

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

January 4, 2024

9:30 AM

Bradford County Courthouse

945 North Temple Avenue

Starke, Florida 32091

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AGENDA

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1. Chair to call meeting to order.
2. Public Comments
  - Three (3) minutes per speaker;
  - Comments will not be accepted after the meeting begins;
  - State your name and address into the record before addressing the board;
  - Address your questions to the board, not county staff;
  - Refrain from demands for an immediate board response; and
  - No boisterous behavior, personal, impertinent, or slanderous remarks.
3. Approval of Consent Agenda
  - A. Meeting Minutes from 11-07-2023
  - B. Meeting Minutes from 12-05-2023
  - C. Workshop meeting minutes from 12-14-2023
  - D. SHIP Rehabilitation Loan Approval for SHIP File # 2020-1-S
  - E. SHIP Purchase Assistance Loan Approval File# 2020-2-S
  - F. A RESOLUTION 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.
  - G. A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA, APPROVING AN AMENDMENT TO A STATE FUNDED GRANT AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION; DESIGNATING THE AUTHORITY TO SIGN AND EXECUTE SAID AMENDMENT; AND PROVIDING AN EFFECTIVE DATE.
4. Presentation to Pink Ladies Auxiliary by Chief Ben Carter
5. Presentation of American Flag to Bradford County by David Knowles with 1-800-BoardUp

6. Clerk Reports – Denny Thompson, Clerk to the Board and Clerk of the Circuit Court
7. Sheriff Reports – Gordon Smith, Sheriff
8. County Manager Reports – County Manager, Scott Kornegay
9. County Attorney Reports – Richard Komando
10. Commissioner’s Comments
11. Chair’s Comments

NOTICE:

Pursuant to Section 286.0105, Florida Statutes, notice is hereby provided that, if a person decides to appeal any decision made by the Board of County Commissioners of Bradford County, Florida with respect to any matter considered at this meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Information

ACTION

Discussion

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET (AIIS)

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DATE OF MEETING: January 4, 2024

AGENDA ITEM Meeting minutes from 11-07-2023.

DEPARTMENT: Clerk's Office

**BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA**

**November 7, 2023**

**9:30 A.M.**

**Bradford County Courthouse**

**945 North Temple Avenue**

**Starke, Florida 32091**

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**MEETING MINUTES**

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**BOARD MEMBERS PRESENT:** Commissioner District 5 – Chair Diane Andrews  
Commissioner District 1 – Vice-Chair Carolyn Spooner  
Commissioner District 2 – Kenny Thompson  
Commissioner District 3 – Joseph C. Dougherty  
Commissioner District 4 – Danny Riddick

**PRESS PRESENT:** Bradford County Telegraph

**STAFF MEMBERS IN ATTENDANCE:** County Manager Scott Kornegay; Executive Assistant Amanda Brown; County Attorney Rich Komando; Clerk Denny Thompson; Chief Deputy Clerk Rachel Rhoden; Sheriff Gordon Smith; Fire Chief Ben Carter; and Library Director Robert Perone.

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

2. **BOARD REORGANIZATION – CLERK DENNY THOMPSON**

Chair Andrews recognized Clerk Thompson who announced that per policy, as set by resolution 2006-24, the clerk shall preside over the elections of the officers and explained the procedures for electing officers, as set by resolution. He asked that Chair Andrews call for nominations for a chairperson and vice-person.

**NOMINATION OF CHAIR – Chair Andrews called for nominations of a chairperson.**

- Chair Andrews nominated Vice-Chair Spooner who accepted the nomination.
- Commissioner Thompson nominated Commissioner Riddick who accepted the nomination [during commissioner comments, he withdrew his nomination for Commissioner Riddick to support the nomination for Vice-Chair Spooner].
- Commissioner Dougherty nominated Commissioner Andrews who declined the nomination, he then seconded the nomination for Commissioner Riddick [during commissioner comments, he withdrew his nomination for Commissioner Riddick to support the nomination for Vice-Chair Spooner].

Hearing no further nominations, Chair Andrews moved to public comments:

**Public Comments:**

- Colson Douglas

**Commissioner Comments:**

- Vice Chair Spooner stated that the board has set a precedence where it appoints the vice-chair as chair during the next scheduled board reorganization. She shared how her accomplishments as a city and county commissioner qualify her for the role of chairperson.
- Commissioner Dougherty withdrew his nomination for Commissioner Riddick in support of the nomination for Vice-Chair Spooner.
- Commissioner Thompson withdrew his nomination for Commissioner Riddick in support of the nomination for Vice-Chair Spooner.

- Chair Andrews presented comments in support of Vice-Chair Spooner serving as chairperson.

**It was MOVED by Chair Andrews and SECONDED by Commissioner Dougherty to elect Carolyn Spooner for chairperson.**

**Motion Carries 5-0**

**NOMINATION OF VICE-CHAIR – Commissioner Andrews called for nominations of a vice-chairperson.**

- Commissioner Dougherty nominated Commissioner Riddick who accepted the nomination.

Hearing no further nominations, Commissioner Andrews called for public comments.

**Public Comments – None.**

**Commissioner Comments:**

- Commissioner Andrews expressed her support for Commissioner Riddick as vice-chair.

**It was MOVED by Commissioner Dougherty and SECONDED by Commissioner Thompson to elect Commissioner Riddick as vice-chair.**

**Motion Carries 5-0**

Chair Spooner thanked the board for its support of her nomination as chairperson and recognized the following for additional comments:

- Commissioner Dougherty thanked Commissioner Andrews for her service as chair.
- County Manager Scott Kornegay thanked Commissioner Andrews for the support she provided to him and his office during her term as chair.
- Vice-Chair Riddick expressed gratitude to Commissioner Andrews for her tenure as chair. He stated that he is looking forward to working with Chair Spooner and thanked the board for giving him the opportunity to serve as vice-chair.

### **3. PUBLIC COMMENTS**

- Kate Ellison
- Paul Still
- Carol Mosley
- David Kirkland
- Vyunda Strong

### **4. APPROVAL OF CONSENT AGENDA ITEMS:**

**A. MEETING MINUTES FROM 9-5-2023 REGULAR MEETING**

**B. MEETING MINUTES FROM 9-18-2023 ADOPTING FINAL MILLAGE RATE AND FINAL BUDGET.**

**C. MEETING MINUTES FROM 9-21-2023 REGULAR MEETING**

- D. MEETING MINUTES FROM 9-27-2023 SPECIAL CALLED MEETING**
- E. MEETING MINUTES FROM 10-3-2023 REGULAR MEETING**
- F. MEETING MINUTES FROM 10-5-2023 SPECIAL CALLED MEETING**
- G. MEETING MINUTES FROM 10-16-2023 SPECIAL CALLED MEETING**
- H. MEETING MINUTES FROM 10-19-2023 REGULAR MEETING**
- I. RATIFICATION OF PAYMENT REGISTER(S) FROM 10-5-2023 THROUGH 10-23-23**
- J. CORRECTION TO GAS TAX BUDGETED LINE ITEMS**
- K. CHRISTMAS ON CALL STREET TDC INVOICE**
- L. REFERRAL OF DELINQUENT EMS ACCOUNTS IN THE AMOUNT OF \$26,406.05 TO NATIONAL RECOVERY AGENCY FOR FURTHER COLLECTIONS**
- M. REGION 2 MEMORANDUM OF UNDERSTANDING FOR JOINT NEXT-GENERATION 911 ROUTING**
- N. SHIP REHABILITATION LOAN APPROVALS FOR FILE #2019-6-S AND FILE #2019-7-S**
- O. LETTERS OF SUPPORT FOR LEGISLATIVE ASKS**
- P. COUNTY AWARDS GRANT APPLICATION: FIRE RESCUE FUNDING FOR THE 23-24 BALTIMORE ADVANCES AIRWAY/CADAVER LAB**
- Q. CONSIDER APPROVAL OF: A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA CERTIFYING THAT THE MONIES FROM THE EMS COUNTY AWARDS GRANT WILL IMPROVE AND EXPAND THE PRE-HOSPITAL EMS SYSTEM IN BRADFORD COUNTY, FLORIDA AND THAT SAID MONIES WILL NOT BE UTILIZED TO SUPPLANT EXISTING BRADFORD COUNTY EMS BUDGET ALLOCATIONS; AND PROVIDING AN EFFECTIVE DATE.**

It was **MOVED** by Commissioner Andrews and **SECONDED** by Vice-Chair Riddick to approve the consent agenda.

**Discussion:** none

**Motion Carries 5-0**

**5. PRESENTATION TO CHIEF GARY WISE – BRADFORD COUNTY FIRE RESCUE.**

Gary Wise, former fire chief of the City of Starke, was honored by Chief Carter and the Commissioners with a plaque in recognition of his 29 years of exceptional service to the people of Bradford County and Starke.

**6. HONORING OUR VETERANS AND RECOGNITION OF THE LIFE AND SERVICE OF MAJOR ALAN G. ROGERS, US ARMY, 1<sup>ST</sup> BRIGADE, 1<sup>ST</sup> INFANTRY DIVISION.**

Chair Spooner and Commissioner Dougherty recognized late Major Alan G. Rogers who served his country and was killed in combat at age 40. Commissioner Dougherty displayed a canvas photograph of veterans, which included his father who was buried in Arlington on December 8, 2022.

**7. ADMINISTRATION OF OPIOID ABATEMENT FUNDING FOR BRADFORD COUNTY – PRESENTATION BY ERIN WHITAKER-HOUCH AND SHELLEY KATZ WITH LSF HEALTH SYSTEMS.**

Chair Spooner recognized Erin Whitaker-Houch and Shelley Katz who presented a PowerPoint presentation on the Florida Opioid Settlement, highlighting the following:

- LSF health systems is an entity available to assist Bradford County with management of opioid funding.
- Various sources of opioid abatement funding allocations:
  - Qualified counties will receive direct allocation from the Attorney General’s Office.
  - Counties with a population under 300,000 will be funded through the managing entity (ME).
  - ME’s received additional funds specific to projects in designated counties.
- Opioid abatement goals.
- Prioritization of funding
  - Medication assisted treatment.
  - Coordinated opioid recovery (CORE). A pilot program for a coordinate response system that includes around the clock overdose response by EMS to hospitals, emergency departments, and law enforcement.
  - Hospital bridge program.
  - Peer support and recovery community organization.

\*\*Bradford county allocation through managing entity: \$321,094.15.

- Priority populations.
- Overdose data in various counties.
- Bradford County network service provider is Meridian.
- The Opioid Settlement is an 18-year agreement in which yearly payment is distributed.

**Discussion:**

- After the county determines what services it needs or wants, LSF may help the county manage those services, including contract issuance, proposal solicitation, and service procurement.
- Concerns raised regarding the county's ability to guarantee that those who genuinely need this service get it.
- CORE strategy includes reaching out to first responders, schools, community support groups, families, and increase the distribution to individuals that are uninsured.
- Funding currently received in Bradford County is \$40,440 from the Attorney General’s Office.
- Recommendation that the clerk’s office in conjunction with LSF coordinate the funding component.
- Approved uses of opioid settlement funding, including assistance in schools.
- Recommendation that the county manager and board prepare a plan for utilizing funds.

**8. SANTA’S CHRISTMAS AND WINTER WONDERLAND FESTIVAL – BRADFORD COUNTY PUBLIC LIBRARY.**

Chair Spooner recognized Kimberly Wheeler, Assistant Director of the Library, who announced that the Library will be hosting a Santa’s Winter Wonderland Carnival at the Library on Thursday, December 14, 2023 from 5:00 p.m. to 8:00 p.m. The board was encouraged to attend.

**Discussion:**

- Questions on the cost of fake snow versus foam snow to be used during the carnival event.

**9. STRATEGIC PLANNING RESPONSES AND WORKSHOP SCHEDULING – PRESENTATION BY CHAIR SPOONER.**

Chair Spooner announced that she received input from the Town of Brooker, City of Starke, City of Lawtey, City of Hampton, Bradford Health Department, North Florida Regional Chamber of Commerce, North Florida Economic Development Partnership, Bradford Development Authority, Bradford Sheriff’s Office, and Bradford Fire Rescue regarding strategic planning. She gave a PowerPoint presentation outlining the data acquired for the objectives and next steps of strategic planning:

- Update the county’s mission and vision statement.
- Common themes and goals with other entities including:
  - Economic and tourism development.
  - Public health and safety.
  - Infrastructure and mobility improvement.
  - Workforce Economic Improvement.
  - Public Transportation.
- Schedule a workshop for next steps to prioritize goals, establish measurable strategic objectives, set targets.

Chair Spooner acknowledged Commissioner Thompson, who shared that he needed to excuse himself from the board meeting because he had a meeting in Gainesville scheduled for today at 1:30 p.m.

**Discussion:**

- Supporting remarks for setting up a workshop and offering Chair Spooner help with strategic planning.

**The board was in CONSENSUS to schedule a strategic planning workshop on December 14, 2023 at 3:00 p.m.**

**10. CLERK REPORTS – DENNY THOMPSON – no reports.**

**11. SHERIFF REPORTS – GORDON SMITH.**

Chair Spooner recognized Sheriff Smith who presented a strategic plan for his office for the calendar year 2024.

**A. ADOPT NEW ANIMAL CODE ENFORCEMENT ITEMS.**

Chair Spooner recognized Code Enforcement Officer, Corp. Glen Ward who presented the board with a new animal code enforcement policy for consideration. He forewarned the board that there is an overlap between the proposed fine list and the present fine list (Resolution 1997-22), which will need to be corrected before they agree to approve the new fine list.

**Discussion**

- Comments expressing gratitude to Deputy Ward for addressing code enforcement matters.



- Explanation of travel trailer code enforcement rules, based on the county's land development rules (LDR). Sheriff Smith advised that permit extensions and special permit exceptions are granted on a case-by-case basis.

Mr. Kornegay recommended board approval of the recommended fee schedule as presented.

**It was MOVED by Commissioner Andrews and SECONDED by Commissioner Dougherty to adopt the code enforcement as written.**

**Motion Carries 4-0.**

## **12. COUNTY MANAGER REPORTS – SCOTT KORNEGAY**

### **A. PROFESSIONAL PLANNING SERVICES**

Chair Spooner recognized County Manager Scott Kornegay for reports. Mr. Kornegay announced that he was seeking board action to choose from the two proposals that his office had received for professional planning services: 1) North Central Florida Regional Planning Council; and 2) CHW Inc.

#### **Discussion:**

- Concerns about the NCFRPC's 2023–2024 fee reduction for planning services in comparison to previous years. According to NCFRPC President Scott Koons, Bradford County's declining activity was the reason for the decreased fee. He said that Bradford County will continue to receive the same level of service from NCFRPC.
- A question to Randy Andrews, the Zoning Director, on whether the NCFRPC's costs are reasonable given the services they offer. Mr. Andrews responded in the positive, but he advised that NCFRPC does not always respond promptly.
- Chair Spooner recognized Craig Brashier, Director of Planning with CHW. Mr. Brashier reported the following:
  - In addition to planning, CHW employs 130 people and offers services in the areas of landscape architecture, design, engineering, transportation engineering, surveying, and construction.
  - CHW has offices in multiple locations, including Alachua County where 70% of its staff is located.
  - Depending on how the contract is set up, services would include processing amendments, responding to public inquiries and acting as an extension of your planning staff, helping with master planning initiatives, and creating comprehensive plan changes.
  - Two proposals were submitted. One is for planning services and includes a fee per amendment, an hourly rate for technical help such as fielding public calls, and an example of master planning was provided which has a different scope and cost. The other proposal is for development review services, which CHW has reportedly been offering to Bradford County for little to no cost, according to Mr. Brashier.
  - In comparison to other counties in the surrounding region, Bradford County's application fees for development review are fairly low. Instead of going to the board, CHW's proposal to carry out this service could be passed on to the customer.

- Comments expressing concern with CHW’s set fee schedule; NCFRPC fees are conservative in comparison.
- Comments in support of the NCFRPC for planning services.
- According to County Manager Scott Kornegay, he and Director Randy Andrews recommend CHW for planning service. He acknowledged CHW for their quality of work and how they have assisted the county for little to no cost. He advised that he did not think there would be much of a cost difference between CHW and NCFRPC.

**It was MOVED by Commissioner Dougherty and SECONDED by Commissioner Andrews to move forward with services from CHW.**

**Motion Failed 2-2 (For: Commissioner Andrews and Commissioner Dougherty; Against: Chair Spooner and Vice-Chair Riddick)**

Chair Spooner announced that the matter of planning services will be tabled until the first meeting in December.

**B. PRESENTATION/DISCUSSION OF DRAFT COMMITTEE MEMBER OVERSIGHT LIST FOR CALENDAR YEAR 2024.**

Mr. Kornegay sought direction from the board on commissioner appointments to boards and committees for the calendar year 2024. The board discussed the following appointments.

<b>2024 Board/Committee</b>	<b>Appointed Active Commissioner</b>	<b>Appointed Alternate Commissioner</b>
CareerSource	Chair Spooner	N/A
Tourist Development Council (TDC)	Chair Spooner	N/A
North Florida Economic Development Partnership (NFEDP)	Commissioner Andrews	Chair Spooner
New River Library Cooperative	Commissioner Dougherty Commissioner Thompson	Vice-Chair Riddick
New River Solid Waste	Commissioner Dougherty Commissioner Thompson	Vice-Chair Riddick
Santa Fe Advisory Committee	Commissioner Andrews	N/A
Small County Coalition	Commissioner Dougherty	Chair Spooner
North Central Florida Regional Planning Council (NCFRPC)	Vice Chair Riddick	Commissioner Andrews
NCFRPC – Transportation Disadvantage Program	Vice Chair Riddick	Commissioner Andrews
NCFRPC – The Original Florida Tourism Task Force	Vice Chair Riddick Chair Spooner	N/A

### **C. PRESENTATION/DISCUSSION OF BOARD MEETING DATES FOR CALENDAR YEAR 2024.**

Mr. Kornegay sought direction from the board on setting meeting dates for the calendar year 2024.

#### **Discussion:**

- Consider use of the commission room by the supervisor of elections office for the 2024 general and primary election schedule.
- County attorney is unavailable on Tuesday, November 5, 2024.
- Commissioner Dougherty is unavailable on Wednesday, November 6, 2024.
- Consider November 7, 2024 as an alternate meeting at 9:30 a.m.
- Discuss proposed meeting dates with Amanda Seyfang, the Supervisor of Elections, to ensure there are no conflicts with commission meetings and early voting in the board room. Confirm the meeting calendar for the first meeting in December.

**The board was in CONSENSUS to adopt the calendar following discussion.**

### **D. DISCUSSION OF DRAFT 2024 HOLIDAY SCHEDULE.**

Mr. Kornegay sought direction from the board on setting a holiday schedule for the calendar year 2024.

#### **Discussion:**

- Comments in favor of scheduling July 5, 2024 as a holiday to extend the July 4, 2024 Independence Day holiday.
- Comments in favor of adding Juneteenth - June 19, 2024, as an additional holiday.
- In 2023 the board had to declare an eleventh paid holiday because Christmas Eve fell on a Sunday. The board chose to declare Monday, July 3, 2023 as its eleventh paid holiday.
- Comments in favor of adopting the holiday schedule as presented.

**The board was in CONSENSUS to adopt proposed holiday as written.**

**13. COUNTY ATTORNEY REPORTS – RICHARD KOMANDO – No comments.**

### **14. COMMISSIONER'S COMMENTS**

Commissioner Andrews

- Remarks expressing appreciation for compliments she received for her service as chair.
- Highlights of the accomplishments that she, with the help of the board and staff, was able to achieve during her tenure as chair.

Commissioner Dougherty

- Remarks praising veterans for their service and requesting that everyone keep US troops in their thoughts and prayers.

Vice-Chair Riddick

- Remarks expressing gratitude to the board for entrusting him with the vice-chair role.
- Comments expressing appreciation to the US military for their service.

**15. CHAIR'S COMMENTS**

- Remarks thanking the board for approving her nomination as chair.
- The Church of God by Faith Building will host a veterans program at 9:30 a.m. on November 11, 2023, in observance of Veterans' Day.
- Remarks declaring her commitment to give her all in her role as chair.
- Expressed gratitude to Carol Mosley, Vyunda Strong, Paul Sanders, and Colson Douglas for their interest in government business.
- Thanked County Manager Scott Kornegay for his hard work.
- The Hampton HUB, located in the former Hampton Elementary School, was announced.

**ADJOURN:** There being no further business, the meeting adjourned at 1:08 p.m.

**BOARD OF COUNTY COMMISSIONERS  
BRADFORD COUNTY, FLORIDA**

\_\_\_\_\_  
, CHAIR

**ATTEST:**

\_\_\_\_\_  
**DENNY THOMPSON, CLERK TO THE BOARD**

**MINUTES PREPARED BY:**

\_\_\_\_\_  
**RACHEL RHODEN, CHIEF DEPUTY CLERK**

**Minutes approved by the BOCC during a scheduled meeting on:** \_\_\_\_\_

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET (AIIS)

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DATE OF MEETING: January 4, 2024

AGENDA ITEM Meeting minutes from 12-05-2023.

DEPARTMENT: Clerk's Office

**BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA**

**December 5, 2023**

**9:30 A.M.**

**Bradford County Courthouse**

**945 North Temple Avenue**

**Starke, Florida 32091**

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**MEETING MINUTES**

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**BOARD MEMBERS PRESENT:** Commissioner District 1 – Chair Carolyn Spooner  
Commissioner District 4 – Vice-Chair Danny Riddick  
Commissioner District 2 – Kenny Thompson  
Commissioner District 3 – Joseph C. Dougherty  
Commissioner District 5 – Diane Andrews

**PRESS PRESENT:** Bradford County Telegraph

**STAFF MEMBERS IN ATTENDANCE:** County Manager Scott Kornegay; Executive Assistant Amanda Brown; County Attorney Rich Komando; Clerk Denny Thompson; Chief Deputy Clerk Rachel Rhoden; Finance Director Dana LaFollette; Sheriff Gordon Smith; Supervisor of Elections Amanda Seyfang; Zoning Director Randy Andrews; Public Works Director Jason Dodds; Fire Rescue Chief Ben Carter; and Library Director Robert Perone.

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

**2. PUBLIC COMMENTS**

- Paul Still
- Kate Ellison

**3. APPROVAL OF CONSENT AGENDA ITEMS:**

- A. REQUEST A TRANSFER OF UNSPENT PROJECT FUNDS IN THE AMOUNT OF \$96,319.00 FROM THE GENERAL FUND TO THE CLERK’S OFFICE TO CONTINUE ITS SCANNING PROJECT WITH U.S. IMAGING IN FY 23-24. NO ADDITIONAL FUNDING IS BEING ALLOCATED FOR THIS PROJECT OUTSIDE OF WHAT THE BOARD APPROVED ON 01-19-23.**
- B. RETROACTIVE APPROVAL OF A LETTER OF SUPPORT FOR THE TOWN OF BROOKER’S APPROPRIATIONS REQUEST FOR A NEW FIRE STATION, ENGINE, TANKER, AND RESCUE UNIT.**
- C. LETTER OF SUPPORT FOR NFEDP**
- D. CONSIDER APPROVAL OF FDOT LOCAL GOVERNMENT PROGRAM SOLICITATION FOR FY 2028 FOR THREE ROAD PROJECTS FOR GRANT FUNDING:**
- i. SE CR 21B FROM SE 8<sup>TH</sup> AVE TO SE 30<sup>TH</sup> AVE**
  - ii. SW CR 18 FROM BROOKER TO SW CR 227**
  - iii. NE CR 125 FROM SR 301 TO END**
- E. RETROACTIVE APPROVAL OF DATA MARK SERVICE AGREEMENT AND SCOPE FOR SHERIFF’S OFFICE: COMMUNICATION DIVISION (\$599,098 GRANT FUNDED)**
- F. APPROVAL OF E911 GRANT FOR 911 MAINTENANCE FUNDING BY THE STATE TO THE COUNTY.**

- G. APPROVAL OF SYSTEM MAINTENANCE GRANT FOR CONTINUED MAINTENANCE CPE HARDWARE/SOFTWARE FOR SHERIFF'S OFFICE (\$190,142.67 GRANT FUNDED)**
- H. A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA, ADOPTING AN AMENDED NONDISCRIMINATION POLICY; AND PROVIDING AN EFFECTIVE DATE.**
- I. RATIFICATION OF PAYMENT REGISTER(S) FROM 10-24-23 THROUGH 11-26-23**
- J. FUNDING AGREEMENT FOR THE PROVISION OF MENTAL HEALTH AND ADDICTION SERVICES WITH MERIDIAN BEHAVIORAL HEALTH CARE, INC., FOR THE 2023-2024 FISCAL YEAR. (\$83,018.25 AMOUNT BOCC APPROVED 8-1-2023)**

It was **MOVED** by Commissioner Andrews and **SECONDED** by Vice-Chair Riddick to approve the consent agenda.

**Discussion:**

- Purpose of item 3-C.

**Motion Carries 5-0**

- 4. A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA APPROVING AN AMENDMENT TO A STATE FUNDED GRANT AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR THE DESIGN, CONSTRUCTION, AND CONSTRUCTION ENGINEERING AND INSPECTION FOR ROAD CONSTRUCTION OF NORTHWEST 53<sup>RD</sup> AVENUE / NORTHWEST 219<sup>TH</sup> STREET / NORTHWEST 42<sup>ND</sup> AVENUE FROM COUNTY ROAD 225 TO NORTHWEST COUNTY ROAD 225; PROVIDING DIRECTION TO STAFF; AND PROVIDING AN EFFECTIVE DATE.**

Chair Spooner recognized Mr. Kornegay who read the title of the resolution.

**Discussion:**

- Per Director Jason Dodds, the resolution needs to be corrected to reflect Northwest 41<sup>st</sup> Street, not Northwest 42<sup>nd</sup> Avenue.
- If the board decided to adopt the resolution, Mr. Komando recommended that they make a motion to approve as amended.

It was **MOVED** by Commissioner Andrews and **SECONDED** by Commissioner Thompson to approve the amendment.

**Motion Carries 5-0**

- 5. BRADFORD COUNTY LIBRARY COMPUTER AND SOFTWARE UPGRADES - \$26,568.84 (SOLE SOURCE).**

Director Perone requested permission to purchase new software to update their existing 2013 windows software. He advised that the purchase is sole source at state contract pricing.

**Discussion:** none

It was **MOVED** by Commissioner Dougherty and **SECONDED** by Commissioner Andrews to approve the \$26,568.84.

**Motion Carries 5-0**

**6. FDOT LAP INTERLOCAL PROJECT WITH THE CITY OF LAWTEY.**

**A. INTERLOCAL AGREEMENT REGARDING THE FLORIDA DEPARTMENT OF TRANSPORTATION LOCAL AGENCY PROGRAM (LAP) FUNDING FOR THE PROJECT MANAGEMENT FOR THE DESIGN OF SIDEWALKS ON PARK STREET AND ADAMS STREET IN THE CITY OF LAWTEY AND BRADFORD COUNTY, FLORIDA**

Chair Spooner recognized Mr. Kornegay for items 6A-C. He reported that Bradford County, a LAP-certified county, would have to oversee this project on behalf of the City of Lawtey because they are not LAP-certified.

**Discussion:** none.

It was **MOVED** by Commissioner Dougherty and **SECONDED** by Commissioner Thompson to approve the agreement as read.

**Motion Carries 5-0**

**B. A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA, APPROVING THE INTERLOCAL AGREEMENT BETWEEN THE CITY OF LAWTEY AND BRADFORD COUNTY FOR PROJECT MANAGEMENT OF DESIGN AND CONSTRUCTION OF SIDEWALKS ON PARK STREET AND ADAMS STREET IN THE CITY OF LAWTEY, FLORIDA.**

Mr. Kornegay read the title of the resolution and advised that it accompanies the adopted interlocal agreement from 6A.

**Discussion:** none.

It was **MOVED** by Commissioner Andrews and **SECONDED** by Commissioner Dougherty to adopt the resolution as read.

**Motion Carries 5-0**



**C. A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA AUTHORIZING EXECUTION OF A LOCAL AGENCY PROGRAM AGREEMENT WITH THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION FOR DESIGN PROJECT 445570-1-38-02; DESIGNATING THE AUTHORITY TO SIGN AND EXECUTE SAID AGREEMENT; PROVIDING DIRECTION TO STAFF; AND PROVIDING AN EFFECTIVE DATE.**

Mr. Kornegay read the title of the resolution and advised that it accompanies the adopted interlocal agreement from 6A.

**Discussion:** none.

**It was MOVED by Commissioner Andrews and SECONDED by Commissioner Dougherty to approve the resolution as read.**

**Motion Carries 5-0**

**7. ZONING: CONSIDER APPROVAL OF SU 23-01 (E. SAXON/ CORAL TOWERS. LLC) – SPECIAL USE PERMIT FOR ESSENTIAL SERVICES, TELECOMMUNICATIONS TOWER.**

Chair Spooner recognized Zoning Director Randy Andrews, who recommended approving special use application 23-01 for a telecommunications tower to be located in northern Lawtey, following discussions with the county contract engineer, building official, and public works director. Actual feedback on devices connected to the network was available through a PowerPoint, according to a spokesperson on behalf of ATT and Coral Towers. The PowerPoint was not displayed.

**Discussion:** none

**It was MOVED by Commissioner Dougherty and SECONDED by Commissioner Thompson to approve SU 23-01.**

**Motion Carries 5-0**

**8. APPOINTMENT OF CANVASING BOARD ALTERNATE.**

Chair Spooner recognized Amanda Seyfang, the Supervisor of Elections, who asked the board to designate a member to the canvassing board as an alternate in accordance with Florida Statute 102.141 for the 2024 calendar year. A commissioner who is not seeking reelection in 2024 should serve as the alternate, per Ms. Seyfang's recommendation. Vice-Chair Riddick volunteered to serve.

**Discussion:** none.

**It was MOVED by Commissioner Dougherty and SECONDED by Commissioner Andrews for Vice-Chair Riddick to serve as alternate on the canvassing board.**

**Motion Carries 5-0**

**9. CLERK REPORTS – DENNY THOMPSON**

Clerk Thompson introduced Finance Director Dana LaFollette to present budget amendments and resolutions for fiscal-year 2022-2023 for approval.

**A. FY23 BUDGET AMENDMENTS AND RESOLUTIONS**

Ms. LaFollette reminded the board that the budget is prepared using estimations based on information available at the time the budget is being prepared. She advised that some accounts went over budget, and other accounts stayed under budget; as such she requested that the board adopt the budget amendments in their packet to enhance the county's overall budget-to-actual figures. Additionally, Ms. LaFollette requested that the board adopt six budget resolutions (9B-G) of unanticipated revenue.

Chair Spooner asked if the board could adopt items 9A-G collectively; Mr. Komando responded in the positive. Ms. LaFollette read each budget resolution title, 9B-G.

**B. A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA APPROVING A \$69,452 INCREASE IN REVENUE AND EXPENDITURES IN THE GENERAL FUND.**

**C. A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA APPROVING A \$1,293,919 INCREASE IN REVENUE AND EXPENDITURES IN THE GENERAL FUND.**

**D. A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA APPROVING (1) AN \$84,409 INCREASE IN REVENUE AND EXPENDITURES IN THE ONE CENT SALES TAX FUND RESULTING FROM A PRIOR YEAR AUDIT ADJUSTMENT AND (2) AN \$84,409 INCREASE IN REVENUE AND EXPENDITURES IN THE GENERAL FUND RESULTING FROM THE FINAL TRANSFER TO CLOSE OUT THE ONE CENT SALES TAX FUND.**

**E. A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA APPROVING A \$305,676 INCREASE IN REVENUE AND EXPENDITURES IN THE ROAD DEPARTMENT FUND.**

**F. A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA APPROVING A \$552,000 INCREASE IN REVENUE AND EXPENDITURES IN THE FIRE RESCUE FUND.**

**G. A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA APPROVING A \$52,000 INCREASE IN REVENUE AND EXPENDITURES IN THE FIRE RESCUE FUND.**

**Discussion:** none

It was **MOVED** by Commissioner Dougherty and **SECONDED** by Commissioner Andrews to approve fiscal year 2023 budget amendments and resolutions as read.

**Motion Carries 5-0**

## **10. SHERIFF REPORTS – GORDON SMITH.**

Chair Spooner recognized Sheriff Smith who provided the following reports:

- Announced the Bradford High School (BHS) football team's bus schedule, which will take them from Starke to Tallahassee for the state championship game.
- Asked everyone to observe safety and vigilance this holiday season.
- Announced the City of Starke Christmas parade schedule.
- Asked everyone to follow the Sheriff's social media page for important information.

## **11. COUNTY MANAGER REPORTS – SCOTT KORNEGAY**

### **A. 2024 BOCC MEETING DATES**

Mr. Kornegay presented the board with a proposed schedule for meeting dates in calendar year 2024 for consideration.

**Discussion:**

- Consider moving the Tuesday, 01/02/24 meeting date to Thursday, 01/04/24 at 9:30 a.m. **The board was in CONSENSUS to move the meeting.**
- Consider rescheduling the Thursday, 05/16/24 meeting to Thursday, 05/23/24 to allow for more time in between meetings after the Tuesday, 05/07/24 meeting. **The board was in CONSENSUS to keep the 05/16/24 as scheduled.**
- Consider relocating the August commission meetings (Tuesday, 08/06/24 and Thursday, 08/15/24) to the Governor Charley E. Johns Conference Center to avoid interfering with early voting in the commission meeting room. The conference center's availability was verified by staff. **The board was in CONSENSUS to relocate the August commission meetings to the Governor Charley E. Johns Conference Center.**
- Due to the Florida Association of Counties Conference being held on Thursday, 09/19/24, consider cancelling or rescheduling the Thursday, 09/19/24 until Tuesday, 09/17/24. **The board was in CONSENSUS to reschedule its Thursday, 09/19/24 to Tuesday, 09/17/24.**

It was **MOVED** by Commissioner Thompson and **SECONDED** by Vice-Chair Riddick to approve the calendar as amended.

**Motion Carries 5-0**

## **B. ROAD PROJECT UPDATES – PUBLIC WORKS DIRECTOR, JASON DODDS**

Mr. Kornegay introduced Director Jason Dodds for road project updates.

- S.E. 49<sup>th</sup> Avenue – completed punch list; closing project is underway.
- N.W. C.R. 225 (U.S. 301 and S.R. 16) – bids received.
- 53<sup>rd</sup> Avenue / Northwest 219<sup>th</sup> Street / Northwest 41<sup>st</sup> Street – advertisement for bids is underway.
- S.W. C.R. 235 (S.R. 100 to C.R. 231) – geotechnical and engineering work is in progress once completed bid documents will be prepared.
- Completed 4 of the 6 county road projects that the gas tax was intended to pay for. The county's paving projects have been put on hold until January because the asphalt supplier is working on other projects that require a different design mix than what the county uses.

### **Discussion:**

- When asked if the county could use the design mix that the supplier now offers, Mr. Dodds said that it could be done, but it would not be good for road operations.
- In response to a question about the possible expansion of C.R. 235, Mr. Dodds said that while design plans are in progress to include widening the road, he could not say for sure if the expansion will have paved shoulders or be traffic-rated.
- Comments praising the road department for work they completed with road widener equipment, laying and packing down limerock on a county road. He expressed the importance of keeping the road department supplied with good equipment.
- Comments praising the completed road construction on S.E. 49<sup>th</sup> Avenue where the u-curve was removed.
- N.E. 219<sup>th</sup> Street is on the schedule to be paved after N.W. 38<sup>th</sup> Avenue, sometime in January.

## **C. PROFESSIONAL PLANNING SERVICES**

Mr. Kornegay sought direction from the board on selecting planning services for the county.

Chair Spooner recognized Scott Koons, Executive Director of North Florida Regional Planning Council (NCFRPC). Mr. Koons reported that NCFRPC has provided services to Bradford County for the past 30 years; they are offering a reduction in cost as a result of a decreased applications from Bradford County; and since October 2023, they have provided services without charge because the board has not renewed its contract with them.

### **Discussion:**

- Comments in support of NCFRPC planning services.
- In addition to planning services, NCFRPC also assists the community development department with certain projects.
- In the event the board decides to select another provider for planning services, it was recommended that the board continue working with NCFRPC until August 2024.
- Comments in support of CHW for planning services.
- Remarks indicating that NCFRPC should provide the board with clear information regarding suggested policy modifications. In response, Mr. Koons stated that while his office makes every effort to offer the

best advice possible regarding zoning, land development, and comprehensive planning, the board ultimately decides what policies it wishes to implement.

- Questions to Mr. Koons on how NCFRPC could assist the county with visioning/planning for economic development at highway 16 bypass interchange. Mr. Koons responded that NCFRPC is able to assist and advised that land development occurs with collaboration with private landowners in accordance with their needs and the county's vision and comprehensive plan. He reported that NCFRPC is currently working with the City of Starke on a comprehensive plan amendment to rezone 180 acres at the highway 16 bypass interchange for community multifamily development. Furthermore, he advised that NCFRPC is a US Department of Commerce designated economic development district.
- In response to inquiries about staffing, Mr. Koons stated that his office has 1-2 employees working in the office while others travel and work from home remotely.
- Responding to a question, Mr. Koons confirmed that NCFRPC owns the building it operates out of. There were concerns expressed about the building's operational costs being borne by the customers.
- Responding to a question, Mr. Koons reported that his office does not have staff engineers.
- Remarks indicating that some members of the City of Starke commission are satisfied while others are dissatisfied with the services provided by NCFRPC.
- Questions to Craig Brashier with CHW about the kind of service the board could anticipate from CHW. Mr. Brashier responded that CHW can provide a high level of service because it has multiple disciplines (land development engineering, transportation engineering, construction, landscape architecture, survey and ecological, marketing and graphic design, and other support staff) that are beneficial to planning services. He reported that CHW has 130 employees and 4 offices; 75% of its staff is in their Gainesville office.
- Questions to Mr. Brashier on how CHW could assist the county with visioning/planning for economic development at highway 16 bypass interchange. Mr. Brashier advised that CHW can assist with master plans and rendering and that they have internal staff that can provide graphics based on code compliant developments. He reported that CHW is working with Citrus County for interchange management at C.R. 486 and with Crescent City for a 3-D downtown master plan.
- Concerns raised with CHW's proposed fee schedule for planning services.

**It was MOVED by Commissioner Dougherty and SECONDED by Commissioner Thompson to approve CHW moving forward for planning services.**

**Motion Failed 3/2 (Commissioner Andrews, Chair Spooner, Vice-Chair Riddick dissenting votes)**

**Discussion:**

- It was suggested that in June of 2024, the board issue a Request for Qualifications (RFQ) for planning services.
- Commissioner Dougherty declared that he has not been employed by CHW for nearly five years. He stated that he advocates for CHW because they are a great company.

**It was MOVED by Vice Chair Riddick and SECONDED by Commissioner Andrews to continue the contract with NCFRPC for \$13,000.**

**Motion carries 3/2 (Commissioner Dougherty and Commissioner Thompson dissenting votes).**

Mr. Kornegay recognized Chief Carter to present reports concerning the Bradford County Fire Rescue Department (BCFR)

- Awarded 10 automated CPR machines through a Florida Workforce Training Grant with a value amount of \$229,000 (no county match). Each county engine, ambulance, and emergency supervisor vehicle will receive a machine. This grant is part of a state-wide program to equip every fire rescue vehicle in the state with automated CPR equipment.
- State approved changes to scope of work for Heilbronn Springs project.
- Waiting on contractor to approve design plans for the Speedville station, said plans will be used as a blueprint for all stations moving forward. Construction on the Speedville station is expected to begin in January.
- Expanded advance life support services to the engine located in the southeast region of the county.
- Recognized the following scheduled to graduate from Santa Fe's paramedic program on Friday, December 8, 2023.
  - Abhi Bastiany
  - David Jackson
- Recognized the following scheduled to graduate from Florida Gateway Fire Academy on Saturday, December 9, 2023.
  - Dylan Rodgers
  - Samantha McKerrell
  - Dakota Drummond
  - Colin Traylor
- Chief Carter stated that he will leave for the grant-funded cadaver lab program in Baltimore tomorrow. The program began in 2013 and is held four times a year. Reported that BCFR will showcase the Baltimore program at a Florida Fire Service Day at the Capitol in Tallahassee in January. The event will highlight the skills and specializations of various fire departments throughout the state.
- Recognized the promotion of Kevin Mobley to Operations Captain. Mr. Mobley brings 30 years of experience to BCFR.

#### **Commissioner Comments**

- Commissioner Andrews expressed her gratitude to Chief Carter for emergency assistance he recently provided to a family member.

Mr. Kornegay concluded the presentations by stating that last week, he and Commissioner Andrews attended the Florida Rural Economic Development Association (FREDA) summit, where they received a lot of good information. He advised that he spoke with J. Alex Kelly, the governor's chief of staff, who assured him that everything with project Douglas is going well.

**12. COUNTY ATTORNEY REPORTS – RICHARD KOMANDO.** None.

#### **13. COMMISSIONER'S COMMENTS**

##### **Commissioner Andrews:**

- Remarks praising the BHS football team.

- Stated that good information was shared during the FREDA summit and that growth is coming to Bradford County.
- Expressed appreciation of the commission.

**Commissioner Dougherty:**

- Announced that Chemours is looking for people in the public who would be interested in sitting on community action planning boards.
- Recognized the passing of former Coach Mike (A. Michael) Sexton.
- Announced that the memorial signs for Dr. Peter Gianas are complete.

**Vice-Chair Riddick:**

- Congratulated Kevin Mobley on his promotion; acknowledged his service as a volunteer fire firefighter in Clay County.

**14. CHAIR'S COMMENTS**

- Recognized the passing of former First Lady of the United States Rosalynn Carter, wife of President Jimmy Carter.
- Remarks congratulating the BHS football team.
- The Meridian Health Banquet will take place at the Health and Conference Center in Gainesville tonight at 6:00 p.m.
- On December 7th the RJE HUB will move from the Church of God by Faith to the RJE. A tour will be scheduled from 10:00 a.m. to 12 p.m.
- The food distribution at Church of God by Faith is scheduled for December 7th, from 9:00 a.m. to 11:30 a.m.
- The City of Starke Christmas parade is scheduled for December 9<sup>th</sup>.
- On December 12th at 10 a.m., the National Guard Counter Drug Headquarters will hold a ground-breaking event.
- Tatum Brother Park will have a HUB opening on December 9th from 8:30 a.m. to 12:30 p.m.
- Comments looking forward to the strategic planning workshop on December 14<sup>th</sup>.
- The City of Lawtey Christmas parade is scheduled for December 16<sup>th</sup>.
- Remarks on the beauty of the City of Starke calendar.
- Recognized the passing of former Coach Mike (A. Michael) Sexton.

Chair Spooner acknowledged Mr. Kornegay, who informed the board that the IFAS office will hold a hay bale decoration competition on December 11th and a Holiday Bakeoff event tonight at 6:00 p.m. The board was invited to take part.

**It was MOVED by Commissioner Andrews and SECONDED by Commissioner Thompson to adjourn the meeting.**

**Motion carries 5/0**

**ADJOURN:** There being no further business, the meeting adjourned at 11:30 p.m.

**BOARD OF COUNTY COMMISSIONERS  
BRADFORD COUNTY, FLORIDA**

\_\_\_\_\_  
**CAROLYN SPOONER, CHAIR**

**ATTEST:**

\_\_\_\_\_  
**DENNY THOMPSON, CLERK TO THE BOARD**

**MINUTES PREPARED BY:**

\_\_\_\_\_  
**RACHEL RHODEN, CHIEF DEPUTY CLERK**

**Minutes approved by the BOCC during a scheduled meeting on: \_\_\_\_\_**



BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET (AIIS)

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DATE OF MEETING: January 4, 2024

AGENDA ITEM Workshop meeting minutes from 12-14-2023.

DEPARTMENT: Clerk's Office

**BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA**

**December 14, 2023**

**3:00 p.m.**

**Bradford County Courthouse**

**945 North Temple Avenue**

**Starke, Florida 32091**

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**STRATEGIC PLANNING WORKSHOP MEETING MINUTES**

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**BOARD MEMBERS PRESENT:** Commissioner District 1 – Chair Carolyn Spooner  
Commissioner District 4 – Vice-Chair Danny Riddick  
Commissioner District 2 – Kenny Thompson  
Commissioner District 3 – Joseph C. Dougherty  
Commissioner District 5 – Diane Andrews

**PRESS PRESENT:** Bradford County Telegraph

**STAFF MEMBERS IN ATTENDANCE:** County Manager Scott Kornegay; Executive Assistant Amanda Brown; Chief Deputy Clerk Rachel Rhoden; Public Works Director Jason Dodds; Zoning Director Randy Andrews; and Chief Ben Carter;

1. **CALL TO ORDER:** Chair Spooner called the workshop to order at 3:00 P.M.
2. **PUBLIC COMMENTS** – informal public comments were taken from the floor.
3. **STRATEGIC PLANNING DISCUSSION:**

Chair Spooner presented a PowerPoint presentation highlighting the following areas for discussion.

- **Current and Proposed Mission Statement**

Proposed Mission Statement: The mission of the Board of County Commissioners of Bradford County, Florida is to protect the health, safety, and wellbeing of the residents, communities, and environment of Bradford County through responsible governing of the resources entrusted to the Board by its citizens.

Spooner asked for consensus to adopt the revised mission statement as presented. The board was in consensus.

- **Current and Proposed Vision Statement**

Proposed Vision Statement: The vision of the Board of County Commissioners of Bradford County, Florida is to be recognized as a safe rural community, rich in history, culture, and common values, which strives to excellence as a great place to live, work, raise a family, and experience planned economic growth and development.

**Commission and Public Discussion:**

- It was suggested that the proposed vision statement be amended to add the following bolded text: “The vision of the Board of County Commissioners of Bradford County, Florida is **for Bradford County** to be...”
- Comments made that some of the statements and practices presented are already in place.
- Remarks requesting that the board take into account alternative methods for gathering public feedback, such as the creation of independent committees to provide the board with updates on particular subjects.

- Comments made that in 2018 community and stakeholder input was gathered for strategic planning.

Chair Spooner asked for consensus to adopt the revised vision statement with the noted amendment. The board was in consensus.

- **Strategic Goal 1 – Planned Economic Growth and Development**

- a) Develop partnership with University of Florida IFAS, North Central Florida Tourism Task Force Committee, North Florida Economic Development, and North Florida Chamber of Commerce to pursue opportunities for new business growth - target within 1-12 months, by December 2024.
- b) Through the Bradford Housing and Development program, apply for additional state and federal funding for additional housing programs. Target within 12 months, by December 2024.
- c) Develop partnership with UF/IFAS to establish community garden program at local Hub, RJE school site to help with food insecurity - target within 12 months, by December 2024. Partnership with 4-H Club & FFA to target future farmers in Bradford - target by December 2024.
- d) Partner with Clay, Alachua, and Union counties for potential state and federal funds for anticipated growth - target 1-5 yrs. Complete Keystone Heights Airport Project, by December 2024. Target additional growth by December 2028.
- e) Make use of vacant warehouse structures for future warehouse business opportunities – target within 12 months. By December 2024 attract at least one new business, by December 2028 attract at least two new businesses. Complete target within 1-5 years.
- f) Business development along bypass interchanges. Develop business near or along bypass interchange to improve economic growth - target within 12 months. By December 2024 have a commitment from at least one new business investor. Additional business investors by December 2028.

**Discussion:**

- Combine items 1a and 1b.
- Land development regulations.
- Rails-to-trails.
- Adding paved shoulders during FDOT paving projects.
- Factors such as geotechnical results that are taken into account.
- Factors such as geotechnical results considered for grading a road.
- Jacksonville housing authority.
- Partner with Bradford County Solid Water Conservation in objective 1c.
- Partner with Clay County Utility Authority to extend infrastructure to county residents.
- Explore grant opportunities for a feasibility study for economic growth at Keystone Heights Airport.
- Partner with Clay County for sidewalks.
- Expand broadband services throughout Bradford County.

- **Strategic Goal 2 – Public Health and Safety**

- a) Partner with the Health Department and HUB to provide public outreach services in the county. Open at least 2 HUB service programs within 12 months, by December 2024.
- b & c) Emergency Management and Fire Rescue services for all areas of the county. Emergency Management will have safety/evacuations plans in place in case of natural disaster or domestic attack - target within 12 months. Fire/Rescue develop a plan for fire services to cover extreme ends of county (i.e. Brooker and Hampton) – target by December 2024. Target 1-5 years for additional Fire Stations.
- d) Law enforcement services plan for all areas of the county (i.e. Brooker, Hampton) by December 2024.
- e) By June 2024, Partner with SRWMD and NCFRPC for protection of water and natural resources and complete Land Use Development and Comprehensive Plan.

**Discussion**

- Community risk reduction.
- Include the Bradford County Soil and Water Conservation District on emergency management and protection of water and natural resources.

- **Strategic Goal 3 – Infrastructure and Mobility Improvement**

- a) Partner with local internet providers, schools, and the library to pursue state & federal funding for broadband services in all of Bradford County - target 1-5 years.
- b) Road maintenance & paving of unpaved/dirt roads in the County use of SCOP/SCRAP funds & gas tax dollars. Partner with DOT for state & federal funding for road projects - target 1-5 years.
- c) Partner with the City of Starke to extend water & sewer to bypass interchanges & other parts of the county - target 1-5 years.

**Discussion**

- The need for affordable internet services.
- Suggestions that emergency management be a standalone, independent organization.
- Comments that emergency management is usually under the management of either the sheriff's office or fire department.
- Compliments made to the road department.
- Detour routes set by FDOT.

- **Strategic Goal 4 – Workforce Economic Improvement**

- a) Develop partnership with Worksource and local colleges to improve local employment opportunities. Target - increase employment opportunities by 10% over next 12 months; measured via local data on employment in Bradford County by December 2024.

- **Strategic Goal 5 – Public Transportation**

- a) Partner with Suwannee River Economic Services & NFRPC to expand transportation services, pursue state & federal funding for additional transportation services - target 1-5 years.

Chair Spooner asked for a consensus that the discussed strategic goals serve as a foundation to work from. The board was in consensus.

**Discussion:**

- Include mining in discussion for strategic planning.
- Require home developers to reveal whether the county will maintain the road and, in the event that it does, to pave driveways and roadways.
- Current LDR requirements for major and minor subdivisions.

**Commissioners Comments:**

**Chair Spooner:**

- Advised that she will collaborate with staff to prepare a final strategic plan document for board approval.
- A reminder that tonight at 5:00 p.m. is the library's Christmas carnival.
  - Chief Carter announced that his staff will be offering free car installation services at the carnival.
- Recognized the passing of Charles Chestnut.

**Commissioner Andrews:**

- Announced that she would not be available to attend the December 21<sup>st</sup> commission meeting.

**ADJOURN:** There being no further business, the workshop was adjourned at 4:36 p.m.

**BOARD OF COUNTY COMMISSIONERS  
BRADFORD COUNTY, FLORIDA**

**ATTEST:**

\_\_\_\_\_  
**CAROLYN SPOONER, CHAIR**

\_\_\_\_\_  
**DENNY THOMPSON, CLERK TO THE BOARD**

**MINUTES PREPARED BY:**

\_\_\_\_\_  
**RACHEL RHODEN, CHIEF DEPUTY CLERK**

**Minutes approved by the BOCC during a scheduled meeting on: \_\_\_\_\_**

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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DATE: January 4, 2024

AGENDA ITEM: SHIP Rehabilitation Loan Approval for SHIP File # 2020-1-S

DEPARTMENT: Community Development/SHIP

PURPOSE/DESCRIPTION: The SHIP Home Repair Loan program allows income qualified applicants to apply for funds in an amount not to exceed \$35,000.00.

Upon BOCC approval of SHIP Home Repair Loan application – File # 2020-1-S, the next steps in executing this project include: 1) Title Search, 2) Initial inspection 3) A bid advertisement for home repairs; 4) Award of bid to a contractor; and 5) Enter into an agreement with a contractor to perform home repairs. All steps will come before the BOCC for approval.

ASSOCIATED COST(S): \$35,000

BUDGET LINE (G/L #): 102-52-554-65980-00

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BRADFORD COUNTY COMMUNITY DEVELOPMENT  
S.H.I.P. PROGRAM  
925-E NORTH TEMPLE AVENUE  
STARKE, FL 32091

Based on the 2023 income limits for the Bradford County Metropolitan Statistical Area (MSA), the family or individual(s) named below is/are eligible to receive S.H.I.P. Program funds under the provisions of Chapter 420, Part V, Florida Statutes.

Home Repair Loans

Five Year Deferred Payment Loan in an Amount not to Exceed \$35,000

Ronald Brown File #2020-1-S  
415 N. Polk Street  
Starke, FL 32091  
Loan amount =\$35,000

Purchase Assistance Loans

Deferred Payment Loan in an Amount Not to exceed \$30,000

Albert Allen File #2020-2-S  
607 Bradford CT Apt. 201  
Starke, FL 32091  
Loan Amount=\$30,000

Demo/Replacement Loans

Deferred Payment Loan in an amount not to exceed \$84,500

None at this time

Loans Approved at County Commission meeting.  
Date: January 2, 2024

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Carolyn Spooner, Chairman

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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DATE: January 4, 2024

AGENDA ITEM SHIP Purchase Assistance Loan Approval File# 2020-2-S

DEPARTMENT: Community Development/SHIP

PURPOSE The SHIP Purchase Assistance Program Allows income qualified applicants to apply for funds in an amount not to exceed \$30,000.

The applicant has submitted their application with all back-up documentation to determine if they were income qualified. Once approved the applicant will be eligible for up to \$30,000 in a forgivable mortgage in down payment and closing costs towards the purchase of an existing single family home. The applicant has already been pre-approved with a mortgage lender as well.

ASSOCIATED COST(S): \$30,000.00

BUDGET LINE (G/L #): 102-52-554-65960-00



BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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DATE: January 4, 2024

AGENDA ITEM A RESOLUTION 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.

DEPARTMENT: Public Works

PURPOSE: Approval/Signature to approve an amendment to the Traffic Signal Maintenance and Compensation Agreement for the 23-24 fiscal year.

RESOLUTION 2024 - \_\_\_\_

A RESOLUTION 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.

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WHEREAS, the State of Florida, Department of Transportation (FDOT) provides compensation to Florida Counties for their provision of maintenance and support for the operation of traffic signals on the State Highway System; and

WHEREAS, the Board of County Commissioners of Bradford County, Florida has regularly entered into agreements with FDOT for maintenance of and compensation for certain traffic signals in Bradford County, Florida; and

WHEREAS, FDOT has provided Bradford County with an amendment to the existing agreement for maintenance of and compensation for certain traffic signals; and

WHEREAS, the Board of County Commissioners of Bradford County, Florida finds that entry into said agreement amendment with FDOT for maintenance of and compensation for certain traffic signals is in the best interest of Bradford County and its citizens.

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Bradford County, Florida as follows:

Section 1.                    Adoption and Incorporation of Recitals.

The Board of County Commissioners of Bradford County, Florida adopts the above-outlined recitals and incorporates them herein as part and parcel of this resolution.

Section 2.                    Purpose and Authority for Resolution.

This resolution is adopted for the purpose of authorizing execution of an *Amendment to the Traffic Signal Maintenance and Compensation Agreement* with the State of Florida, Department of Transportation and is adopted pursuant to the authority granted by Chapter 125, *Florida Statutes*.

Section 3.                    Authorization for Execution of Agreement Amendment.

The Board of County Commissioners of Bradford County, Florida authorizes execution of the Amendment to the *Traffic Signal Maintenance and Compensation Agreement* with the State of Florida, Department of Transportation, which is attached hereto as Exhibit 1 and incorporated herein by reference.

Section 4.                    Designation of Signatory for Closing Statements/Documents.

The Chairman of the Board of County Commissioners of Bradford County, Florida is designated as the signatory for agreement attached hereto as Exhibit 1.

Section 5.                    Effective Date of Resolution.

This resolution shall be effective immediately upon adoption by the Board of County Commissioners of Bradford County, Florida.

*The Remainder of This Page Intentionally Left Blank.*

RESOLVED AND ADOPTED by the Board of County Commissioners of Bradford County,  
Florida, with a quorum present and voting this 4<sup>th</sup> day of January 2024.

BOARD OF COUNTY COMMISSIONERS OF  
BRADFORD COUTNY, FLORIDA

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By: CAROLYN SPOONER, as its  
Chairwoman

ATTEST:

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By: DENNY THOMPSON, as  
Clerk to the Board

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

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By: RICH KOMANDO, as  
County Attorney

EXHIBIT 1

Amendment to the Traffic Signal Maintenance and Compensation Agreement

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**AMENDMENT TO TRAFFIC SIGNAL  
MAINTENANCE AND COMPENSATION AGREEMENT**

CONTRACT NO. ARV17  
FINANCIAL PROJECT NO. 41351918809  
F.E.I.D. NO. F596000519035  
AMENDMENT NO. \_\_\_\_\_

**THIS AMENDMENT TO THE TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT** ("Amendment"), is entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ between the Florida Department of Transportation, an agency of the State of Florida, herein called the "Department", and the Bradford County, Florida ("Maintaining Agency").

**RECITALS:**

**WHEREAS**, the Department and the Maintaining Agency on \_\_\_\_\_ entered into a Traffic Signal Maintenance and Compensation Agreement ("Agreement"); and

**WHEREAS**, the Parties have agreed to modify the Agreement on the terms and conditions set forth herein.

**NOW THEREFORE**, in consideration of the mutual covenants in this Amendment, the Agreement is amended as follows:

1. Agreement paragraphs 1, 3, 6, 12, 31, and 35 are amended, superseded, and replaced in their entirety with the new paragraphs 1, 3, 6, 12, 31, and 35 attached hereto to this Amendment.
2. Agreement exhibits A, B, and C are amended, superseded, and replaced in their entirety with new Exhibits A, B, and C attached hereto to this Amendment.
3. Except as modified in this Amendment, all terms and conditions of the Agreement and any amendments or modifications thereto remain in full force and effect.

**IN WITNESS WHEREOF**, the undersigned parties have executed this Amendment on the day, month, and year set forth above.

Bradford County, Florida  
(Maintaining Agency)

By: \_\_\_\_\_  
(Authorized Signature)

Print/Type Name: \_\_\_\_\_

Title: \_\_\_\_\_

Attorney: \_\_\_\_\_ Date: \_\_\_\_\_

**STATE OF FLORIDA  
DEPARTMENT OF TRANSPORTATION**

By: \_\_\_\_\_  
(Authorized Signature)

Print/Type Name: James Hannigan

Title: District Traffic Operations  
Engineer

Legal Review: \_\_\_\_\_

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**AMENDMENT TO TRAFFIC SIGNAL  
MAINTENANCE AND COMPENSATION AGREEMENT**

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1. The Maintaining Agency shall be responsible for the "Project," defined as the maintenance and continuous operation of the following, located on the State Highway System:
  - a. Traffic signals ("TS"),
  - b. Interconnected and monitored traffic signals ("IMTS") - defined as signals that are interconnected with telecommunications and are monitored at a central location,
  - c. Traffic signal systems - defined as central computer; traffic monitoring cameras ("TrMC"; must fulfill District purpose and need and be accessible from Department's Video Aggregation System); arterial dynamic message signs ("ADMS"); communications devices; interconnect / network; vehicle, bicycle & pedestrian detection devices [including passive pedestrian detection ("PPD") and accessible pedestrian detection]; traffic signal hardware and software; preemption devices; probe data detection system ("PDDS"); and uninterruptible power supplies ("UPS"),
  - d. Control devices - defined as intersection control beacons ("ICB"), traffic warning beacons ("TWB"; including LED highlighted signs), illuminated street name signs ("ISNS"), and pedestrian flashing beacons ("PFB"; i.e., school zone flashing beacons, pedestrian crossing beacons, and Rectangular Rapid Flashing Beacons),
  - e. Emergency/fire department signals ("FDS"),
  - f. Speed activated warning displays ("SAWD"; including curve warning feedback signs),
  - g. Blank out signs ("BOS"; including Lane Control Signs),
  - h. Pedestrian hybrid beacons ("PHB"),
  - i. Connected Automated Vehicle Devices ("CAVD"; i.e., roadside units and roadside equipment), and
  - j. In-roadway warning lights ("IRWL") system (specific to mid-block crossing and unsignalized intersection applications, as defined in the FDOT Traffic Engineering Manual)

All traffic signals and control devices mentioned in the above paragraph 1.a-j are referred to in this Agreement as "Traffic Signals and Devices". The Maintaining Agency shall be responsible for the payment of electricity and electrical charges incurred in connection with operations of such Traffic Signals and Devices upon final acceptance by the Department of the installation of each signal or device.

3. If Traffic Signals and Devices are damaged and the Maintaining Agency or its contractors did not cause the damage, then the Department shall reimburse the Maintaining Agency for the actual costs incurred by the Maintaining Agency for repairs and/or replacement of Traffic Signals and Devices, once the following occurs:
  - a. The Department has approved a properly completed invoice for reimbursement that was provided to the Department outlining the details of the requested reimbursements; and
  - b. Evidence of the costs incurred were included as an attachment to the invoice.

Exhibit C sets forth additional conditions that apply when the Maintaining Agency seeks to obtain reimbursement for costs incurred for repair and/or replacement and associated contract documentation of damaged Traffic Signals and Devices. Exhibit C also serves as a form invoice that can be used by the Maintaining Agency. The Maintaining Agency shall obtain written approval from the Department regarding the appropriate method of repair and/or replacement of damaged Traffic Signals and Devices prior to performing the emergency and/or permanent repair and/or replacement work. If there is an immediate risk to public safety due to damaged Traffic Signals and Devices and the Maintaining Agency is unable to immediately obtain the Department's written approval regarding the method of repair and/or replacement, then the Maintaining Agency shall immediately repair and/or replace the Traffic Signals and Devices. The Maintaining Agency shall notify the Department within thirty (30) calendar days of becoming aware of any damage to Traffic Signals and Devices caused by third parties or Force Majeure event. The Department shall be responsible for pursuing reimbursement from individuals and/or the third parties who cause damages and are liable for replacement and/or repair costs to Traffic Signals and Devices. If the Maintaining Agency or its contractors causes damages to the Traffic Signals and Devices, then the Maintaining Agency shall repair and/or replace the Traffic Signals and Devices, and the Maintaining Agency shall be fully responsible for the cost of repair and/or replacement to the extent the damages were caused by the Maintaining Agency. Governor declared emergencies (i.e., hurricanes) are handled outside the framework of this Agreement through a combination of Federal and State Emergency Management mechanisms. An emergency contract may be used after a Governor's declaration of emergency has been signed to cover for reimbursement for storm recovery efforts.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
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6. Neither the Maintaining Agency nor the Department shall be liable to the other for any failure to perform under this Agreement to the extent such performance is prevented by a Force Majeure Event and provided that the party claiming the excuse from performance has (a) promptly notified the other party of the occurrence and its estimated duration, (b) promptly remedied or mitigated the effect of the occurrence to the extent possible, and (c) resumed performance as soon as possible. These events shall be documented with detailed damage inspection report forms completed and submitted to the Department within twelve (12) weeks of the end of the Force Majeure event.

A "Force Majeure Event" means the occurrence of:

- (a) an act of war, hostilities, invasion, act of foreign enemies, riot, terrorism or civil disorder;
- (b) act of God (such as, but not limited to, fires, explosions, earthquakes, drought, hurricanes, storms, lightning, tornados, tidal waves, floods, extreme weather or environmental conditions, and other natural calamities);
- (c) or another event beyond the control of the non-performing party and which could not have been avoided or overcome by the exercise of due diligence.

12. The Maintaining Agency and the Department shall update Exhibit A on an annual basis through an amendment of this Agreement. The Maintaining Agency designates \_\_\_\_\_ as its authorized representative(s), who is delegated the authority to execute all amendments to Exhibit A of this Agreement on behalf of the Maintaining Agency. Exhibit A will contain all Traffic Signals and Devices on the State Highway System which are within the jurisdiction of the Maintaining Agency and are operated and maintained by the Maintaining Agency. No changes or modifications may be made to Exhibit A during the Department's fiscal year for compensation. New Traffic Signals and Devices added by the Department during its fiscal year must be maintained and operated by the Maintaining Agency upon the Department's final acceptance. The Maintaining Agency and the Department shall amend Exhibit A preceding the Department's new fiscal year, which will include all new Traffic Signals and Devices added to the State Highway System during the Department's current fiscal year and delete those removed during the same period. The Maintaining Agency will begin receiving compensation for new Traffic Signals and Devices that were added to Exhibit A by amendment of this Agreement in the Department's fiscal year occurring after the Traffic Signals and Devices are installed and final acceptance of such installation is given by the Department. In the event that no change has been made to the current year's Exhibit A, a certification from the Maintaining Agency shall be provided to the Department certifying that no change has been made to Exhibit A in the Department's current fiscal year. The annual compensation will be a lump sum payment (***minus any retainage or forfeiture***) as set forth in Exhibit B. Future payments will be based on the information provided in Exhibit A, in accordance with the provisions as set forth in Exhibit B, attached to and incorporated in this Agreement.

31. The Department shall monitor the performance of the Maintaining Agency in the fulfillment of its responsibilities under the Agreement. The Maintaining Agency shall submit an annual Report prior to July 15 of each year detailing the following:

- a. All detection device malfunctions: Detection devices include, without limitation, all vehicle presence detectors and all pedestrian/bicycle detectors. Traffic devices supported by detection devices ("TDSDD") include, without limitation, traffic signals, PHBs, and warning devices. Repairs to all vehicle presence detectors shall be made within ninety (90) days with a goal of thirty (30) days if feasible. Repairs to all pedestrian/bicycle detectors shall be made within seventy-two (72) hours of discovery. If repair to vehicle presence detection device is expected to progress beyond thirty (30) days, by the 31<sup>st</sup> day, the Maintaining Agency shall have a plan available to reestablish detection prior to day 90. The Maintaining Agency shall ensure that 90% of all TDSDD on the State Highway System are operating without detection failures. Discovery and repair dates for each malfunctioning detection device shall be logged in the annual report. If the repairs cannot be performed within the stipulated time, the Maintaining Agency shall document the reason(s) why in the annual report. If more than 10% of the TDSDD are experiencing detection failure(s) by the end of the stipulated time, unless a longer period is approved by the Department due to extraordinary circumstances, each of these TDSDD may only be compensated at 90% of the unit compensation rate stated in Exhibit B for each day (i.e., the annual unit compensation rate is reduced by 1/3650 daily) that more than 10% of the TDSDD are experiencing detection failure(s).
- b. Traffic signal and pedestrian hybrid beacon ("PHB") preventive maintenance inspections: Traffic signals and PHBs shall receive a comprehensive preventive maintenance inspection on at least 50% of all traffic signals and PHBs annually, alternating the remaining 50% the following year. Preventive maintenance inspection shall include verification that all detection is working, the traffic signal or PHB is cycling properly, the ventilation system is functioning, and filters are clean. Basic traffic cabinet maintenance shall also verify power feed voltages, verify that the vehicle and pedestrian indications are functioning properly, test the effective functioning of pedestrian push buttons, and check hinges and door locks. At least one (1) conflict monitor test shall be performed on 50% of traffic signals and PHBs annually, alternating the remaining 50% the following year. Each test is to be documented and included in the annual report to the Department. The inspection report shall note the location, date of inspection, and any actions taken. If 50% of the traffic signals and PHBs do not receive at least one (1) comprehensive preventive maintenance inspection during a twelve (12) month period, there shall be a 20% retainage of the annual compensation amount for the affected traffic signal and PHB locations until the preventive



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
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maintenance inspection is made. If the requirements of this paragraph 31.b are not performed within the state's next fiscal year, the 20% retainage of the annual compensation amount for the affected traffic signal and PHB locations will be forfeited.

- c. For any traffic signals that are interconnected with telecommunications and their real-time operation is electronically monitored via software by personnel at a central location and are therefore receiving the higher compensation amount as described in Exhibit B, the name(s) and title(s) of those monitoring those intersections, and the location of the central monitoring facility(ies), are to be documented and contained in the annual report submitted to the Department. The Maintaining Agency shall be responsible for maintaining current licenses and support agreements for all computer applications necessary for IMTS including, but not limited to, central computer systems, TrMC applications, detection software, and data collection programs, unless other arrangements are made between the Department and the Maintaining Agency for specific applications or systems.
35. At no additional cost to the Department, the Maintaining Agency shall provide the Department with, at minimum, read-only access to all traffic signal data available from the firmware of the traffic signal controllers and other devices covered under this Agreement. The Maintaining Agency shall include the Department as a party to all traffic signal firmware/software related agreements that the Maintaining Agency enters into with other parties.



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT**

**EXHIBIT A**  
**Reimbursement for Maintenance and Operation FY 2024**

BRADFORD COUNTY																		
Intersection Location	Traffic Signals (TS)	Traffic Signal - Interconnected & monitored (IMTS)	Intersection Control Beacon (ICB)	Pedestrian Flashing Beacon (PFB)	Emergency Fire Dept. Signal (FDS)	Speed Activated Warning Display (SAWD)	Illuminated Street Name Signs (ISNS)	Blank Out Sign (BOS)	Traffic Warning Beacon (TWB)	Probe Data Detection System (PDDS)	Uninterruptible Power Supplies (UPS)	Connected Automated Vehicle Devices (CAVD)	Pedestrian Hybrid Beacon (PHB)	Arterial Dynamic Message Sign (ADMS)	Passive Pedestrian Detection (PPD)	Traffic Monitoring Camera (TrMC)	In-Roadway Warning Lights (IRWL)	Compensation Amount (using Unit Rates from Exhibit B)
SR100 at CR 21B									\$381									\$381
SR16 at CR225			\$947															\$947
SR200, (US301) at SR 223 SOUTH OF STARKE	\$3,910						\$391.00				\$123							\$4,424
SR200, (US301) at SR 223 NORTH OF STARKE	\$3,910																	\$3,910
SR200, (US301) at CR 18	\$3,910																	\$3,910
SR200, (US301) at CR 227/SE 125 ST.	\$3,910																	\$3,910
<b>Total Lump Sum Amount*</b>																	<b>\$21,292.00</b>	

\* Amount paid shall be the Total Lump Sum (*minus any retainage or forfeiture*).

I certify that the above Traffic Signals and Devices will be maintained and operated in accordance with the requirements of the Traffic Signal Maintenance and Compensation Agreement. For satisfactory completion of all services detailed in this Agreement for this time period, the Department will pay the Maintaining Agency a Total Lump Sum (minus any retainage or forfeiture) of \$21,292.00

\_\_\_\_\_  
 Maintaining Agency

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 District Traffic Operations Engineer

\_\_\_\_\_  
 Date

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**AMENDMENT TO TRAFFIC SIGNAL  
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**EXHIBIT B  
 TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT**

**1.0 PURPOSE**

This exhibit defines the method and limits of compensation to be made to the Maintaining Agency for the services described in this Agreement and in Exhibit A and method by which payments will be made.

**2.0 COMPENSATION FOR MAINTENANCE AND OPERATION**

For the satisfactory completion of all services related to maintenance and operation detailed in this Agreement and Exhibit A of this Agreement, the Department will pay the Maintaining Agency the Total Lump Sum (***minus any retainage or forfeiture***) in Exhibit A. The Maintaining Agency will receive one lump sum payment (***minus any retainage or forfeiture***) at the end of each fiscal year for satisfactory completion of service.

Total Lump Sum (***minus any retainage or forfeiture***) Amount for each fiscal year is calculated by adding all the individual Traffic Signal and Device unit amounts.

Pedestrian Flashing Beacon: includes school zone beacons, pedestrian crossing beacons, and rectangular rapid flashing beacons (RRFB). Systems shall be paid at a unit rate per controller regardless of the number of individual devices or poles.

Connected and Automated Vehicles Devices (CAVD): includes roadside units and roadside equipment.

<b>Unit Compensation Rates per Unit on the State Highway System</b>																	
FY	Traffic Signals (TS) <i>Intersection</i>	Traffic Signal - Interconnected & monitored (IMTS) <i>Intersection</i>	Intersection Control Beacon (ICB) <i>Intersection</i>	Pedestrian Flashing Beacon (PFB) <i>System</i>	Emergency Fire Dept. Signal (FDS) <i>System</i>	Speed Activated Warning Display (SAWD) <i>System</i>	Illuminated Street Name Signs (ISNS) <i>Intersection</i>	Blank Out Sign (BOS) <i>Device</i>	Traffic Warning Beacon (TWB) <i>System</i>	Probe Data Detection System (PDDS) <i>Device</i>	Uninterruptible Power Supply (UPS) <i>Device</i>	Connected Automated Vehicle Devices (CAVD) <i>Device</i>	Pedestrian Hybrid Beacon (PHB) <i>System</i>	Arterial Dynamic Message Sign (ADMS) <i>Device</i>	Passive Pedestrian Detection (PPD) <i>System</i>	Traffic Monitoring Camera (TrMC) <i>Device</i>	In-Roadway Warning Lights (IRWL) <i>System</i>
2021-22	\$ 3,573	\$ 5,134	\$ 896	\$ 717	\$ 1,252	\$ 360		\$ 360	\$ 360	\$ 115	\$ 115	\$ 514					
22-23	\$3,670	\$5,273	\$921	\$737	\$1,286	\$370		\$370	\$370	\$119	\$119	\$527					
23-24	\$ 3,910	\$ 5,558	\$ 947	\$ 758	\$ 1,323	\$ 381	\$ 391	\$ 419	\$ 381	\$ 123	\$ 123	\$542	\$ 2,645	\$ 2,027	\$ 1,644	\$ 688	\$ 658
2024-25	Based on the Consumer Price Index (CPI), the compensation amounts will be revised.																
2025-26	Based on the CPI, the compensation amounts will be revised.																

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
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Based on the Consumer Price Index (CPI), the Unit Rate for the following fiscal year will be adjusted accordingly, unless otherwise specified in an amendment to this Agreement. However, if CPI is negative, there shall be no reduction from the previous year's compensation.

**3.0 COMPENSATION FOR REPAIR AND/OR REPLACEMENT OF DAMAGED TRAFFIC SIGNALS AND DEVICES**

For the satisfactory completion of all services related to repair and/or replacement of damaged Traffic Signals and Devices detailed in this Agreement, the Department will pay the Maintaining Agency a Lump Sum amount of the actual costs incurred for the replacement and/or repair of the damaged Traffic Signals and Devices as set forth in the invoice submitted to the Department. The invoice for the costs incurred for the replacement and/or repair of damaged Traffic Signals and Devices shall contain the information required in Exhibit C and any other additional information requested by the Department to justify the costs incurred. The reimbursement amount is subject to approval by the Department.

**4.0 PAYMENT PROCESSING**

For regular maintenance costs, the Maintaining Agency shall invoice the Department in a format acceptable to the District Traffic Operations Engineer, on an annual basis for the reimbursement costs incurred by the Maintaining Agency for the previous year prior to 5:00 p.m. on July 15<sup>th</sup> of each year. For example, the Maintaining Agency shall submit its invoice for the fiscal year beginning July 1, 2022 through June 30, 2023 no later than July 15, 2023.

For costs incurred for repair and/or replacement of damaged Traffic Signals and Devices, applicable reimbursements will be processed after the Department receives a properly completed and supported invoice from the Maintaining Agency. The Maintaining Agency shall submit invoices for repair and/or replacement costs due to damaged Traffic Signals and Devices within 60 days of the work completed date for which the Maintaining Agency is invoicing

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**AMENDMENT TO TRAFFIC SIGNAL  
 MAINTENANCE AND COMPENSATION AGREEMENT**

**EXHIBIT C  
 Reimbursement for Replacement and/or Repair of  
 Damaged Traffic Signals and Devices**

Subject to the terms and conditions of the Agreement, the Department will reimburse the Maintaining Agency a Lump Sum amount for costs incurred for the replacement and/or repair and associated contract documentation of Traffic Signals and Devices damaged as a result of third parties or as a result of other causes that were not caused by the Maintaining Agency or its contractors. Agreement paragraph 3 provides administrative procedures on how third party and Force Majeure events are handled for reimbursement. Force Majeure events shall be documented with detailed damage inspection report forms within twelve (12) weeks following the end of the Force Majeure event. Costs related to Governor declared emergencies are not reimbursable under this Agreement.

The Department follows the Traffic Signal Maintenance and Compensation Agreement Manual (Topic No. 750-010-022) for submitting damage claims. In submitting this Exhibit C to the Department, the Maintaining Agency is required to adhere to Chapter 2 of the Traffic Signal Maintenance and Compensation Agreement Manual, dated March 31, 2023, available at: [Traffic Signal Maintenance and Compensation Agreement Manual](#).

The Maintaining Agency is not required to provide a police report in situations where damage is caused to Traffic Signals and Devices by a Force Majeure Event or as a result of other causes beyond the control of the Maintaining Agency that do not necessarily prevent performance, which includes but is not limited to: storms, winds, lightning, flooding and other natural and weather related causes. The Maintaining Agency must provide a police report in all situations where a traffic accident, theft, or vandalism causes damage to Traffic Signals and Devices to the extent the Maintaining Agency has the ability and opportunity to obtain a police report.

Applicable reimbursements will be processed after the Department receives a properly completed and supported invoice from the Maintaining Agency. The following information shall be provided by the Maintaining Agency to be eligible for the reimbursement payment:

Date and Time of Accident/Incident:	
Location of Accident/Incident:	
Provide Police Report (if applicable) and the Following Information:	
<ol style="list-style-type: none"> <li>1. Attach pictures of damaged traffic signals and devices, as well as completed work.</li> <li>2. Attach invoices or receipt of equipment purchased to replace damaged components.</li> <li>3. Attach detailed documentation of labor costs associated with replacing and/or repairing damaged components, including dates of performance and completion of the work.</li> </ol>	
Contract No.: _____	
Project No.: _____	
<b>Total Lump Sum Reimbursement Amount</b>	<b>\$</b>

The Maintaining Agency hereby certifies that it has replaced and repaired all the Traffic Signals and Devices at the location or signalized intersection referenced above. Henceforth, this document is the Maintaining Agency's request for reimbursement to the Department for the services of restoring the Traffic Signals and Devices to their original operating condition.

The Parties agree to the Total Lump Sum Reimbursement Amount set forth above.

\_\_\_\_\_  
 Maintaining Agency                      Date

\_\_\_\_\_  
 District Traffic Operations Engineer      Date

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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DATE: January 4, 2024

AGENDA ITEM A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA, APPROVING AN AMENDMENT TO A STATE FUNDED GRANT AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION; DESIGNATING THE AUTHORITY TO SIGN AND EXECUTE SAID AMENDMENT; AND PROVIDING AN EFFECTIVE DATE.

DEPARTMENT: Public Works

PURPOSE: Approval/Signature for an amendment to the FDOT Supplemental Agreement for additional funding for the CR 225 resurfacing project due to a shortfall in funding after bidding was concluded.

RESOLUTION 2024 - \_\_\_\_\_

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA, APPROVING AN AMENDMENT TO A STATE FUNDED GRANT AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION; DESIGNATING THE AUTHORITY TO SIGN AND EXECUTE SAID AMENDMENT; AND PROVIDING AN EFFECTIVE DATE.

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WHEREAS, the State of Florida created the Small County Road Assistance Program (SCRAP), codified in Section 339.2816, *Florida Statutes*, to assist small counties with the resurfacing or reconstruction of county roads; and

WHEREAS, FDOT authorized a SCRAP project in Bradford County for the design, construction, and construction engineering and inspection for resurfacing CR 225 from SR 16 to US 301 (SR 200) and assigned said project Financial Project ID 443409-1-54-01; and

WHEREAS, pursuant to Bradford County Resolution 2021-37, Bradford County entered into an agreement with FDOT on October 4, 2021, with a funding agreement amount of \$2,406,000; and

WHEREAS, the proposal for design and engineering was approved in the amount of \$256,650 and further adjusted to \$249,150; and

WHEREAS, public bids for construction were opened on November 9, 2023, at 2:00 PM; and

WHEREAS, the low bid for construction was \$4,468,194.14; and

WHEREAS, this leaves a shortfall of \$2,311,344.14 for the completion of this project; and

WHEREAS, a letter of request for additional funding, attached as Exhibit 2, was submitted to the Florida Department of Transportation; and

WHEREAS, additional funding was granted in the amount of \$2,311,345; and



WHEREAS, the Board of County Commissioners of Bradford County, Florida, finds that such a project will provide a significant benefit to Bradford County; and

WHEREAS, in order to receive the additional funding, Bradford County must enter into an amended agreement with FDOT for the purpose of the same.

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Bradford County, Florida as follows:

Section 1.                    Adoption and Incorporation of Recitals.

The Board of County Commissioners of Bradford County, Florida adopts the above-outlined recitals and incorporates them herein as part and parcel of this resolution.

Section 2.                    Purpose and Authority for Resolution

This resolution is adopted for the purpose of authorizing execution of a *State-Funded Grant Supplemental Agreement* with the State of Florida, Department of Transportation and is adopted pursuant to the authority granted by Chapter 125, *Florida Statutes*.

Section 3.                    Authorization for Execution of Agreement Amendment.

The Board of County Commissioner of Bradford County, Florida authorizes execution of the *State-Funded Grant Supplemental Agreement* with the State of Florida, Department of Transportation for additional funding in the amount of \$2,311,345 for the design, construction, and construction engineering and inspection for resurfacing CR 225 from SR 16 to US 301 (SR 200), which is attached hereto as Exhibit 1 and incorporated herein by reference.

Section 4.                    Designation of Signatory for Closing Statements/Documents.

The Chairman of the Board of County Commissioners of Bradford County, Florida is designated as the signatory for the agreement attached hereto as Exhibit 1 and is authorized by this resolution to execute the same.

Section 5.                    Effective Date of Resolution.

This resolution shall be effective immediately upon adoption by the Board of County Commissioners of Bradford County, Florida.

*The Remainder of This Page Intentionally Left Blank.*

RESOLVED AND ADOPTED by the Board of County Commissioners of Bradford County,  
Florida, with a quorum present and voting this 4<sup>th</sup> day of January 2024.

BOARD OF COUNTY COMMISSIONERS OF  
BRADFORD COUTNY, FLORIDA

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By: CAROLYN SPOONER, as its  
Chairwoman

ATTEST:

---

By: DENNY THOMPSON, as  
Clerk to the Board

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

---

By: RICH KOMANDO, as  
County Attorney

EXHIBIT 1

State-Funded Grant Supplemental Agreement

EXHIBIT 2

Letter of Request for Additional Funding



## **Bradford County Manager's Office**

Scott Kornegay, County Manager  
scott\_kornegay@bradfordcountyfl.gov

PO Drawer B 945 North Temple Ave.  
Starke, FL 32091

November 13, 2023

Amanda Dicks  
Local Programs Coordinator/Grants Manager  
FDOT District 2, Program Management  
1109 S Marion Ave, MS 214  
Lake City, FL 32025

RE: Request for additional funding; CR 225 Resurfacing Project; Contract No G2166

Ms. Dicks,

Bradford County was granted an Agreement Contract No G2166 for the CR 225 Resurfacing project in the amount of \$2,406,000.

The design and engineering for the project was proposed by CHW at a cost of \$256,650.00. That amount was later adjusted to \$249,150 when it was concluded that the Environmental Assessment was not needed for this project.

On November 9, 2023, sealed bids were opened, and the low bidder was Anderson Columbia with a bid amount of \$4,468,194.14. Together with the design from CHW, the cost of the project is projected to be \$4,717,344.14, leaving the project with a funding shortfall of \$2,311,344.14.

The County would like to request assistance in acquiring additional funding to cover the remaining costs for this resurfacing project.

Please let me know what steps we would need to accomplish this request. I look forward to our teams continuing to work together on this project.

Sincerely,

  
Scott Kornegay  
County Manager

CC: Paul Webb, Jason Dodds, Cody Cash, Heather Hinds, Amanda Brown

**STATE-FUNDED GRANT  
SUPPLEMENTAL AGREEMENT**

SUPPLEMENTAL NO.

1

CONTRACT NO.

G2166

FPN

443409-1-54-01, 443409-1-54-02

Recipient: Bradford County

This Supplemental Agreement ("Supplemental"), dated \_\_\_\_\_ arises from the desire to supplement the State-Funded Grant Agreement ("Agreement") entered into and executed on 10/21/2021 as identified above. All provisions in the Agreement and supplements, if any, remain in effect except as expressly modified by this Supplemental.

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The parties agree that the Agreement is to be amended and supplemented as follows:

This contract will be supplemented with additional SCRA funds in the amount of \$1,900,000.00 and additional GRSC funds in the amount of \$411,345.00. Exhibit J is included to account for the GRSC funds.

Reason for this Supplemental and supporting engineering and/or cost analysis:

Funds added due to low-bid shortfall.

IN WITNESS WHEREOF, the parties have caused these presents to be executed the day and year first above written.

RECIPIENT:  
Bradford County

STATE OF FLORIDA  
DEPARTMENT OF TRANSPORTATION

By: \_\_\_\_\_

Name:  
Title: Chair

By: \_\_\_\_\_

Name:  
Title:

Legal Review:

\_\_\_\_\_

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**STATE-FUNDED GRANT AGREEMENT**

**EXHIBIT B**  
**SCHEDULE OF FINANCIAL ASSISTANCE**

PHASE OF WORK by Fiscal Year:		MAXIMUM PARTICIPATION			Indicate source of Local funds
		(1) TOTAL PROJECT FUNDS	(2) LOCAL FUNDS	(3) STATE FUNDS	
<b>RECIPIENT NAME &amp; BILLING ADDRESS:</b> Bradford County 945 N. Temple Ave. Starke, FL 32091		<b>FINANCIAL PROJECT NUMBER:</b> 443409-1-54-01, 443409-1-54-02			
<b>Design- Phase 34</b>	Maximum Department Participation (Insert Program Name)	\$	\$	\$	<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
FY:	Maximum Department Participation (Insert Program Name)	\$	\$	\$	<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
Total Design Cost		\$ 0.00 %	\$ 0.00 %	\$ 0.00 %	
<b>Right-of-Way- Phase 44</b>	Maximum Department Participation (Insert Program Name)	\$	\$	\$	<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
FY:	Maximum Department Participation (Insert Program Name)	\$	\$	\$	<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
Total Right-of-Way Cost		\$ 0.00 %	\$ 0.00 %	\$ 0.00 %	
<b>Construction- Phase 54</b>	Maximum Department Participation (Small County Resurfacing)	\$2,406,000.00	\$	\$2,406,000.00	<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
FY: 2022	Maximum Department Participation (Small County Resurfacing)	\$524.00	\$	\$524.00	<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
FY: 2023	Maximum Department Participation (Small County Resurfacing)	\$524.00	\$	\$524.00	<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
Total Construction Cost		\$2,406,524.00 %	\$ 0.00 %	\$2,406,524.00 %	
<b>Construction Engineering and Inspection - Phase 64</b>	Maximum Department Participation (Insert Program Name)	\$	\$	\$	<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
FY:	Maximum Department Participation (Insert Program Name)	\$	\$	\$	<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
FY:	Maximum Department Participation (Insert Program Name)	\$	\$	\$	<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
Total Construction Engineering and Inspection Cost		\$ 0.00 %	\$ 0.00 %	\$ 0.00 %	
<b>(Phase : 54-01)</b>	Maximum Department Participation (Small County Resurfacing)	\$1,900,000.00	\$	\$1,900,000.00	<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
FY: 2024	Maximum Department Participation (Small County Resurfacing)	\$411,345.00	\$	\$411,345.00	<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
FY: 2024	Maximum Department Participation (Small County Outreach Program)	\$411,345.00	\$	\$411,345.00	<input type="checkbox"/> In-Kind <input type="checkbox"/> Cash
Total Cost		\$2,311,345.00 %	\$ 0.00 %	\$2,311,345.00 %	
<b>TOTAL COST OF THE PROJECT</b>		\$4,717,869.00	\$ 0.00	\$4,717,869.00	

**COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:**

I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, F.S. Documentation is on file evidencing the methodology used and the conclusions reached.

\_\_\_\_\_  
 District Grant Manager Name

\_\_\_\_\_  
 Signature Date



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**STATE-FUNDED GRANT AGREEMENT**

**EXHIBIT J**

**STATE FINANCIAL ASSISTANCE (FLORIDA SINGLE AUDIT ACT)**

**THE STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:**

**Awarding Agency:** Florida Department of Transportation

- State Project Title and CSFA Number:**
- County Incentive Grant Program (CIGP), (CSFA 55.008)
  - Small County Outreach Program (SCOP), (CSFA 55.009)
  - Small County Road Assistance Program (SCRAP), (CSFA 55.016)
  - Transportation Regional Incentive Program (TRIP), (CSFA 55.026)
  - Insert Program Name, Insert CSFA Number

**\*Award Amount:** \$411,345.00

\*The state award amount may change with supplemental agreements

Specific project information for CSFA Number is provided at: <https://apps.fldfs.com/fsaa/searchCatalog.aspx>

**COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT:**

State Project Compliance Requirements for CSFA Number are provided at: <https://apps.fldfs.com/fsaa/searchCompliance.aspx>

The State Projects Compliance Supplement is provided at: <https://apps.fldfs.com/fsaa/compliance.aspx>

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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DATE: January 4, 2024

AGENDA ITEM Presentation to Pink Ladies Auxiliary by Chief Ben Carter

DEPARTMENT: Fire/Rescue

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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DATE: January 4, 2024

AGENDA ITEM Presentation of American Flag to Bradford County by David Knowles with 1-800-BoardUp