

BOARD OF COUNTY COMMISSIONERS
MEETING MINUTES
June 7, 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 9:30 A.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; Fire Rescue Director Allen Parrish; Emergency Medical Services Division Chief Dylan Rodgers; Community Development Director Kelly Canady; Ag/Extension Director Samara Purvis; Col. Brad Smith; and Emergency Management Lt. Brad Witt.

CALL TO ORDER: Chair Dougherty called the meeting to order at 9:35 A.M.

1. PUBLIC COMMENTS

Chair Dougherty recognized the following individuals for public comments.

Telephonic public comments:

- Carol Mosely.

In-person public comments: None.

2. APPROVAL AND/OR ADOPTION OF CONSENT AGENDA:

- APPROVAL OF: A RESOLUTION ([Resolution 2021-16](#)) 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.**
- APPROVAL OF: BOARD OF COUNTY COMMISSIONERS MEETING MINUTES – MAY 3, 2021.**

- C. **APPROVAL OF:** ACCEPTANCE OF EMS MATCHING GRANT AWARD – CARDIAC MONITORS – \$55,000.00 (\$18,500.00 BOCC MATCH) AND AUTHORIZATION TO PROCEED WITH PRODUCT ACQUISITION.
- D. **APPROVAL OF:** ACCEPTANCE OF EMS MATCHING GRANT AWARD – QUICK RESPONSE VEHICLE – \$29,250.00 (\$9,750.00 BOCC MATCH) AND AUTHORIZATION TO PROCEED WITH VEHICLE ACQUISITION.
- E. **APPROVAL OF:** SNG INVOICE FOR ROADWAY STRIPING AND MARKING – COUNTY ROAD 18 FROM COUNTY ROAD 235 TO STATE ROAD 100 IN THE AMOUNT OF \$163,479.36 (TO BE PAID FROM FISCALLY CONSTRAINED FUNDS).
- F. **APPROVAL OF:** TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT (TSMCA) 2020-2021 AMENDMENT (INCREASED REIMBURSEMENT AMOUNT OF \$504.00).
- G. **APPROVAL OF :** A RESOLUTION (Resolution No. 2021-17) OF THE BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA AUTHORIZING EXECUTION OF AN AMENDMENT TO THE TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT WITH THE STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION; PROVIDING FOR THE DESIGNATION OF A SIGNATORY FOR SAID AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.
- H. **APPROVAL OF:** REFERRAL OF DELINQUENT EMS ACCOUNTS IN THE AMOUNT OF \$33,449.28 TO NATIONAL RECOVERY AGENCY FOR FURTHER COLLECTION EFFORTS.
- I. **APPROVAL OF:** SATISFACTION OF MORTGAGE ON REHABILITATION ASSISTANCE APPLICANT FILE # 2014-13-S.
- J. **APPROVAL OF:** SUBORDINATION AGREEMENT FOR PURCHASE ASSISTANT APPLICANT – A. MARTIN
- K. **APPROVAL OF:** EXCEPTION TO LOCAL HOUSING ASSISTANCE PLAN (PER PROJECT MAXIMUM) IN THE AMOUNT OF \$4,030.00 FOR SHIP DEMO/REPLACEMENT FILE 2018-1.
- L. **APPROVAL OF:** AWARD OF BID TO M & R CONSTRUCTION FOR SHIP DEMO/REPLACEMENT FILE 2018-1 IN THE AMOUNT OF \$88,530.00 (LOWEST BIDDER; TO BE PAID WITH SHIP FUNDS).
- M. **APPROVAL OF:** EXCEPTION TO LOCAL HOUSING ASSISTANCE PLAN (PER PROJECT MAXIMUM) IN THE AMOUNT OF \$4,030.00 FOR SHIP DEMO/REPLACEMENT FILE 2018-2.
- N. **APPROVAL OF:** AWARD OF BID TO M & R CONSTRUCTION FOR SHIP DEMO/REPLACEMENT FILE 2018-2 IN THE AMOUNT OF \$88,530.00 (LOWEST BIDDER; TO BE PAID WITH SHIP FUNDS).
- O. **APPROVAL OF:** AWARD OF BID TO M & R CONSTRUCTION FOR SHIP REHABILITATION FILE 2018-4 IN THE AMOUNT OF \$28,618.00 (SOLE BIDDER; TO BE PAID WITH SHIP FUNDS).

Before the Board took action, County Manager Will Sexton advised the Board of a typo on agenda item 2 (C), stating the grant award should read \$55,500.00.

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

(June 7, 2021 Regular Meeting)

DISCUSSION:

Concerning agenda item 2(B), Commissioner Spooner requested that her submitted materials regarding strategic planning be included as backup documentation in the May 3, 2021 meeting minutes, agenda item 4 (B).

Chair Dougherty conducted a roll-call vote:

Commissioner Spooner: Aye (with amendment to include her materials in the May 3, 2021 meeting minutes).

Commissioner Thompson: Aye

Commissioner Andrews: Aye

Chair Dougherty: Aye

THE MOTION CARRIED 4-0

3. WILL SEXTON, COUNTY MANAGER (Presented on behalf of Zoning Director Randy Andrews)

APPROVAL AND ACCEPTANCE OF DEDICATION FOR “INDIAN LAKE RANCH – PHASE 1”, A MINOR SUBDIVISION LOCATED IN THE NE ¼ OF SECTION 23, TOWNSHIP 8 SOUTH, RANGE 22 EAST, BRADFORD COUNTY, FLORIDA.

DISCUSSION:

All lots are located on 21-B and will not result in a new road.

It was MOVED by Commissioner Spooner and SECONDED by Commissioner Andrews to APPROVE AND ACCEPT THE DEDICATION FOR “INDIAN LAKE RANCH – PHASE 1”, AS A MINOR SUBDIVISION.

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. COUNTY MANAGER REPORTS – WILL SEXTON

Mr. Sexton addressed his reports outside the order of the agenda.

A. FOLLOW-UP REPORT AND MATERIALS ON DUTIES AND RESPONSIBILITIES.

Mr. Sexton provided each Commissioner with [copies](#) of: 1) Revised position descriptions for him and Alyssa Winston; and 2) A revised organizational chart for review.

Mr. Sexton reported that the continuation of the current organizational structure will save the County between \$20,000.00 and \$30,000.00 in current Fiscal-Year 2020-2021 and between \$60,000.00 and \$80,000.00 in future years.

(June 7, 2021 Regular Meeting)

Mr. Sexton requested Board approval of the following:

- a) Revised position description for Will Sexton;
- b) Revised position description for Alyssa Winston;
- c) Revised Board of County Commissioners Organizational Chart; and
- d) Amended Employment Agreement for Will Sexton which incorporates by reference: A) Administrative duties and responsibilities from the revised position descriptions; B) Provides for additional compensation for additional administrative duties and responsibilities; C) Provides that the board may terminate those additional duties and responsibilities at any time and for any reason.

DISCUSSION:

- A question was raised on whether Mr. Sexton's additional compensation would cease should a new County Manager be hired. Mr. Sexton confirmed that his additional compensation would end should he no longer fulfil the role of County Manager.
- Comments regarding short notice in receiving the aforementioned documents.
- Compensation for Will Sexton and Alyssa Winston should be retroactive.
- Salary breakdown and additional compensation for Will Sexton.

CONSENSUS from the Board to discuss this matter further at the next meeting.

B. REPORT AND UPDATE ON PENDING MATTERS.

- Provided an update concerning Commissioner Spooner's previous requests for a list of updated dirt roads in District 1. Mr. Sexton stated that his office can provide a map which depicts the dirt roads in each district or a list of all county owned/maintained roads, prepared by Surveyor Pat Welch. Said list could be updated so as to provide a list of unpaved roads in each district but at a considerable expense either through staff time or hired assistance. Mr. Sexton advised that Public Works Director Jason Dodds is willing to travel with any Commissioner through their district to assist in determining which unpaved roads require attention.

DISCUSSION:

- Commissioner Spooner responded that the information she is seeking is valuable and asked that Mr. Sexton provide said information. Mr. Sexton replied that with the Board's permission, he will move forward in providing the information requested. Board action was not taken.
- Commissioner Spooner indicated that her request is not difficult and that it could be accomplished by County staff but that staff is making the process complicated.
- Chair Dougherty stated that the County does not have the resources to commit to updating the existing road lists. He reminded the Board that the County has a process in place of how county roads get prioritized and maintained.
- Reported on status of ensuring that each county employee has a position description in their personnel file. Estimated completion of task is between 30 and 60 days.

DISCUSSION:

- Commissioner Spooner requested that measureable performance expectations be included in position descriptions.

- Reported on receiving the first half of American Rescue Plan Act (ARPA) funds in the amount of \$2,738,857.00. Staff is in the process of developing a plan to utilize funds and expects to make a presentation of said plan to the Board on July 15, 2021.

DISCUSSION: No discussion.

- Reported recently attending this quarters North Florida Economic Development Partnership meeting held in-person at the Governor Charley E. Johns Conference Center.

DISCUSSION: No discussion.

- Reported on plans to meet this afternoon with representatives of the Keystone Heights Airport regarding the Nitro Rallycross event.

DISCUSSION: No discussion.

- Reminded the Board of the scheduled Budget Workshop this evening, June 7, 2021 at 6:30 PM, at the Governor Charley E. Johns Conference Center.

DISCUSSION: No discussion.

- Reminded the Board of the scheduled Joint Meeting with the City of Starke and the Suwannee River Water Management District on June 17, 2021 at 5:30 PM at the Governor Charley E. Johns Conference Center.

DISCUSSION: No discussion.

- Reminded everyone to speak into the microphone.

DISCUSSION: No discussion.

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

6. FIRE RESCUE REPORTS – ALLEN PARRISH.

- Reported on status of compiling a 3rd quarter report to submit to the Board in July.

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

8. SHERIFF REPORTS – GORDON SMITH. No report.

9. CLERK REPORTS – DENNY THOMPSON. No report.

10. COMMISSIONERS COMMENTS.

(June 7, 2021 Regular Meeting)

Commissioner Andrews:

- Comments regarding additional inmate work squads and amended hours of operation at the Road Department.
- Comments regarding the County's responsibility to clean and maintain Lincoln City Park. Recently, the citizens of Lincoln City have hired and paid someone to clean the park bathrooms.
- Inquired on the status of installing a fence at Sampson Lake.

Commissioner Spooner:

- Community wide cleanup.
 - In an effort to provide direction/clarification to Mr. Sexton regarding this event, the Board agreed to place an announcement in the newspaper setting a date for a community wide cleanup event encouraging volunteers to participate.
- Comments regarding electrical lines and material blocking a drainage ditch and a collapsed culvert off CR 227 that is causing water to back up on a citizen's property.
 - Mr. Sexton explained that FPL is working within their right-of-way to make upgrades and repairs to their transmission lines.
- Requested that information on ARPA funding to Bradford County and Housing Grants be placed on the County's Website.
- Juneteenth celebration event will take place on June 19, 2021 at the Lincoln City Park.

11. CHAIR COMMENTS. None.

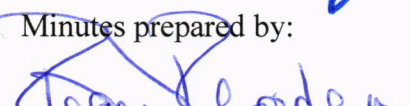
ADJOURN: There being no further business, the meeting adjourned at 10:33 A.M.

BOARD OF COUNTY COMMISSIONERS
BRADEORD COUNTY, FLORIDA


CHRIS DOUGHERTY, CHAIR

ATTEST: 
DENNY THOMPSON, CLERK TO THE BOARD

Minutes prepared by:


Rachel Rhoden, Chief Deputy Clerk

Minutes approved by BoCC at the Regular Scheduled Meeting on July 15, 2021.