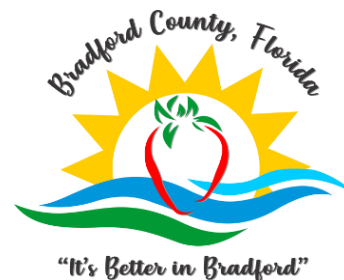


BOARD OF COUNTY COMMISSIONERS MEETING MINUTES

July 6, 2020

Gov. Charley E. Johns Conference Center
1610 N. Temple Avenue
Starke, FL 32091

IN-PERSON AND TELEPHONIC (Due to COVID-19)



Regular Scheduled Meeting
9:30 a.m.

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: Rachel Rhoden, Interim County Manager; Will Sexton, County Attorney; Ray Norman, Clerk of Courts; Jim Farrell, Finance Director; Lisa Hall, Finance Clerk; Dana LaFollette, Accountant, Finance Department; Marlene Stafford, Deputy Clerk; Mark Crawford, Press; Ben Riggs, Systems Administrator; Ian Waters, I.T. Manager; Allen Parrish, Emergency Medical Services Director; Lieut. Ray Shuford, Director of Emergency Management; and Jason Dodds, Public Works Director.

Interim County Manager Rachel Rhoden presented opening comments specific to the format of the meeting being held both in-person and telephonically, due to COVID-19.

CALL TO ORDER: Chairman Dougherty called the meeting to order at 9:33 a.m.

1. PUBLIC COMMENTS:

Interim County Manager Rachel Rhoden recognized the following individuals as call-in participants, who presented comments on the subject matter(s) noted:

Carol Mosley ([Written Statement](#)):

- Mosquito Control (Item # 2.G.)
- Removal of debris in Santa Fe River (flood mitigation).
- Draft Master Mining Permit.

Paul Still:

- Division of Administrative Hearings Case No. 20-000091; Paul Still vs. Suwannee River Water Management District and Bradford County.
- Cypress Run Boat Ramp Project
- Flooding (Lakes Sampson and Crosby)

2. CONSENT AGENDA:

- A. APPROVE PAYMENT OF BILLS (Reviewed by Chairman Dougherty)** (The Distribution List is on file in the Finance Department of the Office of the Clerk.)
- B. RESOLUTION—CONFIRMING PROCLAMATIONS OF A LOCAL STATE OF EMERGENCY** ([Resolution No. 2020-25.](#))
- C. SHIP SATISFACTION OF MORTGAGE ON PURCHASE ASSISTANCE APPLICANT – HOUSTON**
- D. SHIP SATISFACTION OF MORTGAGE ON PURCHASE ASSISTANCE APPLICANT – RHOADES**
- E. SHIP SATISFACTION OF MORTGAGE ON PURCHASE ASSISTANCE APPLICANT – LEIGH**
- F. CONSIDER RETROACTIVE APPROVAL (Approved by Chairman Dougherty on 06-30-2020) OF AN INTERLOCAL AGREEMENT BETWEEN BRADFORD COUNTY, BRADFORD COUNTY SHERIFF’S OFFICE AND THE BRADFORD COUNTY SCHOOL DISTRICT TO PROVIDE EMERGENCY SHELTER SERVICES.**
- G. FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF AGRICULTURE ENVIRONMENTAL SERVICES – DETAILED WORK PLAN BUDGET – ANTHROPOD CONTROL**
- H. REQUEST PERMISSION TO TEMPORARILY LIFT THE COUNTY’S HIRING FREEZE TO HIRE AN ADMINISTRATIVE ASSISTANT FOR THE OFFICE OF THE COUNTY MANAGER**
- I. APPROVE APPOINTMENT OF RACHEL RHODEN AS COUNTY MANAGER**

Commissioner Durrance **MOVED** to approve the [Consent Agenda](#). Commissioner Riddick **SECONDED** the motion.

Chairman Dougherty conducted a roll-call vote:

Commissioner Chandler: Aye

Vice-Chairman Thompson: Aye

Commissioner Durrance: Aye

Commissioner Riddick: Aye

Chairman Dougherty: Aye

The **MOTION CARRIED 5-0.**

3. PRESENTATION OF FISCAL-YEAR 2020-2021 FUNDING REQUESTS:

- A. DISTRICT 8 MEDICAL EXAMINER OFFICE – Dr. Goldberger**
FY2019-2020 Approved Funding \$41,911.20
[FY2020-2021 Budget Request](#) **\$53,218.92** (Based on Increase in # of Cases)

Chairman Dougherty recognized Dr. Goldberger, who gave a [PowerPoint presentation](#) to assist in his review of the Mission Statement and the FY20-21 budget request for the Medical Examiner’s Office.

There was brief discussion regarding the sale of the new facility by the developer to Alachua County. There will be no additional capital cost to Bradford County.

B. NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL—Scott Koons, Executive Director (Telephonically)

FY19-20 Approved Funding		FY20-21 Funding Request
Hazardous Waste Services	\$ 7,882.00	\$ 7,882.00
Local Government Planning	\$23,500.00	\$23,500.00
Membership Dues (Council)	\$ 5,747.00	\$ 5,820.00
Membership Dues (Tourism)	\$ 3,000.00	\$ 3,000.00

Chairman Dougherty recognized Mr. Koons, who participated telephonically. Mr. Koons gave a [PowerPoint presentation](#) to assist in his review of the services provided by the Council and to present the FY20-21 funding request.

At the request of Chairman Dougherty, Mr. Koons expounded on the economic development benefits afforded to Bradford County for being a member of the Council.

Chairman Dougherty expressed his desire for Mr. Koons to take part in future dialogues regarding economic development opportunities. Mr. Koons stated that he would be glad to participate in the process.

C. NORTH FLORIDA ECONOMIC DEVELOPMENT PARTNERSHIP—Jeff Hendry, Executive Director (Telephonically)

FY 19-20 Approved Funding		FY20-21 Funding Request
Tiered Services	\$7,500.00	\$10,000.00
Partnership Dues	\$2,773.20	\$ 2,273.00 (Ten Cent Per Capita)

Chairman Dougherty recognized Mr. Hendry, who participated telephonically. Mr. Hendry gave a [PowerPoint presentation](#) to assist in his review of the services provided by the Partnership and presented the FY20-21 funding request.

Commissioner Durrance and Chairman Dougherty expressed appreciation to Mr. Hendry for his efforts toward economic development for Bradford County. Chairman Dougherty asked Mr. Hendry to do everything possible to find an alternate funding source for the Keystone Airport project to take the place of the \$1.1 million vetoed from the state budget.

4. COUNTY ATTORNEY REPORTS—Will Sexton:

--CARES Act Funding Agreement Between the State of Florida, Division of Emergency Management and Bradford County, Florida

Mr. Sexton presented the agreement for consideration. The agreement outlines the terms and conditions of approximately \$4.7 million of CARES Act funding. The initial allotment of \$1,175,075.00 will be delivered between 7-10 business days after return of the executed agreement. The remaining amount is available on a cost-reimbursement basis.

Responding to inquiry by Chairman Dougherty, Mr. Sexton advised that all the funds must be spent by December 30, 2020.

Commissioner Durrance **MOVED to move forward with the [CARES Act Funding Agreement between the State of Florida, DEM and Bradford County](#)**. Vice-Chairman Thompson **SECONDED the motion**.

Chairman Dougherty conducted a roll-call vote:

Commissioner Chandler: Aye

Vice-Chairman Thompson: Aye

Commissioner Durrance: Aye

Commissioner Riddick: Aye

Chairman Dougherty: Aye

The **MOTION CARRIED 5-0**.

5. COUNTY MANAGER REPORTS—Rachel Rhoden:

Ms. Rhoden, provided an update regarding CARES Act Funding. Staff is working on developing a plan to be presented to the Board on July 16 for consideration.

Responding to inquiry by Chairman Dougherty, Ms. Rhoden expounded on the approval process for the small business/individual portion of the plan. For planning purposes, funds should be set aside for reserve to take care of any unknowns or unanticipated costs. If the reserves are not needed, the application process could resume.

Ms. Rhoden added that the Board will need to determine how to address the 75% cost-reimbursement portion of the CARES Act Funding. Staff is researching the following options:

- Borrowing the funds.
- Whether interest or penalty fees for cashing in a CD would be reimbursable through FDEM.

Ms. Rhoden reported on items vetoed by Governor DeSantis:

- Appropriation request for \$1.119 million for the secondary access road for the Keystone Airport.
- Although the amount is unknown at this time, a portion of the DEO Florida Jobs Growth Grant was cut. While very unlikely, she has reached out to Ms. Shays to find out if there is still a potential opportunity through this funding mechanism. Staff will meet with Mr. Hendry, Keystone Airport staff, and consultants toward the end of this month to look into other funding opportunities that may be available.
- A portion of the appropriation for the RJE project.

A. CONSIDER APPROVAL OF RECOMMENDATIONS TO SET FISCAL-YEAR 2020-2021 BUDGETS FOR BOARD SUPERVISED DEPARTMENTS:

Based on discussion from budget workshops and referring to a [spreadsheet](#) included in the Board's packet, Ms. Rhoden reviewed her recommendations for setting the FY20-21 budget for each Board supervised department:

Ag Extension Office:

Recommended Budget: \$213,827.00 – Represents a 10% cut.

The 10% cut represents the Livestock Agent, which is currently vacant. This position could be filled at some point in the future, should the Board so desire.

Responding to inquiry by Commissioner Durrance, Ms. Rhoden advised that the recommended budget includes funding to fill the Director position that has been vacant for over a year. Hopefully, the Director will have some livestock and 4-H background. The current Interim Director has a strong livestock agent background and will be able to assist the County in the meantime.

*Vice-Chairman Thompson **MOVED to approve the recommended 10% budget cut for the Ag Extension Office.** Commissioner Chandler **SECONDED** the motion.*

Chairman Dougherty conducted a roll-call vote:

Commissioner Chandler: Aye

Vice-Chairman Thompson: Aye

Commissioner Durrance: Aye

Commissioner Riddick: Aye

Chairman Dougherty: Aye

*The **MOTION CARRIED 5-0.***

Zoning Department:

Recommended Budget: \$155,467.00 – Represents a 10% cut.

The 10% cut will be absorbed in the Building Department budget.

*Commissioner Thompson **MOVED to approve the recommended 10% cut.** Commissioner Riddick **SECONDED** the motion.*

Chairman Dougherty conducted a roll-call vote:

Commissioner Chandler: Aye

Vice-Chairman Thompson: Aye

Commissioner Durrance: Aye

Commissioner Riddick: Aye

Chairman Dougherty: Aye

*The **MOTION CARRIED 5-0.***

Building Department:

Recommended Budget: \$228,479.00 – Represents a 10% Cut

The Building Department generates enough revenue to absorb the 10% cut for the Zoning Department, as well as its own 10% cut.

*Commissioner Riddick **MOVED to approve the recommended budget cut of 10% to the Building Department.** Commissioner Durrance **SECONDED** the motion.*

Chairman Dougherty conducted a roll-call vote:

Commissioner Chandler: Aye

Vice-Chairman Thompson: Aye

Commissioner Durrance: Aye

Commissioner Riddick: Aye

Chairman Dougherty: Aye

*The **MOTION CARRIED 5-0.***

County Manager's Office:

Recommended Budget: \$180,836.00 – Represents a 10% Cut

Ms. Rhoden noted that the reason this budget appears to be more than last year is that her **total** salary is represented in the recommended budget and was split between the County Manager and the Board in the FY19-20 budget. The cut still allows for the hire of a staff member approved by the Board under the Consent Agenda.

*Commissioner Durrance **MOVED to approve the recommended budget cut of 10% for the County Manager's Office.** Commissioner Riddick **SECONDED** the motion.*

Chairman Dougherty conducted a roll-call vote:

Commissioner Chandler: Aye

Vice-Chairman Thompson: Aye

Commissioner Durrance: Aye

Commissioner Riddick: Aye

Chairman Dougherty: Aye

*The **MOTION CARRIED 5-0.***

County Attorney:

Recommended Budget: \$192,349.00 – Represents a 10% Cut

The 10% cut is in the "Other Legal Attorney Cost" line item.

*Vice-Chairman Thompson **MOVED to approve the recommended budget cut of 10% for the County Attorney.** Commissioner Durrance **SECONDED** the motion.*

Chairman Dougherty conducted a roll-call vote:

Commissioner Chandler: Aye

Vice-Chairman Thompson: Aye

Commissioner Durrance: Aye

Commissioner Riddick: Aye

Chairman Dougherty: Aye

*The **MOTION CARRIED 5-0.***

**Emergency Medical Services Department:
Recommended Budget: \$4,139,376.00 – Represents No Cuts**

The recommendation is based on the fact that this budget already represents a savings from the General Fund of \$573,164.00 due to the revenue generated by the partnership with North Florida Regional Medical Center for transport services.

*Commissioner Durrance **MOVED to approve the recommended budget of \$4,139,376.00 for Emergency Medical Services.** Commissioner Riddick **SECONDED** the motion.*

Chairman Dougherty conducted a roll-call vote:

Commissioner Chandler: Aye

Vice-Chairman Thompson: Aye

Commissioner Durrance: Aye

Commissioner Riddick: Aye

Chairman Dougherty: Aye

*The **MOTION CARRIED 5-0.***

Ms. Rhoden added that this budget does not include any capital outlay. She has been able to confirm with DEM that the ambulance and the quick response SUV can be purchased with CARES Act funds.

**Library:
Recommended Budget: \$432,845.00 – Represents a 10% Cut**

This budget remains within the threshold of \$350,000.00 recommended not to affect State Aid dollars received.

*Vice-Chairman Thompson **MOVED to approve the recommended 10% cut for the Library.** Commissioner Riddick **SECONDED** the motion.*

Chairman Dougherty conducted a roll-call vote:

Commissioner Chandler: Aye

Vice-Chairman Thompson: Aye

Commissioner Durrance: Aye

Commissioner Riddick: Aye

Chairman Dougherty: Aye

*The **MOTION CARRIED 5-0.***

**Public Works – Transportation Department:
Recommended Budget: \$6,350,551.00 – Represents a 10% Cut**

This budget includes capital outlay in the amount of \$185,000.00, which was discussed in an earlier budget workshop. Ms. Rhoden advised that she would like to use any available reserve or fund balance in the Transportation Budget to purchase the capital outlay items in FY20-21.

Vice-Chairman Thompson **MOVED to approve the recommended 10% budget cut for the Public Works – Transportation.** Commissioner Durrance **SECONDED** the motion.

Chairman Dougherty conducted a roll-call vote:

Commissioner Chandler: Aye

Vice-Chairman Thompson: Aye

Commissioner Durrance: Aye

Commissioner Riddick: Aye

Chairman Dougherty: Aye

The **MOTION CARRIED 5-0.**

Public Works – Custodial Department:

Recommended Budget: \$465,357.00 – Represents No Cuts

This budget already represents an approximate 41% savings from the General Fund (\$74,235), which was achieved by:

- Eliminating a position.
- Splitting the Maintenance Supervisor's salary between the Custodial Department and the Transportation Department.
- A slight savings in Housekeeping.

Commissioner Riddick **MOVED to keep the budget as is for Public Works – Custodial Department.** Vice-Chairman Thompson **SECONDED** the motion.

Chairman Dougherty conducted a roll-call vote:

Commissioner Chandler: Aye

Vice-Chairman Thompson: Aye

Commissioner Durrance: Aye

Commissioner Riddick: Aye

Chairman Dougherty: Aye

The **MOTION CARRIED 5-0.**

Ms. Rhoden added that capital outlay in the amount of \$60,000.00 was included in the budget to purchase a truck for the Building Official. The funding source would be available reserve and fund balance. The Building Official's old vehicle would be transferred to the Transportation Department.

Public Works - Solid Waste – Dept. 65 and Dept. 66:

Recommended Budget: \$1,602,978.00 – Represents a 10% Cut

\$96,000.00 of this budget is capital outlay discussed during an earlier budget workshop, which would be purchased with any available reserve and fund balance.

Vice-Chairman Thompson **MOVED to approve the recommended budget cut of 10% for the Public Works – Solid Waste Department.** Commissioner Riddick **SECONDED** the motion.

Chairman Dougherty conducted a roll-call vote:

Commissioner Chandler: Aye

Vice-Chairman Thompson: Aye

Commissioner Durrance: Aye

Commissioner Riddick: Aye

Chairman Dougherty: Aye

*The **MOTION CARRIED 5-0.***

**Public Works - Mosquito Control Department:
Recommended Budget - \$246,650.00 – Represents No Cuts**

This budget represents a fund balance that must be accounted for, making it appear that there is an increase from the FY1-20 budget. The County receives between 30 and \$35,000.00 (the lowest tier allowed) from the state, with a dollar-for-dollar match requirement. Mosquito Control is a seasonal program and it is hard to spend that amount of money in a six-month period, contributing to the build-up of a fund balance. Mr. Dodds has confirmed with the state that the County may use the funds to purchase a grapple truck that will be used for the removal of debris to help reduce the mosquito population.

*Vice-Chairman Thompson **MOVED to approve the recommended budget (to keep it the way it is) for the Public Works – Mosquito Department.** Commissioner Durrance **SECONDED** the motion.*

Chairman Dougherty conducted a roll-call vote:

Commissioner Chandler: Aye

Vice-Chairman Thompson: Aye

Commissioner Durrance: Aye

Commissioner Riddick: Aye

Chairman Dougherty: Aye

*The **MOTION CARRIED 5-0.***

**Recreation Budget:
Recommended Budget: \$94,926.00 – Represents a 10% Cut**

The 10% cut (\$9,797.00) is being taken from the “Contributions to Non-Profit Organizations” line item that has a total of \$15,000.

Commissioner Riddick expressed his disagreement with cutting this budget. Keeping the \$9,797.00 in the budget could be used to help the City of Starke with recreation or other recreational opportunities for the children.

Following some discussion, *Commissioner Riddick **MOVED to leave the budget as is with no cuts.** Commissioner Durrance **SECONDED** the motion.*

Chairman Dougherty conducted a roll-call vote:

Commissioner Chandler: Aye

Vice-Chairman Thompson: Aye

Commissioner Durrance: Aye

Commissioner Riddick: Aye

Chairman Dougherty: Aye

The **MOTION CARRIED 5-0.**

Community Development/SHIP:

Recommended Budget: \$872,789.00 – Represents a 10% Cut

The 10% cut is coming from the “Reserve for Contingency” line item within the current budget. A cut to any other area in the budget would mean a salary cut leading to a cut in services.

Vice-Chairman Thompson **MOVED to approve the recommended budget cut of 10% to Community Development.** Commissioner Riddick **SECONDED** the motion.

Chairman Dougherty conducted a roll-call vote:

Commissioner Chandler: Aye

Vice-Chairman Thompson: Aye

Commissioner Durrance: Aye

Commissioner Riddick: Aye

Chairman Dougherty: Aye

The **MOTION CARRIED 5-0.**

Veterans’ Service Officer:

Recommended Budget: \$38,135.00 – Representing No Cuts

Any cut to this department would mean cutting services to veterans.

Vice-Chairman Thompson **MOVED to approve the recommended budget at \$38,135.00.**

Commissioner Durrance **SECONDED** the motion.

Chairman Dougherty conducted a roll-call vote:

Commissioner Chandler: Aye

Vice-Chairman Thompson: Aye

Commissioner Durrance: Aye

Commissioner Riddick: Aye

Chairman Dougherty: Aye

The **MOTION CARRIED 5-0.**

Ms. Rhoden reported that the savings recognized to the FY20-21 budget is approximately \$936,000.00 with the cuts that were made and savings from the General Fund. This will help offset the capital outlay expenditures needed.

Chairman Dougherty expressed appreciation to Ms. Rhoden and to each department for the time and planning to develop these budgets.

B. CONSIDER APPROVAL OF A CAPITAL IMPROVEMENT PLAN FOR FISCAL-YEAR 2020-2021 THROUGH 2024-2025

Ms. Rhoden presented the Plan for consideration. The Plan has changed slightly since the last review in that she was able to take a few items out of the FY20-21 budget that will be purchased with CARES Act funds.

Commissioner Durrance presented comments specifically regarding capital outlay items in the Road Department and the Emergency Medical Services Department; commending Mr. Dodds and Mr. Parrish for the management of their respective departments.

*Commissioner Durrance **MOVED** to approve the [Capital Improvement Plan](#). Commissioner Riddick **SECONDED** the motion.*

Chairman Dougherty conducted a roll-call vote:

Commissioner Chandler: Aye

Vice-Chairman Thompson: Aye

Commissioner Durrance: Aye

Commissioner Riddick: Aye

Chairman Dougherty: Aye

*The **MOTION CARRIED 5-0.***

C. PROVIDE DIRECTION ON BUDGETING FISCAL-YEAR 2020-2021 FUNDING REQUESTS FROM VARIOUS ORGANIZATIONS

Ms. Rhoden requested direction from the Board on budgeting FY20-21 funding requests from various organizations. A [spreadsheet](#) was provided to each Commissioner illustrating the date each organization made its presentation, the FY19-20 approved funding amount, the FY20-21 funding request and the difference between the two. The District 8 Medical Examiner's budget request is per capita based on the previous years' case volume.

*Commissioner Durrance **MOVED** to approve **FY20-21 funding request at the FY19-20 approved funding level, with the exception of the District 8 Medical Examiner's Office, which is approved at the FY20-21 funding request.***

Chairman Dougherty conducted a roll-call vote:

Commissioner Chandler: Aye

Vice-Chairman Thompson: Aye

Commissioner Durrance: Aye

Commissioner Riddick: Aye

Chairman Dougherty: Aye

*The **MOTION CARRIED 5-0.***

6. SHERIFF REPORTS-Request Reimbursement for FY ending 09-30-19—Sheriff Smith:

Lieut. Shuford advised that Sheriff Smith was attending a funeral service.

Chairman Dougherty advised that the Board should not move forward with the request until someone from the Sheriff's Office can make a presentation to help clarify the process.

**7. CLERK REPORTS—Board to Set Proposed Millage Rate (Current Rate is 9.1104 mills)—
Clerk Norman:**

Referring to a [spreadsheet](#) provided to the Commissioners, Mr. Farrell addressed the Board, reviewing the proposed revenues generated by various millage rates.

Commissioner Riddick, Chairman Dougherty and Commissioner Durrance presented comments regarding the financial position of the County with input by Mr. Farrell.

*Commissioner Durrance **MOVED to leave the millage rate at the current rate of 9.1104 mills.**
Vice-Chairman Thompson **SECONDED** the motion.*

Chairman Dougherty conducted a roll-call vote:

Commissioner Chandler: Aye

Vice-Chairman Thompson: Aye

Commissioner Durrance: Aye

Commissioner Riddick: Aye

Chairman Dougherty: Aye

*The **MOTION CARRIED 5-0.***

8. CHAIRMAN COMMENTS:

Chairman Dougherty expressed appreciation to the County Manager's Office and each Department for moving the County in the right direction. Remaining fiscally responsible may make it possible to roll the millage rate back in a couple of years.

9. COMMISSIONERS' COMMENTS:

Commissioner Riddick concurred with Chairman Dougherty.

Chairman Dougherty recognized Clerk Norman, who commended Ms. Rhoden and the Board for the manner in which the budget was developed this year.

Chairman Dougherty congratulated Ms. Rhoden for her appointment as County Manager. The appointment is well-deserved and he is looking forward to working with her.

(07-06-2020 Regular Meeting)

ADJOURN: There being no further business, the meeting adjourned at 11:29 a.m.

These Minutes approved by the BoCC at the Regular Scheduled Meeting of 08-20-2020.