

(April 5, 2021 Regular Meeting)

**BOARD OF COUNTY COMMISSIONERS  
MEETING MINUTES**

April 5, 2021  
Governor Charley E. Johns Conference Center  
1610 N. Temple Avenue  
Starke, FL 32091  
**IN-PERSON AND TELEPHONIC**  
(Due to COVID-19)



Regular Scheduled Meeting  
Meeting Time 9:30 A.M.

---

**PRESENT:** Commissioner District 3 – Chair Joseph C. Dougherty  
Commissioner District 4 - Vice-Chair Danny Riddick  
Commissioner District 1 – Carolyn Spooner  
Commissioner District 2 – Kenny Thompson

**ABSENT:** Commissioner District 5 – Diane Andrews

**STAFF MEMBERS IN ATTENDANCE:** County Manager/County Attorney Will Sexton; Executive Administrative Assistant Alyssa Winston; Clerk of Court & Comptroller Denny Thompson; Chief Deputy Clerk Rachel Rhoden; Finance Director Dana Lafollette; Emergency Management Director Lt. Brad Witt; Fire Division Chief Ben Carter; Emergency Medical Services Division Chief Dylan Rodgers; and Public Works Director Jason Dodds.

**CALL TO ORDER:** Chair Dougherty called the meeting to order at 9:30 A.M.

Prior to public comments, Chair Dougherty allowed Will Sexton to recognize Margaret Reeger, Northeast Florida Regional Manager with the Office of Chief Financial Officer Jimmy Patronis, Florida Department of Financial Services (FLDFS) to share information on disaster preparedness and Insurance Consumer Assistance following a natural disaster.

Ms. Reeger shared the following FLDFS resources:

One-Stop Location for Storm Resources:

<http://PrepareFL.com>

File an Insurance Complaint:

<http://www.myfloridacfo.com/Division/Consumers/needourhelp.htm>

1-877-MY-FL-CFO (1-877-693-5236)

Discussion:

- Division of unclaimed property. [Florida's Unclaimed Property \(fltreasurehunt.gov\)](http://fltreasurehunt.gov)  
1-888-258-2253 or 1-850-413-5555

(April 5, 2021 Regular Meeting)

## 1. PUBLIC COMMENTS

Chair Dougherty recognized the following individuals for [public comments](#).

Telephonic comments. None.

In-person comments:

- Carol Mosley. [Report](#) pertaining to HPS Enterprises II, LLC.
- Drew Reddish. Comments pertaining to the reopening of the Senior Center.

## 2. APPROVAL AND/OR ADOPTION OF CONSENT AGENDA:

- A. APPROVAL OF: PAYMENT OF BILLS (The payment of bills distribution list is on file in the Finance Department of the Clerk of Courts Office) – REVIEWED BY COMMISSIONER ANDREWS.
- B. APPROVAL OF: A RESOLUTION ([Resolution No. 2021-11](#)) OF THE BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA CONFIRMING PROCLAMATIONS OF A LOCAL STATE OF EMERGENCY IN BRADFORD COUNTY, FLORIDA; AND PROVIDING AN EFFECTIVE DATE.
- C. APPROVAL OF: [SECOND AMENDMENT TO CARES ACT FUNDING AGREEMENT](#) BETWEEN THE BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA AND THE STATE OF FLORIDA, DIVISION OF EMERGENCY MANAGEMENT AMENDING THE PERIOD OF AGREEMENT TO EXPIRE JUNE 30, 2021.
- D. APPROVAL OF: A [PROCLAMATION](#) DECLARING THE MONTH OF APRIL 2021 WATER CONSERVATION MONTH IN BRADFORD COUNTY, FLORIDA.
- E. APPROVAL OF: EXTENSION OF EMERGENCY COVID EMPLOYEE BENEFITS THROUGH SEPTEMBER 30, 2021.
- F. APPROVAL OF: [PROPOSAL](#) BY FARO TECHNOLOGIES INC. TO PROVIDE CRASH REPORT SOFTWARE IN THE AMOUNT OF \$7,979.40 (APPROVED BY IGCF 3/17/2021)
- G. APPROVAL OF: [PROPOSAL](#) BY SMARTCOP FOR ANNUAL MAINTENANCE FOR FIRE RESCUE AND BRADFORD COUNTY SHERIFF'S OFFICE IN THE AMOUNT OF \$50,451.00 (APPROVED BY IGCF 3/17/2021).
- H. APPROVAL OF: [PROPOSAL](#) BY SMARTCOP FOR ANNUAL MAINTENANCE FOR STARKE POLICE DEPARTMENT IN THE AMOUNT OF \$6,095.00 (IGCF APPROVED 3/17/2021).
- I. APPROVAL OF: [PROPOSAL](#) BY SMARTCOP FOR SQL SERVER MIGRATION IN THE AMOUNT OF \$5,500.00 (IGCF APPROVED 3/24/2021).
- J. RETROACTIVE APPROVAL OF: [E911 RURAL COUNTY GRANT APPLICATION](#) FOR 911 SYSTEM MAINTENANCE FOR AN AMOUNT OF \$36,712.35 (NO COUNTY MATCH; APPROVED BY ACTING COUNTY MANAGER MARCH 30, 2021).
- K. APPROVAL OF: A RESOLUTION ([Resolution No. 2021-12](#)) OF THE BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, AMENDING THE PREVIOUSLY-ADOPTED BUDGET FOR FISCAL YEAR 2019-2020 TO (1) ACCOUNT FOR (1) INCREASED REVENUES AND EXPENDITURES OF \$1,936,934.54 IN THE CARES FUND; AND (2) INCREASED REVENUES IN THE EMS FUND; ALL OF WHICH ARE BASED UPON UNANTICIPATED REVENUE RESULTING FROM CARES ACT ALLOCATIONS; PROVIDING FOR THE REPEAL OF RESOLUTION 2020-54; PROVIDING DIRECTION TO STAFF; AND PROVIDING AN EFFECTIVE DATE.

(April 5, 2021 Regular Meeting)

L. APPROVAL OF ROAD DEDICATION (DISTRICT 4): S.E. 14<sup>TH</sup> STREET DEDICATED TO DON MCBRIDE.

**It was MOVED by Commissioner Thompson and SECONDED by Vice-Chair Riddick to APPROVE THE CONSENT AGENDA.**

Discussion: No discussion.

Chair Dougherty conducted a roll-call vote:

Commissioner Spooner: Aye

Commissioner Thompson: Aye

Vice-Chair Riddick: Aye

Chair Dougherty: Aye

**THE MOTION CARRIED 4-0**

3. PRESENTATION OF A [PROCLAMATION](#) DECLARING APRIL 2021 SEXUAL ASSAULT AWARENESS MONTH IN BRADFORD COUNTY, FLORIDA – LAURA KALT, DIRECTOR – VICTIM SERVICES & RAPE CRISIS CENTER OF ALACHUA, BRADFORD AND UNION COUNTIES.

Mr. Sexton recognized Laura Kalt, Director of Community Support Services and Victim Services for Alachua County to present a proclamation declaring April 2021 as Sexual Assault Awareness Month in Bradford County.

Ms. Kalt provided information on services provided through the Victim Services & Rape Crisis Center and read the proclamation into the record.

**It was MOVED by Commissioner Spooner and SECONDED by Commissioner Thompson to APPROVE THE PROCLAMATION FOR SEXUAL ASSAULT AWARENESS MONTH.**

Discussion: No discussion.

Chair Dougherty conducted a roll-call vote:

Commissioner Spooner: Aye

Commissioner Thompson: Aye

Vice-Chair Riddick: Aye

Chair Dougherty: Aye

**THE MOTION CARRIED 4-0**

(April 5, 2021 Regular Meeting)

4. BRADFORD COUNTY TOURIST DEVELOPMENT COUNCIL – PAM WHITTLE, PRESIDENT/CEO NORTH FLORIDA REGIONAL CHAMBER OF COMMERCE.
  - PERMISSION TO PAY AN [INVOICE](#) FROM AIRSTREAM VENTURES, INC THE AMOUNT OF \$7,500.00 (TO BE PAID FROM TDC FUNDS) FOR ADVERTISEMENT OF THE 2021 USA CYCLING AMATEUR ROAD NATIONAL CHAMPIONSHIPS TO BE HELD JUNE 24 – 27, 2021.

Ms. Whittle presented information on the 2021 USA Cycling Amateur Road National Championship event, hosted by USA Cycling, Airstream Ventures, Inc., that will take place June 25-28, 2021 at the Camp Blanding Joint Training Center. Ms. Whittle spoke of the economic impacts this event will have on Bradford County.

**It was MOVED by Commissioner Spooner and SECONDED by Vice-Chair Riddick FOR APPROVAL FOR THE TDC TO PAY FOR THE ADVERTISEMNT.**

Discussion:

- Commissioner Spooner expressed appreciation of efforts made to promote Bradford County.

Chair Dougherty conducted a roll-call vote:

Commissioner Spooner: Aye

Commissioner Thompson: Aye

Vice-Chair Riddick: Aye

Chair Dougherty: Aye

**THE MOTION CARRIED 4-0**

5. COUNTY MANAGER REPORTS – WILL SEXTON.

Mr. Sexton presented the following comments before addressing items outlined on the agenda:

- Mr. Sexton advised the board of his process to reopen the Senior Center. He stated that Senior Center Director Diane Gaskins is working to develop programs that will accommodate on-going health recommendations such as face coverings and social distancing, while his office works with the local Health Department to assist them in transitioning their services out of the senior center.
- Mr. Sexton recognized Fire Rescue Director Allen Parrish, Chiefs Ben Carter and Dylan Rodgers, and Medical Director Dr. Peter Gianas in regards to two separate messages he received offering sincere thanks for the services provided by the Fire Rescue Department.
- Mr. Sexton advised the Board of his plan to place on the April 15, 2021 agenda introductory discussions necessary to undertake the development of the Fiscal-Year 2021-2022 budget which will include:
  - Funding for the Fire Rescue Department;
  - Proposed calendar of scheduling options for budget workshops and the required public hearing for the term and budget process.

(April 5, 2021 Regular Meeting)

- Mr. Sexton advised that his office is currently working with the Board's Department Heads to begin development of each of their budgets with the goal of having those completed and provided to the Clerk's Office no later than June 1, 2021.

A. DISCUSSION OF COUNTY MANAGER POSITION.

Mr. Sexton:

Mr. Sexton advised the Board that the County Manager's Office, specifically with the support and assistance provided by Ms. Winston, Department Heads and their staff, have continued to function successfully without a County Manager. Mr. Sexton stated his belief that he continues to fulfil his commitment that nothing has been missed, lost or left unresolved while without a County Manger.

Commissioner Spooner:

- Asked if there was a projected date to reopen the Senior Center. Mr. Sexton replied that there is not a projected date at this time due to the Health Department utilizing the Senior Center for contract tracing and testing. Mr. Sexton expressed hope that Senior Center Director Ms. Gaskins could create a schedule that allows for some senior programs before the Health Department folks completely vacate the Senior Center.
- Acknowledged county staff and their good work.
- Emphasized the importance for a full-time County Manger. Stated duties that have not been achieved under current structure such as employee position descriptions, annual evaluations, updated policy and procedure manual, identifying goals and objectives, and pursuing grants.
- Recalled previous discussions where folks from Gainesville and the State would be invited to make a presentation to the Board on the value of having a County Manger.
- Not in favor of waiting 6 months to address the County Manager position.
- Indicated county staff in their current roles have an overwhelming amount of responsibility and as such she does not wish to burden them with additional duties.

Chairman Dougherty:

- Stated that the County Manager's role looks different today than it did years ago.
- Expressed confidence in Department Heads and Directors answering questions, providing reports and managing budgets
- Acknowledged comments made by Commissioner Spooner concerning evaluations and a handbook.
- Mentioned the need to discuss strategic planning based on a packet provided to the Board by Mr. Sexton.
- Asked the Board if they are aware of any instances where tasks have not been completed by Department Heads. There was no response.
- Indicated that the County Manager's Office is over a few departments and that the rest are under the Sheriff's Office. Expressed a desire to address the County Manager position in another 6 months and continue to operate with Mr. Sexton as County Attorney and Acting County manager. Complimented Mr. Sexton and Ms. Winston's job performance.
- Expressed concern over salary of a County Manager that would be responsible for a few departments.

(April 5, 2021 Regular Meeting)

Commissioner Thompson:

- Agreed with comments made by Chairman Dougherty. Acknowledged the Department Heads and their performance.

Vice-Chair Riddick:

- Acknowledged Department Heads and their performance.
- Acknowledged the work performed by Mr. Sexton and Ms. Winston.
- Stated that he would be willing to make a motion to hire Will Sexton as County Manager/County Attorney and offer a salary increase to Mr. Sexton and Ms. Winston for added responsibilities.
  - Commissioner Spooner responded by suggesting that the Board wait until a full board was present to make that vote. Stated that she would like to go on record needing to seek someone whose function is that only of a county manager.
  - Commissioner Thompson responded by stating he would second the motion if needed.
  - Chair Dougherty responded by stating that after hearing from the other commissioners he didn't see a need to delay addressing this matter and asked Mr. Sexton if this was a role he would be willing to take on.
  - Mr. Sexton stated that he had no objection to fulfill that role and that he would bring back structural changes to the Board for consideration.

**It was MOVED by Vice - Chair Riddick and SECONDED by Commissioner Thompson TO APPOINT ACTING COUNTY MANAGER AS COUNTY MANAGER/COUNTY ATTORNEY.**

Discussion. No discussion.

Chair Dougherty conducted a roll-call vote:

Commissioner Thompson: Aye

Commissioner Spooner: Nay

Vice-Chair Riddick: Aye

Chair Dougherty: Aye

**THE MOTION CARRIED 3/1**

*THE REMAINDER OF THIS PAGE IS LEFT BLANK INTENTIONALLY.*

(April 5, 2021 Regular Meeting)

B. STRATEGIC PLANNING – PART 1: MISSION STATEMENT.

Mr. Sexton provided the Board with materials to assist the Board in their efforts to develop a mission statement (a copy was not provided to the Clerk for inclusion in the record). Mr. Sexton indicated that staff stands ready to bring back a final draft of a proposed mission statement next month and at that time will provide the Board with materials to facilitate the development of a vision statement.

Discussion:

Commissioner Spooner stated her desire to set-aside time for a workshop for the Board to develop a mission and vision statement. She listed examples of statements to include in a workshop discussion.

Chair Dougherty suggested that the Board discuss this matter further at its next meeting in order to set the framework necessary to move forward into a workshop.

6. PUBLIC WORKS REPORTS – JASON DODDS

Mr. Dodds made comments on the following:

- SW CR 231 closed down for approximately 90 days.
- Striping Contract.
- Landfill maintenance items to address including fencing and erosion issues.
- Maintenance Department – finished construction of a concrete pad for the porta-potty unit at Sampson Lake.
- Completed sealed coat and painting of Courthouse parking area.
- Report of a large bull found on C.R. 235 currently located at Circle Eight Ranch.

Discussion. No discussion.

7. FIRE RESCUE REPORTS – ALLEN PARRISH

Mr. Parrish made comments on the following:

- Presented a [quarterly report](#) of a 90 day summary of operations.
- Notice of upcoming fire season and precautionary measures.

Discussion:

- Burning of yard debris; meet setbacks and keep debris pile small enough to manage.

8. COUNTY ATTORNEY REPORTS – WILL SEXTON. No report.

*THE REMAINDER OF THIS PAGE IS LEFT BLANK INTENTIONALLY.*

(April 5, 2021 Regular Meeting)

9. SHERIFF REPORTS – GORDON SMITH

EMERGENCY MANAGEMENT REPORT – LT. BRAD WITT, EMERGENCY MANAGEMENT DIRECTOR.

- APPROVAL OF APPLICATION FOR SUWANNEE RIVER WATER MANAGEMENT DISTRICT (SRWMD) – REGIONAL INITIATIVE VALUING ENVIRONMENTAL RESOURCES (RIVER) GRANT APPLICATION – SAMPSON LAKE SEDIMENT AND VEGETATION REMOVAL PROJECT.

Lt. Witt presented [information](#) concerning build-up of vegetation and sediment in Sampson Lake near the outflow into Sampson River. He proposed, for Board consideration, a funding opportunity through a SRWMD –RIVER Grant to address said vegetation and sediment issues.

Lt. Witt estimated \$50,000.00 - \$70,000.00 for the contractors cost on this project. He provided examples of contributions made by other counties on approved RIVER grant applications

Lt. Witt announced that the deadline to submit this grant application is April 15, 2021.

**Chair Dougherty asked if there was a MOTION FOR LT. WITT TO MOVE FORWARD WITH THE APPLICATION TO SRWMD IN MOVING FORWARD WITH THE REMOVAL OF LAKE SEDIMENT AND VEGETATION FOR THE PROJECT.**

**Chair Dougherty recognized A MOTION (AS STATED ABOVE) FROM COMMISSIONER THOMPSON AND A SECOND FROM COMMISSIONER SPOONER**

Discussion: No discussion.

Chair Dougherty conducted a roll-call vote:

Commissioner Spooner: Aye

Commissioner Thompson: Aye

Vice-Chair Riddick: Aye

Chair Dougherty: Aye

**THE MOTION CARRIED 4-0**

After the motion was finalized, a discussion took place concerning a County match amount for the grant and in-kind services. Mr. Sexton advised the Board that a value of in-kind services could be demonstrated in the application as the County's contribution and commitment toward the project.

Chair Dougherty stated that the County would move forward with the **MOTION FOR THE APPROVAL OF THE APPLICATION USING IN-KIND SERVICES ON THE APPLICATION, NOT KNOWING WHAT THAT IS AT THIS POINT, AND THEN GO FORWARD WITH APPLYING FOR THE GRANT, UNDERSTANDING THE DEADLINE, SO WHATEVER NEEDS TO BE SIGNED CAN BE SIGNED AFTER THE MEETING TO MOVE FORWARD WITH THE APPLICATION PROCESS.**

Mr. Sexton advised that the Board can convene in a special meeting if it is determined that the application will not be successful without the County committing to a dollar match amount.



(April 5, 2021 Regular Meeting)

Based on the discussion which took place subsequent to the official vote on the motion, Commissioner Spooner asked if the earlier motion should be clarified; Chair Dougherty indicated in the negative and conducted a roll-call vote with no new motion on the floor.

Chair Dougherty conducted a roll-call vote:

Commissioner Spooner: Aye

Commissioner Thompson: Aye

Vice-Chair Riddick: Aye

Chair Dougherty: Aye

## **THE MOTION CARRIED 4-0**

Lt. Witt responded to Commissioner Spooner's inquiry regarding the COVID-19 vaccination.

### 10. CLERK REPORTS – DENNY THOMPSON

Chief Deputy Clerk Rachel Rhoden provided the following reports on behalf of Clerk Thompson:

- Schedule of county auditors reviewing fiscal-year 2019-2020 records.
- Steps being taken to prepare fiscal-year 2020-2021 budget.
- Acknowledged the following events during the month of April: Easter; National County Government Month (reported on duties provided by Clerk of Court and Comptroller); Sexual Assault Awareness month; and National Distracted Driving Awareness month.

Commissioner Spooner inquired if there were any new COVID funds available to assist residents with housing. Ms. Rhoden advised on potential new COVID funds from the U.S. Department of Treasury.

### 11. COMMISSIONERS COMMENTS

Commissioner Spooner:

- Acknowledge the Public Works Department in addressing flooding issues.
- Scheduled to distribute hot grits and fish on Friday.
- Opened a Veterans house on Friday, April 2, 2021.
- Easter egg hunt at Lincoln City Park on April 4, 2021.
- Town hall meeting tentatively scheduled for April 20, 2021.
- Expressed interest in setting aside a day in April for a community clean up event.
- Requested a presentation during an upcoming meeting on housing grants.

### 12. CHAIRMAN COMMENTS

- Encouraged commissioners to volunteer on various committees under the Florida Association of Counties.

(April 5, 2021 Regular Meeting)

ADJOURN: There being no further business, the meeting adjourned at 11:10 A.M.

Minutes approved by BoCC at the Regular Scheduled Meeting on May 3, 2021.