update on several projects for which DRMP is currently performing design, engineering and project management services. ([Spreadsheet](#))

- DEO Florida Job Growth Grant project at the Keystone Heights Airport. ([Handout](#))

There was discussion concerning the following:

- ❖ An estimated cost for the Environment Assessment.
- ❖ The proposed alignment for the alternative access road. (The need to apply for an additional Florida Job Growth Development Grant.)

- Intersection of S.R.100 and CR21B: FDOT has requested a revised scope and fee for the Traffic Corridor Study (a component of the airport project) by roughly 3.2 miles beginning at CR18 and extending beyond CR21B. FDOT will fully fund the study. The study will result in traffic safety improvement recommendations.

At the request of Chairman Dougherty, Mr. Rischar provided an update on the I.T. Infrastructure component of the DEO grant project. DRMP provided a scope and fee for that component of the grant for the County's review and consideration. He would like to develop a team that includes I.T. professionals to assist DRMP and most importantly to reduce costs so funds can be moved out of the I.T. component (with DEO's approval) and into other areas where it may be needed.

Also at the request of Chairman Dougherty, Mr. Rischar addressed developing a paving analysis (prioritizing roads), by presenting the following comments/recommendations:

- Mr. Dodds can identify the problem areas and develop a list. DRMP can vet the list.
- From that list, identify four or five regions, focus on those regions and perform a pavement analysis.
- DRMP to assist the County with approaching FDOT for funding mechanisms.
- Identifying and making known to the Board, near future critical needs with unmet funding from FDOT.
- Develop a five-year work plan, which would show a proactive approach and would save the County significant funding and enable the Board to make better decisions.

Mr. Rischar stated that if it is the will of the Board to move forward, DRMP can design a scope and fee proposal for consideration and review, or the Board may go out for bid.

Chairman Dougherty presented comments specifically making reference to the importance of roadway preservation.

## **10. COUNTY ATTORNEY REPORTS—Will Sexton:**

Mr. Sexton recognized Mr. David Kirkland, Chairman of the Keystone Airpark Authority Board and Maria Hitt, Airport Manager. Mr. Sexton expressed appreciation to them both for their partnership and teamwork.

Mr. Sexton presented a Resolution declaring Bradford County a Second Amendment Sanctuary. If the Board wishes to take action on the Resolution, it will require an emergency declaration.

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

Mr. Sexton read the Resolution by title.

*Commissioner Durrance moved, seconded by Vice-Chairman Thompson, and **carried 5-0, to make Bradford County a Second Amendment Sanctuary.** ([Resolution No. 2019-57.](#))*

**11. SHERIFF REPORTS—Sheriff Smith:**

Sheriff Smith reported the following:

- **Modular Units (living quarters) for Stations at Sampson City and Keystone (Station 10):**
  - ❖ The modular unit at Sampson City Fire Station has been set up and ready for hook up. Based on a recent analysis of 9-1-1 calls for service and some unforeseen obstacles at the Keystone Fire Station, they have made a decision to place the other unit at the Theresa Fire Department instead of Keystone. They may have to come back to the Board for furnishings and hook up expenses. Staff is working with Theresa to have the real property deeded to the County. The future goal is to construct brick and mortar living quarters at Keystone.

Commissioner Durrance expressed support of the decision.

Lieut. Shuford provided an update on FEMA reimbursement for Hurricane Irma.

- \$399,098.62 already reimbursed.
- \$310,421.05 is currently obligated to be reimbursed.
- \$ 69,696.86 claim waiting to obligated.

Lieut. Shuford read a letter of commendation received from Steve Crampton, Florida Contractor, Program Delivery Manager for the Federal Emergency Management Agency, who served Bradford County over the past several months, recognizing Wendy Russell for the outstanding job she has performed during the process.

**12. CLERK REPORTS—Clerk Norman:**

Clerk Norman reported on FY2018-2019 funds returned to the County by Constitutional Officers:

Tax Collector	\$ 42,424.56
Property Appraiser	\$113,313.48
Supervisor of Elections	\$ 33,914.15
Clerk of Courts	\$113,556.61

**A. PRESENTATION OF ANNUAL BUDGET AMENDMENTS AND RESOLUTIONS—Jim Farrell:**

Mr. Farrell presented Budget Amendments and Resolutions for the 2018-2019 year-end as follows:

**Budget Amendments—12 Pages** (Line item amendments within the same fund/department.)

*Vice-Chairman Thompson moved, seconded by Commissioner Durrance, and **carried 5-0, to approve the Budget Amendments.***

**Budget Resolutions for Unanticipated Revenue:**

Mr. Farrell explained each resolution and read each resolution by title.

**--EMERGENCY MEDICAL SERVICES - \$61,260.00 (Contractual Services):**

*Commissioner Durrance moved, seconded by Commissioner Riddick, and **carried 5-0, to approve the Budget Amendment.** ([Resolution No. 2019-58](#))*

**--TRANSPORTATION TRUST FUND - \$569,473.00 (SCRAP and LAP Projects):**

*Commissioner Chandler moved, seconded by Commissioner Durrance, and **carried 5-0, to approve the Budget Amendment.** ([Resolution No. 2019-59](#))*

**--GENERAL FUND - \$60,014.00 (Attorney Fees and Misc. Revenue):**

*Vice-Chairman Thompson moved, seconded by Commissioner Riddick, and **carried 5-0, to approve the Budget Amendment.** ([Resolution No. 2019-60](#))*

**--GENERAL FUND - \$25,843.00 (DEO Grant Revenue):**

Mr. Farrell stated that it is uncertain when the County will receive this reimbursement. Therefore, there is no need for the resolution.

**13. CHAIRMAN COMMENTS—Chairman Dougherty:**

Expressed appreciation to the Board for trusting him to serve as 2020 Chairman.

**14. COMMISSIONERS' COMMENTS:**

**Commissioner Riddick:** Commended Commissioner Durrance for his service as last years' Chairman and congratulated newly elected Chairman Dougherty. Wished everyone a Happy Thanksgiving.

(11-21-19 Regular Meeting)

**Commissioner Durrance:** Expressed appreciation to the Board for their support during his tenure as Chairman.

**ADJOURN:** There being no further business, the meeting adjourned at 7:54 p.m.

Minutes approved by BOCC at the Regular Scheduled Meeting of 12-19-19.