

(May 20, 2021 Regular Meeting)

**BOARD OF COUNTY COMMISSIONERS
MEETING MINUTES**
May 20, 2021
Bradford County Courthouse – Commission Chambers
945 N. Temple Avenue
Starke, FL 32091
IN-PERSON AND TELEPHONIC
(Due to COVID-19)



Regular Scheduled Meeting
Meeting Time 6:30 P.M.

PRESENT: Commissioner District 3 – Chair Joseph C. Dougherty
Commissioner District 1 – Carolyn Spooner
Commissioner District 2 – Kenny Thompson
Commissioner District 5 – Diane Andrews

NOT PRESENT: Commissioner District 4 - Vice-Chair Danny Riddick

STAFF MEMBERS IN ATTENDANCE: County Manager/County Attorney Will Sexton; Executive Assistant Alyssa Winston; Clerk of Court & Comptroller Denny Thompson; Chief Deputy Clerk Rachel Rhoden; Finance Director Dana Lafollette; and Fire Rescue Director Allen Parrish.

CALL TO ORDER: Chair Dougherty called the meeting to order at 6:30 P.M.

1. PUBLIC [COMMENTS](#)

Chair Dougherty recognized the following individuals for public comments.

Telephonic public comments: None.

In-person public comments:

- Kate Ellison.

2. APPROVAL AND/OR ADOPTION OF CONSENT AGENDA:

- A. APPROVAL OF: A RESOLUTION ([Resolution No. 2021-15](#)) 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.**
- B. APPROVAL OF: BOARD OF COUNTY COMMISSIONERS MEETING MINUTES – APRIL 15, 2021.**
- C. APPROVAL OF: APPOINTMENT OF PAM WHITTLE TO NORTH FLORIDA ECONOMIC DEVELOPMENT PARTNERSHIP BOARD OF DIRECTORS (TWO YEAR TERM).**

(May 20, 2021 Regular Meeting)

- D. **APPROVAL OF: DONATION AND/OR SURPLUS OF 2004 CHEVROLET S10 BLAZER SQUAD TRUCK TO KEYSTONE HEIGHTS VOLUNTEER FIRE DEPARTMENT, INC. (VIN 1GNDT13X44K122157)**
- E. **APPROVAL OF: TRANSFER OF SHIP REHAB FILE 2018-2-S TO A DEMO/REPLACEMENT PROJECT (TO BE PAID WITH SHIP FUNDS; NOT TO EXCEED \$84,500.00).**
- F. **APPROVAL OF: SHIP REHAB FILE 2018-5-S (TO BE PAID WITH SHIP FUNDS; NOT TO EXCEED \$35,000.00).**
- G. **APPROVAL OF: AMENDMENT TO (PREVIOUSLY-APPROVED) CARES PROGRAM EXPENDITURE – CONCERNED CITIZENS OF BRADFORD COUNTY – AFTER SCHOOL PROGRAM FUNDS TO BECOME SUMMER PROGRAM FUNDS**
- H. **APPROVAL OF: EXPENDITURE OF FISCALLY CONSTRAINED FUNDS (NOT TO EXCEED \$40,000.00) FOR ACQUISITION OF REAL PROPERTY NEAR BRADFORD COUNTY SOLID WASTE COLLECTION SITE**
- I. **APPROVAL OF: U.S. DEPARTMENT OF THE TREASURY CORONAVIRUS LOCAL FISCAL RECOVERY FUNDS AWARD TERMS AND CONDITIONS (RETROACTIVE)**
- J. **APPROVAL OF: APPLICATION S210505A (ELTON AND LINDA ANN WARD) TO NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL AMENDING THE FUTURE LAND USE PLAN MAP OF THE BRADFORD COUNTY COMPREHENSIVE PLAN.**
- K. **APPROVAL OF: APPLICATION Z 21-05 (ELTON AND LINDA ANN WARD) TO NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL AMENDING THE OFFICIAL ZONING ATLAS OF BRADFORD COUNTY.**

It was **MOVED** by Commissioner Thompson and **SECONDED** by Commissioner Andrews to **APPROVE THE CONSENT AGENDA.**

DISCUSSION:

Commissioner Spooner inquired whether other County departments could utilize the 2004 Chevrolet S10 Blazer Squad Truck (Item 2(D) of the Consent Agenda) before donation/surplus to the Keystone Heights Volunteer Fire Department (VFD), Inc. Mr. Sexton replied in the negative pursuant to a contract between the Board and Keystone Heights VFD, Inc.

Chair Dougherty conducted a roll-call vote:

Commissioner Spooner: Aye

Commissioner Thompson: Aye

Commissioner Andrews: Aye

Chair Dougherty: Aye

THE MOTION CARRIED 4-0

3. COUNTY MANAGER REPORTS – WILL SEXTON.

A. REPORT AND UPDATE ON PENDING MATTERS.

Mr. Sexton provided the following reports:

(May 20, 2021 Regular Meeting)

1. Recognized the Fire Rescue Department and partnering agencies in responding to a structural fire at the Economy Inn on U.S. 301 in Lawtey.
2. The Bradford County Senior Center is open, and acknowledged the Public Works and Fire Rescue Departments in assisting Diane Gaskins in preparations to reopen the Center.
3. Lizzy Whitehead accepted the position offer for UF IFAS Livestock Agent in Bradford County.
4. Following the presentation from Clerk Thompson, County Departments are now working to follow the new invoice schedule.
5. Following the Boards direction from the May 6, 2021 Special Meeting, staff coordinated with Christopher Roe with Bryant Miller and Olive on updating existing information relating to the possible imposition of a Fire and EMS assessment. Staff contacted Clay Electric and FPL regarding details of a potential franchise fee, and is working with the State of Florida Department of Revenue, Florida Association of Counties, and Small County Coalition for information on sales taxes and other similar revenue streams, all in an effort to provide a presentation to the Board on June 17, 2021.

DISCUSSION:

- Suggestion to contact the North Florida Regional Planning Council for additional resources as it relates to Fire Rescue.
- Community wide cleanup.
- Status and purpose of employee evaluations.
 - Mr. Sexton replied that it has been several years since employee evaluations were conducted and that staff is actively working to create position descriptions for those positions without one. Mr. Sexton expressed concern over having no incentive/merit base or discipline mechanisms to apply after evaluations are completed.
- Position descriptions citing role and responsibilities for Will Sexton and Alyssa Winston.
 - Discussion of this item was addressed under Agenda Item 9(A) – COMMISSIONER SPOONER – DISCUSSION OF DUTIES AND RESPONSIBILITIES.
- Recognition of businesses that assisted during the structural fire at the Economy Inn on U.S. 301 in Lawtey.

B. STRATEGIC PLANNING PART 1: MISSION STATEMENT.

Board members provided Mr. Sexton copies of their draft concepts for a vision and mission statement (copies were not provided to the Clerk for inclusion in the record).

DISCUSSION:

The Board discussed various vision, mission, and objective concepts, and whether they should set aside additional time to discuss the matter further.

There was **CONSENSUS TO DISCUSS THIS MATTER FURTHER DURING THE JUNE 17, 2021 BOARD MEETING.**

(May 20, 2021 Regular Meeting)

C. EMERGENCY ITEM: APPROVAL OF A PROPOSAL FROM CHW, INC. AND NOTICE TO PROCEED ON S.E. 49TH AVENUE – FROM S.E. 92ND STREET TO COUNTY ROAD 18 – FDOT – SCOP PROJECT – FPN:441332-1-54-01

Mr. Sexton presented and recommended a proposal from CHW, Inc. to provide engineering services on S.E. 49th Avenue (from S.E. 92nd Street to C.R. 18) - FDOT SCOP Project.

It was **MOVED** by Commissioner Spooner and **SECONDED** by Commissioner Andrews to **APPROVE THIS ITEM AS AN EMERGENCY ITEM.**

DISCUSSION: No discussion.

Chair Dougherty conducted a roll-call vote:

Commissioner Spooner: Aye

Commissioner Thompson: Aye

Commissioner Andrews: Aye

Chair Dougherty: Aye

THE MOTION CARRIED 4-0

It was **MOVED** by Commissioner Spooner and **SECONDED** by Commissioner Andrews to **APPROVE CHW PROPOSAL FOR THIS PROJECT AS READ BY MR. SEXTON.**

DISCUSSION: No discussion.

Chair Dougherty conducted a roll-call vote:

Commissioner Spooner: Aye

Commissioner Thompson: Aye

Commissioner Andrews: Aye

Chair Dougherty: Aye

THE MOTION CARRIED 4-0

4. PUBLIC WORKS REPORTS – JASON DODDS. No report.

5. FIRE RESCUE REPORTS – ALLEN PARRISH.

- Response to structural fire at the Economy Inn on U.S. 301 in Lawtey, and expressed appreciation to all agencies, businesses and citizens that offered support.
- Acknowledged National EMS week.
- Plans to submit grant requests for Board consideration for funding defibrillators and a quick response vehicle, approximately \$95 thousand.

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

7. SHERIFF REPORTS – GORDON SMITH. No report.

8. CLERK REPORTS – DENNY THOMPSON. No report.

(May 20, 2021 Regular Meeting)

9. COMMISSIONERS COMMENTS

A. COMMISSIONER SPOONER – DISCUSSION OF DUTIES AND RESPONSIBILITIES.

Discussion ensued, but was not limited to the following comments:

Commissioner Spooner:

- Clarification on the roles and responsibilities of Ms. Winston and Mr. Sexton - document in a position description.
- Annual award ceremony for county employees.
- Discuss during the June 7, 2021 Budget Workshop salary compensation of Mr. Sexton and Ms. Winston.
- Requested of the County Manager's Office to notify the Board when major events, like the Lawtey structural fire, take place within the county.
- Requested of Mr. Sexton a list of dirt roads in District 1.
- Assisted True Vine with food distribution on May 12, 2021.
- Provided information on a second veteran's house.
- Plans to assist Grace United Church with a "We Care" event.
- Plans to attend the Florida Association of Counties Conference from June 29 - July 2, 2021.
- Transitional House Opening.

Chair Dougherty:

- Structured and tiered salary increases for staff.
- Request for cost saving information within the County Manager's budget.

Commissioner Andrews:

- Recognized the value in conducting employee evaluations.
- Recognized Mr. Sexton and Ms. Winston in their current roles; stated that both are deserving of raises and that the Board should take action soon.
- Comments expressing appreciation of the Fire Rescue Department.

Commissioner Thompson:

- Allow Mr. Sexton to prepare and present a salary proposal for the Board to consider.
- Comments expressing appreciation of Bradford County Departments.

Will Sexton:

- Will provide information concerning a position description and allocation of duties and responsibilities to the Board during the June 7, 2021 Board Meeting. At said meeting salary compensation will be added for further discussion.
- Acknowledged Alyssa Winston as an essential employee.

(May 20, 2021 Regular Meeting)

10. CHAIR COMMENTS

- Comments expressing appreciation of Bradford County Departments.

ADJOURN: There being no further business, the meeting adjourned at 8:04 P.M.

Minutes approved by BoCC at the Regular Scheduled Meeting on June 17, 2021.