

BOARD OF COUNTY COMMISSIONERS OF BRADFORD, COUNTY

November 1, 2021

9:30 A.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

NOT PRESENT: 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; Finance Director Dana LaFollette; Sheriff Gordon Smith; Col. Brad Smith; Emergency Management Director Lt. Brad Witt; Supervisor of Elections Amanda Seyfang; Assistant Supervisor of Elections Matt Barksdale; Fire Rescue Director Allen Parrish; Emergency Medical Services Rescue Chief Dylan Rodgers; Fire Chief Ben Carter; Zoning Director Randy Andrew; Senior Center Director Diane Gaskins; Library Director Robert Perone; Community Development Director Kelley Canady; Solid Waste Director Bennie Jackson; VA Officer Barbara Fischer; Ag/Extension Director Samara Purvis; and Public Works Director Jason Dodds.

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

1. REDISTRICTING 2021. PRESENTATION BY COUNTY ATTORNEY WILLIAM E. SEXTON AND SUPERVISOR OF ELECTIONS AMANDA SEYFANG.

Mr. Sexton recognized Supervisor of Elections Amanda Seyfang and Assistant Supervisor of Elections Matt Barksdale to address the Board regarding 2021 redistricting. Mr. Sexton advised the Board that 2020 census data is still not available; however, Mr. Barksdale has extracted legacy data – 2020 census data overlaying 2010 census data blocks – to provide population numbers in each district. Based on the legacy data, Ms. Seyfang identified a slight reduction in the District 1 minority population at 48.2%. It was recommended that the minority population in District 1 remain at or above 50%. In an effort to comply with a federal court order to make District 1 in Bradford County a majority/minority district, the following option was recommended for consideration that quickly resolves the issues and only impacts Districts 1 and 3.

- Decrease District 1 population and increase District 3 population by moving the current district line at N.W. S.R. 16 to the city limit line, N.E. 173rd St., N.E. 12th Ave.; and N.W. 171st St. [PowerPoint slides](#).

Mr. Sexton advised the Board that while this recommendation is the quickest and simplest way to resolve the redistricting issue, it is not the only option available to the Board and that he welcomes Board feedback for further discussion.

DISCUSSION:

- Confirmation that moving boundaries would satisfy federal requirements.
- Redistricting maps; current and proposed district lines.
- Proposed boundary lines results: District 1 population decreases by removing majority population in an effort to increase minority population to maintain 50% minority population; District 3 population increases.
- Similarities of 2010 and proposed 2021 redistricting strategies.
- City of Starke District 2 impacts – no impacts.

Mr. Sexton advised that the appropriate next steps regarding this matter would be to schedule a meeting on this topic and invite the public and School Board to participate.

No further discussion or action by the Board was taken on this matter.

2. **PUBLIC COMMENTS.** [Comment Card.](#)

- Kate Ellison.

3. **BRADFORD COWBOYS ATHLETIC ASSOCIATION BUDGET REQUEST – RODNEY MOSLEY.**

Rodney Mosley Sr. presented a [request for funding](#) in the amount of \$6,000.00. Mr. Mosley advised the Board that it takes approximately \$12,000.00 - \$16,000.00 to manage the Bradford Cowboys Athletic Association program and that funding comes from fees, sponsorships and fundraising.

DISCUSSION:

- Confirmation of equipment needed: Equipment list was included in the application for funding request.
- Available funds in recreation budget - \$15,000.00.
- Past practice of allocating recreation funding to various organizations: Last year the County gave \$5,895.00 to Bradford Sports and \$6,000.00 to Bradford Cowboys.
- Interest expressed in donating \$15,000.00 to the Bradford Cowboys Athletic Association due to other recreation programs dissolving.
- Interest expressed in leaving some funding available for other recreation groups seeking funding.
- Active baseball league; funding sources come from the City of Starke and sponsorships.
- Reach out to recreation groups funded last year to inquire if funding is needed.

It was MOVED by Commissioner Spooner to ALLOW BUDGETED AMOUNT OF \$15,000.00 FROM RECREATION TO GO TO THE COWBOYS FOR THIS YEAR.

NO SECOND. THE MOTION DIED FOR LACK OF A SECOND.

It was MOVED by Commissioner Spooner and SECONDED by Commissioner Andrews to ALLOW \$10,000.00 FOR THE BRADFORD COWBOYS ATHLETIC ASSOCIATION AND \$5,000.00 IN THE RESERVE FOR OTHERS.

Chair Dougherty Conducted A Roll-Call Vote:

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

THE MOTION CARRIED 4-0

4. APPROVAL OF CONSENT AGENDA ITEMS:

- A. A RESOLUTION ([Resolution No. 2021-41](#)) OF THE BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA CONFIRMING PROCLAMATIONS OF A LOCAL STATE OF EMERGENCY IN BRADFORD COUNTY, FLORIDA; AND PROVIDING AND EFFECTIVE DATE.
- B. A RESOLUTION ([Resolution No. 2021-42](#)) OF THE BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA ADOPTING A LOCAL MITIGATION STRATEGY; PROVIDING DIRECTION TO STAFF; AND PROVIDING AN EFFECTIVE DATE.
- C. [APPROVAL OF](#): BOARD OF COUNTY COMMISSIONERS MEETING MINUTES - OCTOBER 4, 2021.
- D. [APPROVAL OF](#): BOARD OF COUNTY COMMISSIONERS MEETING MINUTES - SEPTEMBER 16, 2021.
- E. [APPROVAL OF](#): BOARD OF COUNTY COMMISSIONERS PUBLIC HEARING - ADOPTION OF TENTATIVE MILLAGE AND BUDGET - SEPTEMBER 16, 2021.
- F. [APPROVAL OF](#): SURPLUS PROPERTY INVENTORY LIST (DESIGNATION OF CERTAIN PROPERTY AS SURPLUS).
- G. [APPROVAL OF](#): BRADFORD COUNTY HOUSING REHABILITATION COMMUNITY DEVELOPMENT BLOCK GRANT DEO-CONTRACT 18DB-OM-03-14-01-H09 MODIFICATION NO. 3 BUDGET MODIFICATION REQUEST.

Before seeking a motion to approve the Consent Agenda, Chair Dougherty recognized Commissioner Spooner who asked for a correction to the October 4, 2021 meeting minutes as it related to the scheduling a strategic planning meeting. Commissioner Spooner stated that the minutes currently reflect scheduling a future strategic planning meeting during a scheduled Board meeting; however, she would like the minutes to reflect that the Board agreed to schedule a strategic planning meeting during the first meeting in November.

It was MOVED by Commissioner Spooner and SECONDED by Commissioner Andrews to APPROVE THE CONSENT AGENDA WITH THE CORRECTION TO THE OCTOBER 4TH MINUTES TO REFLECT THAT THE BOARD HAD AGREED TO HOLD A STRATEGIC PLANNING MEETING ON THE FIRST MEETING IN NOVEMBER.

DISCUSSION:

- With Commissioner Thompson not being present, it was requested that the Board consider moving the discussion of strategic planning until all five Board members are available to participate in the strategic planning discussion. There was no Board objection.

(November 1, 2021, BoCC Meeting)

Chair Dougherty Conducted A Roll-Call Vote:

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

THE MOTION CARRIED 4-0

(NOTE: After the meeting, Chief Deputy Clerk Rachel Rhoden reviewed the audio recording of the October 4, 2021 Board Meeting. It was determined that the Commission discussed the need to set aside time to discuss strategic planning, and the November 1 Regular Scheduled Meeting was presented as an option as well as meeting in the evening if strategic planning discussion could not be limited to an hour on November 1. With that being said, the correction to the October 4, 2021 Regular Scheduled Meeting will reflect that the Board discussed and was in consensus to place the topic of strategic planning on the November 1, 2021 agenda if the discussion could be limited to one hour, and if not, than it was agreed to discuss strategic planning during an evening Board meeting – Rachel Rhoden, Chief Deputy Clerk.)

5. COUNTY ATTORNEY REPORTS – WILLIAM E. SEXTON

A. REPORT AND UPDATE ON FISCAL-YEAR 2021-2022 EXPENDITURES:

Mr. Sexton recognized the following department supervisors to provide a monthly report on their budget expenditures and actuals. Mr. Sexton reported that he advised the Department Supervisors to highlight significant expenditures made in the last month and compare that at the percentage of where they should stand in their budgets. Mr. Sexton advised the Board that anytime these reports are made the numbers may be skewed by the need to make one significant expense early or late in the year, so their percentage may not necessary be indicative of where they stand.

i. AGRICULTURE

Director Samara Purvis provided the following report:

Total Operating Budget:	\$235,953.00
Monthly Expenditures:	\$10,181.73
Percentage of Budget Expended:	4%

DISCUSSION: No discussions.

ii. BUILDING

On behalf of Director Rod Crawford, Mr. Sexton reported that no expenses have been made other than fuel and that the Building Department is at less than 1/12 of its fuel expense.

DISCUSSION: No discussions.

iii. COMMUNITY DEVELOPMENT

Director Kelly Canady reported that Community Development is on track for its spending, and that there was a major purchase for computer software which may skew her expenditure percentage for the month.

DISCUSSION:

- Change orders. Ms. Canady stated that while it is difficult to avoid some change orders that involve well and septic systems, she is trying to work closer with the Health Department to look at these systems.

iv. FIRE RESCUE

Director Allen Parrish provided the Board with a [Fire Rescue expense report](#) and gave a detailed review of the report. Mr. Parrish reported that Fire Rescue is running about 5.8% in spending whereas they normally run at 8% around this time of year. Mr. Parrish stated that other than occasional vehicle breakdowns, Fire Recue has not had any major unplanned expenses.

Mr. Parrish provided the Board with a [2020-2021 Fiscal-Year Annual Report](#).

DISCUSSION:

- Interest expressed in providing a copy of Mr. Parrish's expense report to other departments to be used as a template.

v. LIBRARY

Director Robert Perone reported that the Library is at 3% spending in Department 57 – County Budget and 4% spending in Department 58 – State Aid Budget. He stated that the Library is normally at 12% spending around this time of year. Mr. Perone reported that his department made a large expenditure from state aid funds to upgrade the Library's security system, this upgrade will eliminate a reoccurring monitoring fee.

DISCUSSION:

- Library accepts donated gently used books.
- Usage of the large meeting room in the Library; used primarily for programming throughout the year.

vi. PUBLIC WORKS

Public Works Director Jason Dodds reported that he is running at 4% in the Solid Waste Budget; 7% in the Maintenance/Custodial Budget; 3% in the Mosquito Control Budget; and 12% in the Road Department Budget. Mr. Dodds stated that he is operating slightly over in the Road Department Budget percentage for this month because of an increase in fuel cost.

DISCUSSION: No discussions.

vii. SENIOR CENTER

Director Diane Gaskins reported that she traditionally makes an office supply order at the beginning of each fiscal-year and that she is currently at 13% of her office supply spending for the year; she typically makes between 2-3 office supply purchases throughout the year.

DISCUSSION: No discussions.

viii. VETERANS AFFAIRS

Director Barbara Fischer reported that her spending is at 4%.

DISCUSSION: No discussions.

ix. ZONING

Director Randy Andrews reported that he is at about 3% of his spending.

DISCUSSION: No discussions.

B. BOARD CONSIDERATION OF PURCHASES IN EXCESS OF \$2,500.00.

Mr. Sexton presented the following consideration of purchases in excess of \$2,500.00 for the Board to review and discuss prior to him authorizing purchases.

- i. **APPROVAL OF: PURCHASE OF FIVE (5) DELL LATITUDE 5424 RUGGED LAPTOPS FOR FIRE RESCUE IN AN AMOUNT NOT TO EXCEED \$15,000.00 (TO BE PAID WITH IGC F FUNDS; IGC F APPROVED ON 9/28/2021).**

DISCUSSION:

- Computers are needed in the fire engines; separate and apart from the computers purchased through IT, approved by the Board on October 21, 2021, for ambulances.

Mr. Sexton advised the Board that the purchasing policy allows him to authorize purchases below \$25,000.00; however, he is continuing to bring purchases in excess of \$2,500.00 to the Boards attention for review prior to him authorizing the expenditure.

There was no Board objection to the purchase of five (5) dell latitude 5424 rugged laptops for Fire Rescue in an amount not to exceed \$15,000.00.

Mr. Sexton presented the following invoice, not included on the agenda, for Board review and discussion.

- **iWorQ invoice in the amount of \$11,050.00 for an annual subscription of software used by the Building, Zoning, and Public Works Departments.**

DISCUSSION:

- Annual subscription cost is the same as last year. Information Technology staff attempted to reduce the subscription cost by eliminating components of the software package not actively used by the County, but found that customizing the package would increase the cost.

There was no Board objection to authorize payment of iWorkQ invoice in the amount of \$11,050.00.

C. REPORT AND UPDATE ON PENDING MATTERS.

Mr. Sexton advised that he has the following Emergency Items for the Board to consider for approval.

- EMERGENCY ITEM: APPROVAL OF AN AGREEMENT BETWEEN BRADFORD COUNTY AND ANDERSON COLUMBIA TO COMPLETE THE CONSTRUCTION OF C.R. 227 WIDENING AND RESURFACING ROAD PROJECT IN THE AMOUNT OF \$1,428,470.39 (FDOT Grant Funded).**

DECLARE AN EMERGENCY TO CONSIDER THE ITEM: It was MOVED by Vice Chair Riddick and SECONDED by Commissioner Spooner to DECLARE ITEM AS AN EMERGENCY.

DISCUSSION: No discussions.

Chair Dougherty Conducted A Roll-Call Vote:

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

THE MOTION CARRIED 4-0

CONSIDER APPROVAL OF THE AGREEMENT: It was MOVED by Commissioner Andrews and SECONDED by Vice Chair Riddick to APPROVE THE CONTRACT TO ANDERSON COLUMBIA IN THE AMOUNT OF \$1,428,470.39.

DISCUSSION: No discussions.

Chair Dougherty Conducted A Roll-Call Vote:

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

THE MOTION CARRIED 4-0

(November 1, 2021, BoCC Meeting)

- ii. **EMERGENCY ITEM**: APPROVAL OF A PROCLAMATION DECLARING NOVEMBER 16, 2021 AS TERRY AND JENNIFER VAUGHAN DAY IN BRADFORD COUNTY, FLORIDA.

DECLARE AN EMERGENCY TO CONSIDER THE ITEM: It was MOVED by Vice Chair Riddick and SECONDED by Commissioner Andrews to DECLARE ITEM AS AN EMERGENCY.

DISCUSSION: No discussions.

Chair Dougherty Conducted A Roll-Call Vote:

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

THE MOTION CARRIED 4-0

APPROVAL OF A PROCLAMATION: It was MOVED by Vice Chair Riddick and SECONDED by Commissioner Andrews to APPROVE THE PROCLAMATION DECLARING NOVEMBER 16TH AS TERRY AND JENNIFER VAUGHAN DAY.

DISCUSSION: No discussions.

Chair Dougherty Conducted A Roll-Call Vote:

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

THE MOTION CARRIED 4-0

After the motion carried, Mr. Sexton read the entirety of the proclamation into the record.

Chair Dougherty announced that the Terry and Jennifer Vaughan Day on November 16, 2021 will take place at the Bradford County Fair Grounds from 5:00 PM – 8:00 PM.

Mr. Sexton reminded the Board that the November 18, 2021 evening board meeting is canceled.

6. PUBLIC WORKS REPORTS – JASON DODDS.

Mr. Dodds advised the Board that work on a Florida Department of Transportation (FDOT) funded road construction project – S.E. 49th Avenue, behind the Hampton School, has begun, and that the Public Works Department is performing clearing and grubbing work in an effort to stay within FDOT budgeted funds.

Chair Dougherty reported on the possibility of FDOT funding a sidewalk project along N.W. 177th Street.

7. FIRE RESCUE REPORTS – ALLEN PARRISH.

Mr. Parrish reminded everyone of the upcoming scheduled time change and to check for working batteries in smoke and carbon dioxide detectors and to invert fire extinguishers upside down to break up the agent inside where it settles overtime.

Mr. Parrish asked that the Board consider local vendors that are just slightly above state contract pricing when revising the purchasing policy.

8. SHERIFF REPORTS – GORDON SMITH. No reports.

9. CLERK REPORTS – DENNY THOMPSON. No reports.

10. COMMISSIONERS COMMENTS.

Commissioner Spooner:

- Strategic Planning; promote the community and address weakness through a Strengths, Weakness, Opportunities and Threat (SWOT) analysis.
- Encouraged Law Enforcement and First Responders to practice social distancing.
- Encouraged county departments to conduct cross training.

Commissioner Andrews:

- Asked for an update on the construction of a fence at Sampson Lake: Was a quote received from a contractor to perform the work; quote amount; could the work be performed in-house. Mr. Dodds provided the following response:
 - Mr. Dodds reported that he did not have an update because of uncertainty regarding the need to reduce his spending, however, he stated that he would put this project back on the schedule. Mr. Dodds confirmed that he did receive a quote from a contractor and that he would need to verify the amount. Mr. Dodds confirmed that he could perform the work in-house.
- Asked if a road by Sampson Lake was graded. Mr. Dodds confirmed in the positive.
- Asked for an update on the Bike Trail. Mr. Sexton provided the following update:
 - The phase that terminates into the City of Hampton has been let for construction, which ties together with the South phase of S.E. 49th; the part that comes from Clay County and ends at the City of Hampton – Bobby Sheppard Park - Anderson Columbia was the awarded vendor; FDOT is moving forward with construction.
 - The design phase for the next component that extends from Hampton West is nearly complete, but there is no estimate from FDOT on when funding will become available from the legislator for construction.

(November 1, 2021, BoCC Meeting)

- Asked for an update on the new boat ramp at Sampson Lake. Mr. Sexton provided the following updates:
 - The grant for design is nearly complete. The next grant opportunity through Florida Fish and Wild Life Conservation Commission (FWC) will become available next year. Once the design component of this project is complete, the County can submit to FWC a funding application for the next phase which includes permitting and construction

Vice Chair Riddick:

- Rails to trails coming through Hampton on S.E. 49th, the road is being straightened and box culverts are being installed as part of the project.

11. CHAIR COMMENTS.

- Strategic Planning: Encouraged review of reports performed by ULI, NFEDP and ICEC that included SWOT analysis on strategic planning.
- ARPA funds: Discuss ways to apply funds towards building a better community; schedule a joint meeting with the City of Starke.

ADJOURN: There being no further business, the meeting adjourned at 10:54 A.M.

BOARD OF COUNTY COMMISSIONERS
BRADFORD COUNTY, FLORIDA



CHRIS DOUGHERTY, CHAIR

ATTEST:



DENNY THOMPSON, CLERK TO THE BOARD

MINUTES PREPARED BY:



Rachel Rhoden, Chief Deputy Clerk

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