

BOARD OF COUNTY COMMISSIONERS
MEETING MINUTES
AUGUST 19, 2021
Bradford County Courthouse – Commission Chambers
945 N. Temple Avenue
Starke, FL 32091
Regular Scheduled Meeting
Meeting Time 6:30 P.M.



PRESENT: Commissioner District 4 – Vice Chair Danny Riddick
Commissioner District 1 – Carolyn Spooner
Commissioner District 2 – Kenny Thompson
Commissioner District 5 – Diane Andrews

NOT PRESENT: Commissioner District 3 – Chair Joseph C. Dougherty

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; Fire Division Chief Ben Carter; Public Works Director Jason Dodds; Sheriff Gordon Smith; Brad Smith; and Emergency Management Director Lt. Brad Witt;

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

1. PUBLIC COMMENTS. ([Public Comment Cards](#))

- Cheri Norman
- Jessica Henshaw (no public comment card submitted)
- Vyunda Strong
- Olivia Hilliard
- Mitchell Gunter
- Tom Tatum
- Billy Rehburg
- Dana Griffis

2. APPROVAL OF CONSENT AGENDA ITEMS:

- A. **APPROVAL OF: A RESOLUTION ([Resolution 2021-24](#)) 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 MINUTES – JULY 15, 2021.**
- C. **[APPROVAL OF:](#) AWARD OF BID TO V.E. WHITEHURST – S.E. 49TH AVENUE – PHASE 1 (NORTH) (FDOT/SCOP) PROJECT NUMBER 430702-1-54-01 IN THE AMOUNT OF \$493,376.67.**

- D. **APPROVAL OF:** CONTRACT WITH V.E. WHITEHURST – S.E. 49TH AVENUE – PHASE 1 (NORTH) (FDOT/SCOP) PROJECT IN THE AMOUNT OF \$493,376.67.
- E. **APPROVAL OF:** CHANGE ORDER NO. 1 FROM V.E. WHITEHURST FOR N.E. 154TH STREET (FDOT/SCOP) PROJECT NO. 438186-1-54-01 IN THE AMOUNT OF +\$6,902.99/- \$6,902.99 (NET CHANGE \$0.00).
- F. **APPROVAL OF:** BRADFORD SOIL AND WATER CONSERVATION DISTRICT – FY 2021/2022 BUDGET ALLOCATION IN THE AMOUNT OF \$5,000.00.
- G. **APPROVAL OF:** V.E. WHITEHURST & SONS, INC. INVOICE FOR EMERGENCY REPAIR TO CR 225A IN THE AMOUNT OF \$131,169.40 (G/L NO. 105-29-541-63110-00).

MOTION TO: APPROVE CONSENT AGENDA AS PRESENTED.

MOVED BY: Commissioner Thompson

SECONDED BY: Commissioner Andrews

THE MOTION CARRIED 4-0

3. PRESENTATION OF FISCAL-YEAR (FY) 2019/2020 AUDIT REPORT – RON WHITESIDES, PURVIS GRAY.

Mr. Whitesides presented a [PowerPoint](#) presentation of the County's FY 19/20 audit report.

In regards to the County's General Fund balance, the County continues to operate at an annual deficit. The 2020 Audit reflects a net deficit of \$1,077,686.00. Although the 2020 Audit - General Fund reflects a fund balance increase of \$666,118.00, it is a result of non-reoccurring funds such as: 1) a 2 million dollar transfer from fiscally constrained funds into the General Fund, thus bolstering the General Fund balance; and 2) CARES funding of approximately a million dollars deposited into the EMS fund thus causing a half-million dollar decrease from the General Fund to help support EMS.

The 2020 Audit shows that the County has an unassigned fund balance of \$6,683,331.00 which equates to approximately 5 months of available on-going expenditures.

DISCUSSION:

- Measures that trigger a single audit.
- Impact of CARES funding in respect to the County's financial condition.
- Auditor's Report as it pertained to internal controls over financial reporting.

4. COUNTY ATTORNEY REPORTS - WILL SEXTON

A. REPORT AND UPDATE ON PENDING MATTERS.

Mr. Sexton reported on the following:

- The Original Florida Tourism Task Force will produce an article on Bradford County highlighting top tourism destinations.
- Successful completion of N.E. 154th Street FDOT SCRAP Project.

(August 19, 2021 Regular Meeting)

- Busy year for LAP, SCRAP and SCOP FDOT funded projects.
- Engagement of V.E. Whitehurst & Sons, Inc. on the North/first phase of S.E. 49th Avenue.
- 5 FDOT projects scheduled for next fiscal year:
 - SW CR 227
 - SE 49th Avenue, South, Second Phase
 - NW 53rd, NW 219th and NW 41st Avenue
 - CR 235 from CR 231 to SR 100
 - 100A from Lincoln City Park to US 301

Mr. Sexton requested that the Board reschedule their early September meeting, which is currently canceled due to the Labor Day holiday. The purpose of rescheduling said meeting will allow staff to address time sensitive matters before the late meeting in September.

THERE WAS BOARD CONSENSUS TO RESCHEDULE THE EARLY SEPTEMBER MEETING TO THURSDAY, SEPTEMBER 2, 2021 AT 6:30 P.M. AT THE GOVERNOR CHARLEY E. JOHNS CONFERENCE CENTER.

Mr. Sexton advised the Board that at the September 2, 2021 meeting, he will discuss the upcoming mandatory decennial redistricting process.

In an effort to assist the Finance Department with preparing the Fiscal-Year 2021-2022 budget, Mr. Sexton sought direction from the Board on the following items:

- Mr. Sexton advised the Board that the County is required to post a copy of its fiscal-year 2021-2022 tentative budget on the website no later than Friday, September 10, 2021. Since that date is prior to the Board's scheduled budget hearing on Thursday, September 16, 2021, when the Clerk's Office plans to present the tentative budget to the Board, staff inquired of the Board any objections to posting the tentative budget on the website prior to budget hearing.

THERE WAS NO BOARD OBJECTION TO POSTING THE FISCAL-YEAR 2021-2022 TENTATIVE BUDGET ON THE COUNTY WEBSITE ON SEPTEMBER 10, 2021, PRIOR TO PRESENTATION OF SAID BUDGET ON SEPTEMBER 16, 2021.

- Mr. Sexton reported that the Finance Department recently discovered that the County's funding contribution to the Bradford County Health Department has been funded through a direct allocation of ad valorem taxes paid directly from the Tax Collector to the Health Department. From staff's perspective this process presents two issues: 1) By assigning a millage rate to the Health Department there will be a fluctuation to the funding amount allocated based on variations in taxes assessed and collected in each year; and 2) Payment made directly from the Tax Collector to the Bradford County Health Department cannot be tracked, monitored and accounted for by the Finance Department.

THERE WAS CONSENSUS FROM THE BOARD TO COMBINE THE 0.0793 MILLS PREVIOUSLY ALLOCATED TO THE BRADFORD COUNTY HEALTH DEPARTMENT ON AN ANNUAL BASIS WITH THE REGULAR GENERAL FUND MILLAGE AND HAVE THE FINANCE DEPARTMENT MAKE A CONTRIBUTION TO THE HEALTH DEPARTMENT, AS DIRECTED BY THE BOARD EACH YEAR, FROM THE GENERAL FUND.

(August 19, 2021 Regular Meeting)

- Mr. Sexton reported that the County currently splits the millage rate under four categories of funds: 1) General Fund; 2) Fines and Forfeitures Fund; 3) Fire Rescue Fund; and 4) Health Department Fund. The millage rate breakout for these funds does not represent exactly what each fund ultimately receives because they all receive additional contributions from other sources. Mr. Sexton asked the Board if they would be interested in placing all taxes collected under one General Fund Millage Rate for simplicity.

THERE WAS CONSENSUS FROM THE BOARD TO PUT ALL OF THE TAXES COLLECTED UNDER ONE GENERAL FUND MILLAGE RATE AND ALLOW FINANCE TO DISTRIBUTE FUNDING, BASED ON BOARD DIRECTION, TO THE VARIOUS FUNDS.

- Mr. Sexton sought direction with respect to the budgeting of fiscally constrained funds. As it currently stands, fiscally constrained funds are earmarked as assigned funds and are required to be utilized only for capital projects. In Fiscal-Year 2019, the Board elected to transfer \$2 million dollars from the assigned fiscally constrained fund into the general fund to make it available for a wider variety of uses. Mr. Sexton asked the Board if they would be interested in budgeting the entirety of the fiscally constrained fund as assigned for capital improvement projects or move a portion of the fiscally constrained fund into the unassigned general fund.

Both County Manager Will Sexton and Clerk Thompson recommended that the Board transfer some funds from the assigned fiscally constrained fund into the unassigned general fund.

THERE WAS CONSENSUS FROM THE BOARD TO MOVE \$2 MILLION DOLLARS FROM THE ASSIGNED FISCALLY CONSTRAINED FUND INTO THE UNASSIGNED GENERAL FUND.

DISCUSSION:

- Formal budget process.
- Background in respect to fiscally constrained funds.

5. PUBLIC WORKS REPORTS - JASON DODDS. No Reports.

6. PRESENTATION OF PROPOSED COLLECTIVE BARGAINING AGREEMENT (CBA) FOR FISCAL-YEAR 2021-2023 – IAFF LOCAL 4315.

CBA Presenters: Luke Polshak, IAFF 4315 President and Brian Dean, IAFF 4315 Vice President. Mr. Polshak stated that the CBA has been updated to incorporate Fire operations and other changes for Board consideration.

DISCUSSION:

- Budget impacts of Article 29 - Medical Benefits: Section 29.2 and Section 29.4.
- Budget impacts of Article 18 - Education Pay, Advanced Training and Other Compensation: Section 18.8.
- Budget impacts of Appendix II – Pay Scale in respect to 3% raises.
- Concerns over what the County can afford in respect to the CBA.
- Process for renegotiations of CBA should funding become unavailable for fire operations.

(August 19, 2021 Regular Meeting)

Director Parrish was recognized by Vice Chair Riddick to provide comments concerning the CBA. Mr. Parrish noted proposals in the CBA that he both supported and did not fully support.

THERE WAS CONSENSUS FROM THE BOARD TO DISCUSS COLLECTIVE BARGAINING AGREEMENT FOR FISCAL-YEAR 2021-2023 FURTHER DURING THE THURSDAY, SEPTEMBER 2, 2021 COMMISSION MEETING.

7. FIRE RESCUE REPORTS - ALLEN PARRISH

Mr. Parrish made comments pertaining to: former Medical Director Dr. Peter Gianas; COVID; statistics concerning Fire Rescue operations from other counties; and Bradford County Fire Rescue.

8. SHERIFF REPORTS - GORDON SMITH.

Sheriff Smith presented positive comments concerning Public Works Director Jason Dodds and Emergency Management in respect to water management, and data of year-to-date rainfall in Bradford County.

9. CLERK REPORTS - DENNY THOMPSON.

Clerk Thompson presented comments concerning forthcoming budget packets.

10. COMMISSIONER COMMENTS

Commissioner Andrews:

- Franchise fee through Clay Electric and mailing out informative letters concerning franchise fee to customers.
- Thanked Public Works Director Jason Dodds for mowing performed in District 5.
- Private roads. Explore ways for the County to accept private roads for maintenance purposes.

Commissioner Spooner:

- Thanked Public Works Director Jason Dodds and his Department for recent flooding mitigation in Lawtey.
- Stated that more maintenance work is needed in District 1.
- Paving and improving dirt roads.
- Mosquito control.
- CARES funding - prioritizing use of funds.
- Posting funding resource information on county website.
- Virtual meeting participation.
- In-house resources to perform analysis on cost projections to citizens.
- Displaced citizens.
- Information on scholarship foundation.
- Hire temporary help to assist the Public Works Department.

ADJOURN: There being no further business, the meeting adjourned at 8:41 P.M.

(August 19, 2021 Regular Meeting)

BOARD OF COUNTY COMMISSIONERS
BRADFORD 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 September 16, 2021