

BOARD OF COUNTY COMMISSIONERS OF BRADFORD, COUNTY

October 21, 2021
6:30 P.M.

Bradford County Courthouse
945 North Temple Avenue
Starke, Florida 32091

MEETING MINUTES

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

STAFF MEMBERS IN ATTENDANCE: County Manager/County Attorney Will Sexton; Executive Assistant Alyssa Winston; Clerk of Court & Comptroller Denny Thompson; Chief Deputy Clerk Rachel Rhoden; Sheriff Gordon Smith; Fire Rescue Director Allen Parrish; Fire Division Chief Ben Carter; Emergency Medical Services Rescue Chief Dylan Rodgers; Zoning Director Randy Andrews, and Public Works Director Jason Dodds.

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

1. PUBLIC HEARING – FIRST READING OF AN ORDINANCE – RANDY ANDREWS, ZONING DIRECTOR.

AN ORDINANCE OF BRADFORD COUNTY, FLORIDA, AMENDING THE BRADFORD COUNTY COMPREHENSIVE PLAN; RELATING TO AN AMENDMENT TO THE TEXT OF THE BRADFORD COUNTY COMPREHENSIVE PLAN, PURSUANT TO AN APPLICATION, CPA 21-01, BY THE BOARD OF COUNTY COMMISSIONERS.

Mr. Andrews read the title into the record. No Board action was required during the first reading; action to be taken during second reading.

2. PUBLIC COMMENTS. Comment Cards.

- Tommy Alexander – comments pertaining to zoning matters related to his property and surrounding properties.
- Dwayne McBride – comments pertaining to DOD Skill Bridge Intuitive program.
- Carol Mosley – see attached [document](#) from which comments were read.
- Cherie Norman – comments pertaining to the Board taking over maintenance of 111th Avenue (also known as River Bend Road – private road).

3. APPROVAL OF CONSENT AGENDA ITEMS:

A. APPROVAL OF: A RESOLUTION (RESOLUTION NO. 2021-40) OF THE BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA CONFIRMING

PROCLAMATIONS OF A LOCAL STATE OF EMERGENCY IN BRADFORD COUNTY, FLORIDA; AND PROVIDING AN EFFECTIVE DATE.

- B. APPROVAL OF: BOARD OF COUNTY COMMISSIONERS SPECIAL MEETING MINUTES – SEPTEMBER 23, 2021.**
- C. APPROVAL OF: BOARD OF COUNTY COMMISSIONERS FINAL BUDGET HEARING MEETING MINUTES – SEPTEMBER 27, 2021.**
- D. APPROVAL OF AMERICAN GUTTER INVOICE NO. 17064 IN THE AMOUNT OF \$1,000.00 FOR ADDITIONAL GUTTER WORK PERFORMED ON THE BRADFORD COUNTY SHERIFF'S OFFICE AND BRADFORD COUNTY JAIL – PROJECT TOTAL (\$40,495.00) APPROVED ON MARCH 25, 2021 BY THE BOARD OF COUNTY COMMISSIONERS.**
- E. APPROVAL OF: CHANGE ORDER NO. 3 ON CDBG FISCAL YEAR 2016 DEO CONTRACT NO. 18DB-OM-03-14-01-H09, UNIT NO. 16-4 IN THE AMOUNT OF \$2,700.00 (TO BE PAID FROM SHIP FUNDS) TO REPAIR DRAIN FIELD.**
- F. APPROVAL OF: REFERRAL OF DELINQUENT EMS ACCOUNTS IN THE AMOUNT OF \$20,240.87 TO NATIONAL RECOVERY AGENCY FOR FURTHER COLLECTION EFFORTS.**

It was MOVED by Commissioner Thompson and SECONDED by Vice-Chair Riddick to APPROVE THE CONSENT AGENDA.

DISCUSSION: No discussions.

Chair Dougherty Conducted A Roll-Call Vote:

Commissioner Spooner: Aye
Commissioner Andrews: Aye
Vice Chair Riddick: Aye
Chair Dougherty: Aye
Commissioner Thompson: Aye

THE MOTION CARRIED 5-0

4. COUNTY ATTORNEY REPORTS – WILL SEXTON

A. REPORT AND UPDATE ON PENDING MATTERS.

Mr. Sexton presented comments on the following matters:

- i. Franchise Fee.** Mr. Sexton advised the Board of his recent meeting with Derek Thompson with Clay Electric Cooperative Inc., to discuss negotiations of a Franchise Fee. Mr. Sexton stated that Clay Electric is willing to participate in a well-advertised public meeting scheduled by the County for further discussions on the implementation of a franchise fee. Clay Electric proposed meeting on the 3rd or 24th of February, 2022.

DISCUSSION:

- Interest expressed in scheduling a public meeting with Clay Electric as soon as possible.

There was Board CONSENSUS for Mr. Sexton to proceed with scheduling a public meeting at the soonest available date.

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- ii. **General Liability and Auto Coverage Insurance Policy Renewal.** Mr. Sexton presented the Board with a general liability and auto insurance renewal invoice for consideration of approval from FMIT/FACT. Mr. Sexton reported that the invoice amount of \$368,684.00 represents an increase of \$55,239.00 over the previous year due to an increase in vehicles and machinery, mostly of which resulted in the Board taking back Fire Operations from the Sheriff.

DISCUSSION:

- Vehicles needed versus vehicles not needed in service.
- Assessment process in determining cost of coverage for vehicles.
- Cause of premium increase.
- Premium cost in 2018 with Travelers Insurance was \$331,039.00, which represents approximately \$30,000.00 less than the proposed premium presented to the Board from FMIT/FACT.
- Approximate savings of \$70,000.00 when the County switched insurance providers from Travelers to FMIT/FACT.
- Shop other insurance companies for price comparisons.

It was MOVED by Vice-Chair Riddick and SECONDED by Commissioner Thompson to APPROVE THE INSURANCE RENEWAL INVOICE FROM FMIT/FACT IN THE AMOUNT OF \$368,684.00.

Chair Dougherty Conducted A Roll-Call Vote:

Commissioner Spooner: Nay

Commissioner Andrews: Aye

Vice Chair Riddick: Aye

Chair Dougherty: Aye

Commissioner Thompson: Aye

THE MOTION CARRIED 4-1 (Commissioner Spooner dissenting vote)

- iii. **Legislative Appropriations Request.** Mr. Sexton requested permission to submit two (2) appropriation requests for the 2022 Legislative Session: 1) RJE in the amount of \$500,000.00; and 2) Heilbronn Springs Fire Station in the amount of \$850,000.00.

DISCUSSION:

- Expressed interest in submitting the recommended appropriation requests.
- Request of an additional \$850,000.00 for the Heilbronn Springs Fire Station.

There was Board CONSENSUS that Mr. Sexton submit the two (2) appropriation requests as presented.

- iv. **Redistricting.** Mr. Sexton advised the Board that his office recently met with Supervisor of Elections Amanda Seyfang and her staff concerning the upcoming redistricting process, and reported that the detailed census data has not yet been made available in the standard format; however, they have been able to extract legacy data from the census, meaning current census population data is available having used 2010 census tracts. Mr. Sexton indicated that based on the information provided, it appears, at a minimum, minor adjustments to some district boundaries in Bradford County will be necessary.

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Mr. Sexton reported that the City of Starke is seeking proposals from an outside consultant to help them with their redistricting process and inquired if the County would be interested in partnering with the City in the engagement of an outside consultant. Mr. Sexton stated that per his conversations with Ms. Seyfang on this matter, she does not believe it is necessary to engage an outside consultant.

Mr. Sexton sought permission from the Board to schedule a workshop on November 1, 2021 to discuss and review the 2021 census data. Mr. Sexton advised that the redistricting process will involve the School Board and that Ms. Seyfang would prefer that the school and county maintain the same boundaries.

DISCUSSION:

- City and County share the same issue of having to comply with District 1 Court Order.
- Maintain contact with City of Starke during redistricting process. Determine cost involved for a consultant.
- Limit agenda items for the regular Board meeting on November 1, 2021 in an effort to focus on the redistricting workshop.

There was Board CONSENSUS to proceed in the redistricting process without a consultant and to schedule a workshop on November 1, 2021.

- v. **Livestream meeting options.** Mr. Sexton presented the Board with a proposal from Granicus for software to live stream meetings. The software would also provide a format in which to submit agenda items, prepare agendas and meeting minutes. The cost is based on population and state contract pricing. Minimum up front cost - \$5,000.00; annual subscription \$12,000.00.

DISCUSSION:

- Revisit proposal next year because of budget constraints.
- Expressed interest in utilizing Granicus.
- Expressed interest in utilizing in-house options to live stream meetings.

There was Board CONSENSUS to use existing in-house resources to live stream meetings and to revisit the matter next year for possible engagement of an outside vendor.

- vi. **Environmental Health Services.** Mr. Sexton advised the Board that the Bradford County Health Department has subcontracted Environmental Health Services for Bradford County to the Alachua County Health Department due to the retirement of former Environmental Health Inspector Edward Rensberger.

Mr. Rensberger was an employee of the Columbia County Health Department and due to his residency in Bradford County, he was able to perform additional environmental health services in Union and Bradford County. Mr. Sexton informed the Board that the Columbia County Health Department is no longer able to provide environmental services to Union and Bradford County, and that the Bradford County Health Department indicates that they do not have available funds to hire an Environmental Health Inspector.

Currently Alachua County indicates that it has hired 4 additional staff members to perform inspections in Bradford and Union County. Inspections are scheduled in Bradford County on Mondays, Wednesdays, and Fridays to

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pick up new inspections. Mr. Sexton reported that his office along with the Building Department has received several citizen complaints against the Alachua County Health Department for environmental health services.

DISCUSSION:

- Alachua County regulation and transitioning process.
- Importance of following State regulations.
- Environmental regulations – over regulating versus lack of regulations.
- Citizen complaints on delayed permitting.
- Private provider for environmental health services.

Mr. Sexton committed that he will continue to monitor and report on this matter.

- vii. **Cancel November 18, 2021 Board meeting.** Mr. Sexton requested permission to cancel the late November Board meeting due to the Florida Association of Counties Legislative Conference, and to move all agenda items to the early December Board meeting.

There was Board CONSENSUS to cancel the meeting as requested.

B. FISCAL YEAR 2021/2022 BUDGET STRATEGIES AND PURCHASING MATTERS.

Mr. Sexton reported that in an effort to bring more purchase requests before the Board for consideration, he has determined a limited number of circumstances in which it would be beneficial for the Board to allow him to authorize certain purchases essential to operations, rather than waiting until a scheduled Board meeting. Examples provided as essential purchases included oxygen air tanks, medical supplies, and emergency repairs to facilities. Mr. Sexton stated that he will continue to bring standard purchase requests between \$2,500.00 and \$25,000.00 to the Board for consideration of approval.

Clerk Thompson suggested that annual blanket purchase orders be issued for certain transactions like fuel and limerock in an effort to keep operations on-going.

DISCUSSION:

- State contract pricing; specifically on tires.
 - Bidding products.
 - EMS process of shopping for medical supplies.
- Mr. Parrish stated that while you can seek competitive bidding on certain supplies, the awarded vendor may lock in the price for certain items but may use different brands in order to retain price. Mr. Parrish explained that his staff shops between four vendors for medical supplies and compares prices for the best deal.
- Areas where the purchasing policy is being circumvented.
 - Examples of a genuine emergencies.
 - County ordinance regarding local preference.
 - Purchase threshold to bring before the Board for consideration of approval.

There was Board CONSENSUS to allow County Manager Will Sexton to authorize certain purchases below \$25,000.00 that he deems essential to operations that cannot wait on Board approval.

C. APPROVAL OF BOCC DEPARTMENT PURCHASES.

- i. Public Works Department Purchase Requests.** Mr. Sexton presented purchase requests from Public Works Department that exceed \$2,500.00 for Board consideration of approval.
- Eight (8) Dump Truck Tires - \$2,691.04.
 - Millings - \$25,000.00.

DISCUSSION:

- Pricing and tire brand comparison between State Contract and Miracle Automotive & Towing.
 - Public Works Director Jason Dodds explained that he chose to purchase cheaper tires from Miracle Automotive & Towing due to constant repairs on dump truck tires.

There was no Board objection to the purchase requests presented by the Public Works Department.

- ii. Fire Rescue Department Purchase Requests.** Mr. Sexton presented purchase requests from the Fire Rescue Department that exceed \$2,500.00 for Board consideration of approval.
- Eight (8) tires, two (2) leveling kits, and labor - \$3,719.17

Ben Carter explained that Fire Rescue replaces most of its fleet's regular tires with all-terrain tires in an effort to avoid getting stuck in certain locations within the county. The regular tires are placed on other county vehicles with aging tires. Mr. Carter explained the need for leveling kits to provide ground clearance due to adding extra equipment to the front of their vehicles which include a wench and bumper for extraction and stabilization purposes.

DISCUSSION:

- State contracting pricing on tires.
- Shopping local.

There was no Board objection to the purchase requests presented by the Fire Rescue Department.

- iii. Information Technology (I.T.) Purchase Requests.** Mr. Sexton presented purchase requests from the I.T. Department that exceed \$2,500.00 for Board consideration of approval.
- Hamilton CapTel – Licensing for server to provide tenacity captioning \$2,750.00 (ADA compliance).
 - WatchGuard Access Point – an amount not to exceed \$15,000.00
 - Six (6) dell 14 rugged 5414 14" laptops. Total - \$2,999.94

DISCUSSION:

- IGCF laptops purchase request to come before the Board at a future meeting for consideration.
- Request for 6 dell laptops will replace aging laptops.

There was no Board objection to the purchase requests presented by Mr. Sexton on behalf of the I.T. Department.

5. PUBLIC WORKS REPORT – JASON DODDS.

Mr. Sexton requested Board consideration in approving the following items currently budgeted in the Public Works budget. Mr. Sexton advised that the requested items will be purchased off a State Contract.

- 2022 MACK GR64B [DUMP TRUCK](#) IN THE AMOUNT OF \$156,937.00.
- 2022 WEILER W33B [ROAD WIDENER](#) IN THE AMOUNT OF \$143,654.00.

It was MOVED by Commissioner Spooner and SECONDED by Vice-Chair Riddick to APPROVE BOTH ITEMS AS PRESENTED.

DISCUSSION: No discussions.

Chair Dougherty Conducted A Roll-Call Vote:

Commissioner Spooner: Aye

Commissioner Andrews: Aye

Vice Chair Riddick: Aye

Chair Dougherty: Aye

Commissioner Thompson: Aye

THE MOTION CARRIED 5-0

6. FIRE RESCUE REPORTS – ALLEN PARRISH.

- Annual report will be presented at the next meeting.

At the conclusion of Mr. Parrish's reports, Mr. Sexton advised the Board of his intention to provide the Board with a budget comparison of fiscal-year 2020-2021 and fiscal-year 2021-2022 spending at the next Board meeting.

7. SHERIFF REPORTS – GORDON SMITH. No reports.

8. CLERK REPORTS – DENNY THOMPSON. No reports.

9. COMMISSIONER COMMENTS.

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Commissioner Spooner:

- November Florida Association of Counties Legislative Conference.
- Requested that the County's mission, vision and value statement be posted on the county website.
- Requested that staff prepare ideas for strategic planning and how the county can pursue Clay Electric franchise fees.
- Requested that Public Works look at how the County can prioritize paving dirt roads.

Commissioner Andrews:

- Inquired if the Board would consider taking over S.W. 111th Avenue (a.k.a River Bend Road) - a private road – as a County road for maintenance purposes.

DISCUSSION

- Financial concerns expressed by assuming private roads for maintenance.
- Concerns expressed that if the Board takes on one private road it will open the door to take other private roads.
- Concerns expressed over Fire Rescue not being able to reach citizens on S.W. 111th - River Bend Road.

There was majority Board CONSENSUS not to take over River Bend Road.

10. CHAIR COMMENTS.

- Requested more agenda item detail and supporting documentation.
 - Consider submitting projects through funding opportunities, such as ARPA and/or legislative appropriation requests that bolster economic growth. Possibly partner with the City of Starke to expand utility lines into the county near the truck route.
- Mr. Sexton provided comments in regards to economic growth by stating that his office is seeking grant funding in the amount of \$25,000.00 to perform an economic viability study at the truck route. Mr. Sexton reported that the federal government has restricted ARPA funding for infrastructure projects and that working with the City of Starke to expand utility lines may be the only option to use ARPA funding designated to Bradford County.

ADJOURN: There being no further business, the meeting adjourned at 9:08 P.M.

BOARD OF COUNTY COMMISSIONERS
BRADFORD COUNTY, FLORIDA



CHRIS DOUGHERTY, CHAIR

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ATTEST:



DENNY THOMPSON, CLERK TO THE BOARD

MINUTES PREPARED BY:



Rachel Rhoden, Chief Deputy Clerk

Minutes approved by BoCC at the Regular Scheduled Meeting on December 6, 2021.