

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

WORKSHOP **5:00 P.M.**
(CITY OF STARKE ZONING FUNCTIONS & COMPREHENSIVE INTERLOCAL AGREEMENT)

REGULAR SCHEDULED MEETING **6:30 P.M.**
THURSDAY, DECEMBER 15, 2011

WORKSHOP

The Bradford County Board of County Commissioners convened in a workshop on Thursday, December 15, 2011, at 5:00 p.m., in the County Commission Chambers at 945 North Temple Avenue, Starke, Florida.

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

ALSO PRESENT: Brad Carter, County Manager; Rachel Rhoden, Administrative Assistant; Ray Norman, Clerk of Courts, Marlene Stafford, Deputy Clerk; Brian Johns, Emergency Management Director; Randy Andrews, Zoning Director; Sally Armstrong Zoning Clerk; City Commissioners: Travis Woods, Tommy Chastain, Danny Nugent, and Carolyn Spooner; Linda Johns, City Clerk; Ricky Thompson; City Planner, Sheriff Smith, Capt. Starling, Capt. Smith, Capt. Boatwright, and Mark Crawford, Press.

CALL TO ORDER: Chairman Chandler called the workshop to order at 5:00 p.m.

DISCUSS REVISED ZONING PLAN FOR PROVIDING CITY OF STARKE ZONING FUNCTIONS

Mr. Carter read from a [memo](#) containing staff recommendations for handling City of Starke zoning functions:

“In order to fairly distribute the cost of zoning staff salaries (1.5 positions), it is recommended that the City of Starke contribute \$33,535.24 annually. This represents 50% of the salary for the Zoning Director and 25% of the salary for Building and Zoning Department Clerk. These percentages are reflective, on average, of the work load distribution. It is also recommended that fees and advertising costs associated with zoning within the City of Starke continue to be paid by the City. This formula will provide a fair basis for reimbursement regardless of activity levels or frequent waivers of fees by the City.” These recommendations would ultimately be included in a [Comprehensive Interlocal Agreement](#) and would be paid on a monthly basis.

(12-15-11 Workshop and Regular Meeting)

Discussion ensued, which was not limited to but included:

- Time spent on City zoning compared to County zoning
- Sharing salaries versus the County receiving more fees from the City
- [Waiver of permit fees](#) affecting revenues
- Interlocal Agreements
- Animal Control
- Recreation
- Charging the City using a per case fee basis (zoning)

DIRECTIVE: Both Commissions are to research and discuss the issues individually, and then meet collectively in a workshop session in approximately 30 days.

ADJOURN

There being no further business, the workshop adjourned at 5:50 p.m.

REGULAR MEETING

The Bradford County Board of County Commissioners convened in a regular meeting on Thursday, December 15, 2011, at 6:30 p.m., in the County Commission Chambers at 945 North Temple Avenue, Starke, Florida.

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

ALSO PRESENT: Brad Carter, County Manager; Rachel Rhoden, Administrative Assistant; Ray Norman, Clerk of Courts, Marlene Stafford, Deputy Clerk; Will Sexton, County Attorney; Sheriff Smith, Capt. Boatwright; Capt. Smith; Capt. Starling; Ray Shuford, Sheriff IT; Mark Williams, M&R Construction; Robert Perone, Library Director; Allen Parrish, Emergency Services Director; Jim Farrell, Finance Director; Kelly Canady, Community Development Director and Mark Crawford, Press.

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

At the request of Chairman Chandler, Allen Parrish provided an update regarding the progress of the grant funded 9-1-1 Addressing Project, which will reduce emergency response times. A press release will be published outlining to the citizens what steps they should take to obtain their house number signs, at no cost to them. The Emergency Management Office will process the paperwork and volunteer firefighters will install the signs.

**PUBLIC HEARING
ENACTMENT OF ORDINANCES**

--LAND USE CLASSIFICATION AMENDMENT APPLICATION NO. R 110809A (BOCC)—RANDY ANDREWS:

Mr. Carter advised that the legal description must be amended and the public hearing needs to be continued to the Regular Scheduled Meeting of January 19, 2012, at 6:30 p.m.

*Commissioner Thomas moved, seconded by Commissioner Lewis, and **carried 5-0, to continue the public hearing as noted by Mr. Carter.***

--AMENDING ORDINANCE NO. 2011-1 RELATING TO PREFERENCE FOR LOCAL BIDDERS—BRAD CARTER:

Mr. Carter presented the ordinance for consideration. (The title was read into the record.)

Chairman Chandler opened the public hearing.

Mark Williams with M&R Construction spoke in favor of the proposed ordinance. He asked that the Commission consider including a clause that would encourage local contractors to utilize local sub-contractors as well as local suppliers and vendors.

Mr. Carter advised that the proposed ordinance includes language to do exactly what Mr. Williams has suggested. In addition, once a bid award moves to the contract stage, the contract will include language requiring the successful bidder to make its best effort to employ as many local sub-contractors, suppliers, material men and employees as is possible. It is his plan to follow-up and to require written documentation from the contractor.

*Commissioner Thomas moved, seconded by Commissioner Lewis, and **carried 5-0, to adopt the Ordinance as presented.*** (The [Ordinance was assigned No. 2011-22.](#))

PUBLIC COMMENTS:

Terricena Kittles of 1701 Adams St., #23, Lawtey—Permission to Conduct 5K Run

Ms. Kittles distributed copies of a map delineating a proposed route for a 5K run she would like permission to have in Lawtey on August 3, 2012, beginning at 7:30 a.m. The purpose of the run is to raise awareness of lung cancer and heart disease.

Incited by inquiry of Chairman Chandler, Sheriff Smith said that not only will his officers assist with the run, he will encourage his staff to participate.

*Commissioner Thomas moved, seconded by Commissioner Sellars, and **carried 5-0, to grant permission to conduct the 5K run as requested.***

(12-15-11 Workshop and Regular Meeting)

CONSENT AGENDA

- A. MINUTES OF REGULAR SCHEDULED MEETING OF OCTOBER 28, 2011
- B. S.H.I.P. PURCHASE ASSISTANCE LOAN NOT TO EXCEED \$30,000.00
- C. 2012 BOCC COMMITTEE OVERSIGHT LIST

Commissioner Lewis moved, seconded by Commissioner Thomas, and **carried 5-0, to approve the Consent Agenda in its entirety.**

PAYMENT OF BILLS—COMMISSIONER SELLARS:

Commissioner Sellars moved, seconded by Commissioner Lewis, 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.)

COUNTY ATTORNEY REPORTS—WILL SEXTON:

Redistricting: After numerous meetings, the Redistricting Committee is ready with recommendations. At the last meeting of the Committee, a joint workshop between the County Commission and the School Board was scheduled for Monday, December 12. The joint workshop was canceled, and without notice to him, the School Board moved forward and adopted a plan. With the Commission's permission, he is prepared to present the Committee recommendations at the January meeting.

Commissioner Lewis said that he is not happy with the plan adopted by the School Board, and it is his understanding that the County Commission does not have to accept what the School Board has approved.

Mr. Sexton advised that the County Commission may choose to draw the lines however it wishes, independent of the School Board and independent of any plan presented. The decision for the County Commission districts rest solely with the County Commission.

Chairman Chandler said that it is his understanding that it is better if both entities present the same plan. With this in mind, would it be better to at least have a meeting with the school board to see if they are receptive to accepting the Commission's preferred plan?

Mr. Sexton said that logistically having the same plan is best, but there is no requirement that the two plans match. Two different plans meaning that a citizen could reside in two different districts, i.e. County Commission District I and School Board District II. If the goal is to come together to create one plan, then a joint workshop would be in order. However, that is apparently not what the School Board chose to do. The Commission could invite the School Board to a joint workshop or approve a plan and move forward from there.

There was a consensus for Mr. Sexton to present the Committee recommendations for Board approval at the January 19 Regular Scheduled Meeting.

(12-15-11 Workshop and Regular Meeting)

SHERIFF REPORTS—GORDON SMITH:

EMERGENCY ITEM:

Mr. Sexton advised that he has reviewed the subject matter and the item warrants emergency action.

**CONSIDER APPROVAL OF IGCF PURCHASE FOR STATE REQUIRED OFFSITE VAULT
(\$21,136.04)**

Sheriff Smith explained the state requirement for offsite vaults to backup all data retained by Sheriffs Offices. He is proposing entering into [contract with Offsite Vaults](#) of Bushnell, Florida for an amount not to exceed \$25,000.00, to be paid for out of the IGCF. The IGCF Committee approved the purchase.

*Commissioner Lewis moved, seconded by Commissioner Sellars, and **carried 5-0, to declare an emergency to consider the contract.***

*Commissioner Lewis moved, seconded by Commissioner Thomas, and **carried 5-0, to approve the contract as presented, not to exceed \$25,000.00.***

A. LIFE SAVING AWARD ISSUED TO LEE GARNTO

Sheriff Smith said that Mr. Garnto is out of town and he would like to wait until he returns to present the award.

B. 2010-2011 BUDGET AMENDMENT

Sheriff Smith presented the [budget amendment](#). The original 2010-2011 approved budget was \$4,678,580.00. Unanticipated revenue increased that amount by \$134,516.66, for a total 2010-2011 budget of \$4,813,096.66.

- Returned unused fines and fees as follows:
 - \$138,646.20 to the BOCC
 - \$50,149.23 to Fines and Forfeitures Fund
 - \$72,792.35 Corrections Maintenance Set Aside Fund

This is a grand total of \$261,587.78

- Requested the Chairman's signature to authorize the expenditure of federal seized monies in the amount of \$117,679.87.
- The jail audit/inspection was a great success. The auditors were very impressed with the cleanliness of the jail, how quiet the jail is, and with the professional attitude of the staff. Sheriff Smith attributed the success to the hard work and dedication of Capt. Starling and the jail staff.

Sheriff Smith wished everyone a Merry Christmas and Happy New Year.

COUNTY MANAGER REPORTS—BRAD CARTER:

A. CONSIDER APPROVAL OF MILLINGS PRIORITY LIST

Mr. Carter said that due to the high demand for milling, the list is not ready and asked that this item be postponed.

B. SENIOR CENTER OPEN HOUSE UPDATE

At the request of Mr. Carter, Ms. Rhoden announced that the Open House for the Bradford County Senior Center is scheduled for Saturday, January 14, 2012 from 1:00 p.m. to 3:00 p.m. The Backwood Boys have agreed to perform and light refreshments will be served. Mr. Parrish has agreed to hold a health fair during the Open House. The Director of the "Seniors versus Crime Program" has agreed to send a representative to the Open House to introduce this program.

C. BID RECOMMENDATION ON CR230A

Mr. Carter recommended awarding the bid to the low bidder, John C. Hipp Construction, of \$166,743.21.

*Commissioner Lewis moved, seconded by Commissioner Sellars, and **carried 5-0, to [award the bid as recommended by Mr. Carter.](#)***

Mr. Carter advised that the contractor is prepared to begin construction tomorrow morning and have indicated that they should be complete by Christmas.

CLERK REPORTS—RAY NORMAN:

--It has been a pleasure to work with the Commission and all County staff for the past year. He appreciates the good working relationship between the Clerk's Office and other County offices, which makes everyone's job easier.

Clerk Norman wished everyone and their families a Merry Christmas and Happy New Year.

COMMISSIONER'S COMMENTS

(Each Commissioner expressed their sentiments for a Merry Christmas and a Happy New Year.)

Commissioner Riddick commented on the following:

- Expressed appreciation to the Commission and County staff for their support and help during his first year serving as a Commissioner. It has been an honor and a joy to serve.

(12-15-11 Workshop and Regular Meeting)

- **Fire Hydrants:** Asked the Commission to consider allowing Mr. Carter and Mr. Sexton to draft a policy regarding County assistance toward the installation of fire hydrants. The policy could include the following:
 - Language to protect the County from liability
 - Approving a project **only** if required infrastructure is already in place, i.e. gate valves, T's and 6" lines
 - Limit the number of hydrants placed during a fiscal year

Commissioner Thomas suggested amending the County's LDR to include language requiring contractors to install fire hydrants in subdivisions.

Following brief discussion, there was a consensus for Mr. Sexton to prepare a draft policy for the Board's review and consideration.

Commissioner Thomas commented on the following:

- Expressed appreciation to the Commission, County staff and Constitutional Officers for making it a pleasure to serve in Bradford County.

CHAIRMAN COMMENTS—ROSS CHANDLER:

- Commended Commissioner Lewis for a tremendous job while serving as Chairman last year. He appreciates the confidence the Board has in him by giving him the opportunity to serve as Chairman; he is looking forward to a great year. Expressed appreciation to the Commission and all County staff.

ADJOURN

There being no further business, the meeting adjourned at 7:20 p.m.

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

ROSS CHANDLER, CHAIRMAN

ATTEST: _____
RAY NORMAN, CLERK OF COURTS

Minutes prepared by Marlene Stafford, Deputy Clerk