

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

February 15, 2024  
6:30 PM  
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 Hearing – Enactment of Resolution – Rich Komando, County Attorney

ACTION

A. A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA ELECTING TO USE THE UNIFORM METHOD OF COLLECTING NON-AD VALOREM SPECIAL ASSESSMENTS FOR MORE THAN ONE YEAR LEVIED IN BRADFORD COUNTY, FLORIDA, TO FUND COSTS INCURRED BY THE COUNTY IN PROVIDING FIRE PROTECTION AND EMERGENCY MEDICAL SERVICES EACH YEAR; STATING A NEED FOR SUCH LEVY; PROVIDING FOR THE MAILING OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

(Please ask for Public Comments Prior to Motion and Vote)

3. 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.

4. Approval of Consent Agenda

ACTION

- A. Meeting Minutes from 01-04-2024
- B. Request Approval of write-off for accounts placed with NRA for collections (146 accounts) for \$81,853.66, deceased patient accounts (7) for \$1,635.21 and small balance accounts (2) for \$7.13. Total write-off amount = **\$83,496.00**.
- C. Consider Approval of Transferring SHIP Rehab File # 2019-6-S to a Demo/Replacement project.
- D. Consider Approval of a Satisfaction of Mortgage on SHIP Rehab file – Warren
- E. Consider Approval of a SHIP Purchase Assistance Loan Modification on – Krystal Means
- F. Consider Approval of a Satisfaction of Mortgage on SHIP Rehab – Means

G. Site Access Agreement Amendment – Florida Geological Survey two-year extension for right-of-way drilling

5. Consider “The Refuge,” a Minor Subdivision, to be Officially Recorded in the Plat Book Registration of the Public Records of Bradford County, Florida. ACTION
6. Consider “Hunter’s Acres,” a Minor Subdivision, to be officially recorded in the Plat Book Registration of the Public Records of Bradford County, Florida. ACTION
7. Consider “B&H Farms,” a Minor Subdivision to be officially recorded in the Plat Book Registration of the Public Records of Bradford County, Florida. ACTION
8. Appointment of Representative to the Suwannee River Economic Council, Inc. Board of Directors ACTION
9. Proposals for Opioid Abatement Funding ACTION
  - A. Meridian Behavioral Health – Ashley Tozier
  - B. Purpose Behavioral Health – Pretina Ross
  - C. Bradford County Health Department – Amie Oody
  - D. Community Resource Paramedicine Proposal – Ben Carter, Chief, Bradford County Fire Rescue.
10. Clerk Reports – Denny Thompson, Clerk to the Board and Clerk of the Circuit Court
11. Sheriff Reports – Gordon Smith, Sheriff
12. County Manager Reports – County Manager, Scott Kornegay ACTION
  - A. Consider Approval of Amendments to “Bradford County Board of County Commissioners Rules of Procedure”
13. County Attorney Reports – Richard Komando
14. Commissioner’s Comments
15. 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.

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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DATE: February 15, 2024

AGENDA ITEM A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA ELECTING TO USE THE UNIFORM METHOD OF COLLECTING NON-AD VALOREM SPECIAL ASSESSMENTS FOR MORE THAN ONE YEAR LEVIED IN BRADFORD COUNTY, FLORIDA, TO FUND COSTS INCURRED BY THE COUNTY IN PROVIDING FIRE PROTECTION AND EMERGENCY MEDICAL SERVICES EACH YEAR; STATING A NEED FOR SUCH LEVY; PROVIDING FOR THE MAILING OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

DEPARTMENT: County Manager

RESOLUTION 2024 – \_\_\_\_\_

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA ELECTING TO USE THE UNIFORM METHOD OF COLLECTING NON-AD VALOREM SPECIAL ASSESSMENTS FOR MORE THAN ONE YEAR LEVIED IN BRADFORD COUNTY, FLORIDA, TO FUND COSTS INCURRED BY THE COUNTY IN PROVIDING FIRE PROTECTION AND EMERGENCY MEDICAL SERVICES EACH YEAR; STATING A NEED FOR SUCH LEVY; PROVIDING FOR THE MAILING OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1.                    Authority for Resolution.

This resolution of Bradford County, Florida is adopted pursuant to Sections 125.01, 125.66, 125.271 and 197.3632, *Florida Statutes*, and other applicable provisions of law.

Section 2.                    Findings by the Board of County Commissioners.

It is hereby ascertained, determined and declared as follows:

A.     The Board of County Commissioners of Bradford County, Florida, intends to use the uniform method for collecting non-ad valorem special assessments for more than one year to fund costs incurred by Bradford County, Florida in providing fire protection and emergency medical services each year;

B.     The Board of County Commissioners of Bradford County, Florida is authorized to use the uniform method by Section 197.3632, *Florida Statutes*, which allows such assessments to be collected annually in the same manner as provided for ad valorem taxes;

C.     A legal description of Bradford County, Florida is attached hereto as Appendix A and is incorporated herein by reference; and

D.     The Board of County Commissioners of Bradford County, Florida held a duly advertised public hearing for the purpose of considering the adoption of this resolution; proof of



publication of said advertisement for said public hearing is attached hereto as Appendix B and is incorporated herein by reference.

E. The Bradford County Tax Collector and Bradford County Property Appraiser have agreed that this Resolution may be adopted prior to March 1, 2024, pursuant to section 197.3632(3)(a), Florida Statutes.

Section 3. Uniform Method of Collecting Non-Ad Valorem Assessments.

A. Commencing with the ad valorem tax bills issued in November 2024, and continuing each year thereafter, the Board of County Commissioners of Bradford County, Florida hereby announces its intention to use the uniform method of collecting non-ad valorem assessments for more than one year as authorized in Section 197.3632, *Florida Statutes*, as amended, to fund costs incurred by Bradford County, Florida each year in providing fire protection and emergency medical services within Bradford County, Florida;

B. Such non-ad valorem assessments may be levied within the entirety of Bradford County, Florida; provided, however, that the imposition and collection of non-ad valorem assessments from any incorporated area of Bradford County shall be subject to the consent by ordinance of the governing body of the affected municipality as required by section 125.01(1)(q), *Florida Statutes*;

C. The Board of County Commissioners of Bradford County, Florida hereby determines that the levy of such assessments is needed to fund the cost of providing fire protection and emergency medical services in Bradford County, Florida;

D. Adoption of this resolution is solely for the purpose of complying with the statutory requirements that the Board of County Commissioners of Bradford County, Florida publicly express to the Florida Department of Revenue, the Bradford County Property Appraiser and the Bradford County Tax Collector that if the Board of County Commissioners of Bradford County, Florida levies non-ad valorem special assessments to fund fire protection and emergency medical services for the

fiscal year commencing October 1, 2024, that it intends to use the uniform method of collection commencing with the ad valorem property tax bill to be mailed in November 2024; and

E. Adoption of this resolution shall not be deemed to commit or require the Board of County Commissioners of Bradford County, Florida to impose any special assessments.

Section 4.                    Direction to Staff.

Upon adoption, the County Manager is hereby directed to send a copy of this resolution by United States mail to the Florida Department of Revenue, the Bradford County Property Appraiser and the Bradford County Tax Collector.

Section 5.                    Construction and Effective Date of Resolution.

This resolution shall be liberally construed to affect the purposes hereof and shall become effective immediately upon adoption by the Board of County Commissioners of Bradford County, Florida.

RESOLVED AND ADOPTED by the Board of County Commissioners of Bradford County, Florida, with a quorum present and voting, this 15th day of February 2024.

BOARD OF COUNTY COMMISSIONERS OF  
BRADFORD COUNTY, FLORIDA

\_\_\_\_\_  
By:     DIANE ANDREWS, as its Chair

ATTEST:

\_\_\_\_\_  
By:     DENNY THOMPSON, as Clerk to the Board

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

\_\_\_\_\_  
By:     RICHARD KOMANDO, as County Attorney

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

RESOLUTION 2024 – \_\_\_\_\_

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APPENDIX A

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LEGAL DESCRIPTION OF BRADFORD COUNTY, FLORIDA

As set forth in section 7.04, *Florida Statutes*, the county lines of Bradford County are as follows:

Beginning at a point where the thread of New River intersects the thread of the Santa Fe River; thence northeasterly concurrent with the east boundary of Union County following the meanderings of the said New River to where same is intersected by the middle township line of township four south, range twenty-two east; thence east on said middle township line to the range line between ranges twenty-two and twenty-three east; thence south on said range line to the southeast corner of section twelve, township nine south, range twenty-two east; thence west on the section line between section twelve and thirteen, township nine south, range twenty-two east to Santa Fe Lake; thence northwesterly following the northeast shore of Santa Fe Lake to its westernmost intersection with a line which is the prolongation of the north line of McManus Subdivision as per plat book "A," page 117 of the public records of Alachua County; thence west along the north line of said subdivision to its intersection with the east line of government lot three of section twenty-one, township eight south, range twenty-two east; thence north along said east line to the southeast corner of the southwest quarter of the northwest quarter of said section twenty-one; thence north along the lines between the east half and the west half of the northwest quarter of said section twenty-one to the north line of said section twenty-one; thence west along the north line of said section twenty-one to the southeast corner of section seventeen, township eight south, range twenty-two east; thence west to the southwest corner of the southeast quarter of the southeast quarter of said section seventeen; thence north to the southeast corner of the southwest quarter of the northeast quarter of said section seventeen; thence west to the southwest corner of the east half of the southwest quarter of the northeast quarter of said section seventeen; thence north to the northwest corner of the east half of the southwest quarter of the northeast quarter of said section seventeen; thence west to the southwest corner of the northwest quarter of the northeast quarter of said section seventeen; thence north to the half-mile corner on the south line of section eight, township eight south, range twenty-two east; thence west to the southwest corner of the east half of the southeast quarter of the southwest quarter of said section eight; thence north to the northwest corner of the east half of the northeast quarter of the northwest quarter of said section eight; thence north to the northeast corner of the west half of the southeast quarter of the southwest quarter of section five, township eight south, range twenty-two east; thence west to the northwest corner of the southwest quarter of the southwest quarter of said section five; thence north along the west line of said section five to the northeast corner of the southeast quarter of the northeast quarter of section six, township eight south, range twenty-two east; thence west to the southwest corner of the northeast quarter of the northeast quarter of said section six; thence north to the northwest corner of the northeast quarter of the northeast quarter of said section six; thence west along the north line of said section six to the northwest corner of said section six; thence north along the east line of section one, township eight south, range twenty-one east to the southeast corner of section thirty-six, township seven south, range twenty-one east; thence north along the east line of

said section thirty-six to the northeast corner of the southeast quarter of the southeast quarter of said section thirty-six; thence west to the northwest corner of the southwest quarter of the southwest quarter of said section thirty-six; thence north along the west line of said section thirty-six to its intersection with the thread of the Santa Fe River; thence northerly and westerly along the thread of the Santa Fe River to its intersection with the east line of the southwest quarter of the northwest quarter of section thirty-three, township seven south, range twenty-one east; thence north to the northeast corner of the southwest quarter of the northwest quarter of said section thirty-three; thence west to the northeast corner of the southeast quarter of the northeast quarter of section thirty-two, township seven south, range twenty-one east; thence west to the northwest corner of the southwest quarter of the northwest quarter of said section thirty-two; thence west to the southwest corner of the northeast quarter of the northeast quarter of section thirty-one, township seven south, range twenty-one east; thence north to the northwest corner of the northeast quarter of the northeast quarter of said section thirty-one; thence west to the half-mile corner on the south line of section thirty, township seven south, range twenty-one east; thence north on the quarter section line of said section thirty to its intersection with the thread of the Santa Fe River; thence southerly and westerly along the thread of said Santa Fe River to its intersection with the south line of the southwest quarter of the northeast quarter of section twenty-eight, township seven south, range twenty east; thence west to the southwest corner of the northeast quarter of said section twenty-eight; thence north to the northwest corner of the northeast quarter of said section twenty-eight; thence west to the northwest corner of said section twenty-eight; thence north along the east line of section twenty, township seven south, range twenty east to the southeast corner of the northeast quarter of said section twenty; thence west on the quarter section line of said section twenty to its intersection with the thread of the Santa Fe River; thence northerly and westerly along the thread of said Santa Fe River to the point of beginning.

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

RESOLUTION 2024 – \_\_\_\_\_

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APPENDIX B

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PROOF OF PUBLICATION

**NOTICE OF INTENT TO USE UNIFORM METHOD OF  
COLLECTING NON-AD VALOREM SPECIAL ASSESSMENTS AND  
NOTICE OF PUBLIC HEARING**

The Board of County Commissioners (the "Board") of Bradford County, Florida (the "County") hereby provides notice, pursuant to Section 197.3632(3)(a), Florida Statutes, of its intent to use the uniform method of collecting non-ad valorem assessments for more than one year to fund annual costs incurred by the County in providing fire protection and emergency medical services. The uniform method allows for the collection of non-ad valorem assessments, sometimes referred to as special assessments, on the annual property tax bill mailed each November by the county tax collector. The Board will consider the adoption of a resolution electing to use the uniform collection method, commencing in November 2024, at a public hearing to be held at 6:30 p.m. on February 15, 2024, at the County Commission Chambers located at 945 North Temple Avenue, Starke, Florida 32091.

Such resolution will state the need for the levy and will contain a legal description of the boundaries of the real property subject to the levy. The non-ad valorem assessments may be levied within the entire County; provided, however, that the imposition and collection of non-ad valorem assessments from any incorporated area of the County shall be subject to the consent by ordinance of the governing body of the affected municipality as required by section 125.01(1)(q), Florida Statutes. The resolution does not impose any assessments, it only preserves the County's ability to collect assessments on the annual property tax bill beginning in November 2024, if the Board takes additional steps before then to impose fire protection assessments. Such additional steps include public hearing and mailed notice at least twenty (20) days before the public hearing to all owners of real property subject to the assessments.

Copies of the proposed form of resolution are on file at the office of the County Manager, 945 North Temple Avenue, Starke, Florida 32091. All interested persons are invited to attend the public hearing. In the event any person decides to appeal any decision by the Board with respect to any matter relating to the consideration of the resolution at the referenced public hearing, a record of the proceeding may be needed and in such an event, such person may need to ensure that a verbatim record of the public hearing is made, which record includes the testimony and evidence on which the appeal is to be based.

In accordance with the American with Disabilities Act, persons needing a special accommodation of an interpreter to participate in these proceedings should contact the County Manager at (904) 966-6327, at least 48 hours prior to the time of the hearing.

Board of County Commissioners of Bradford County, Florida

Publish on the following dates:

January 18, 2024  
January 25, 2024  
February 1, 2024  
February 8, 2024

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET (AIIS)

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DATE OF MEETING: February 15, 2024

AGENDA ITEM Meeting minutes from 01-04-2024.

DEPARTMENT: Clerk's Office

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

**January 4, 2024**

**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 (left the meeting at approximately 9:37 a.m.)  
Commissioner District 5 – Diane Andrews (arrived at the meeting at approximately 9:37 a.m.)

**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; Chief Ben Carter; Public Works Director Jason Dodds; and Col. Brad Smith.

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

**2. PUBLIC COMMENTS**

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

**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.**

**Discussion:**

- Correction to 11-07-23 meeting minutes: change the word “quality” to “qualify” on page 1, under *Commissioner Comments*. (Note: correction was made).
- Correction to 12-05-23 meeting minutes: change the meeting adjourned time from “11:30 PM” to “11:30 AM”. (Note: correction was made).



**It was MOVED by Commissioner Thompson and SECONDED by Commissioner Riddick to approve the consent agenda.**

**Motion Carries 3-0 (Commissioner Dougherty stepped out during vote; Commissioner Andrews had not yet arrived to the meeting).**

**4. PRESENTATION TO PINK LADIES AUXILIARY BY CHIEF BEN CARTER.**

Agenda item 4 was skipped by Chair Spooner because the Pink Ladies were not in attendance.

**5. PRESENTATION OF AMERICAN FLAG TO BRADFORD COUNTY BY DAVID KNOWLES WITH 1-800-BOARDUP.**

Chair Spooner recognized David Knowles with BELFOR Property Restoration who presented an American flag to the board in honor of first responders in Bradford County. Mr. Knowles acknowledged Robert Malley, Sheriff's Deputy and Jay Raulerson, Starke Police Officer for their response to an emergency on February 14, 2022. A video production of the life saving event will air on the television network ABC, Hearts to Heros program, in 2024.

(Note: Commissioner Andrews arrived at the meeting during the presentation; Commissioner Dougherty excused himself from the meeting after the presentation).

**6. CLERK REPORTS – DENNY THOMPSON**

Clerk Thompson asked the board to consider the fiscal year 2024–2025 budget estimates and whether it will implement a fire assessment fee, lower the millage rate, or raise the cost-of-living adjustment.

**7. SHERIFF REPORTS – GORDON SMITH – no reports.**

**8. COUNTY MANAGER REPORTS – SCOTT KORNEGAY**

Mr. Kornegay reported that he and county department heads will present their annual progress report of milestones and accomplishments sometime in April.

**9. COUNTY ATTORNEY REPORTS – RICHARD KOMANDO**

Mr. Komando reported that a previously adopted resolution [resolution no. 2023-30 adopted on 12/5/23] related to the fire assessment did not meet the advertisement requirements. As such staff will correct the issue and likely schedule a public hearing concerning the fire assessment in late February.

Mr. Komando stated that the resolution adopted [2023-30] outlined a procedure for collecting fees, should they be established.

**10. COMMISSIONER'S COMMENTS**

Commissioners Andrews and Riddick both expressed excitement about the new year and future goals to accomplish.

**11. CHAIR’S COMMENTS**

- Showed enthusiasm for the upcoming year and initiatives pertaining to broadband, career services, strategic planning, and the Douglas Building.
- Remarks expressing the board's dedication to transparent governance.
- Stated that the January 16–17, 2024, legislative session will take place.
- Announced that the Martin Luther King celebration program will take place on January 13, 2024 at 6:00 p.m. at the Gov. Charley E. Johns Conference Center and on January 15, 2024 at 10:00 a.m. at The National Guard Armory in Starke.
- Announced that the next board meeting is January 18, 2024.

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

**Motion Carries 3-0**

**ADJOURN:** There being no further business, the meeting adjourned at 9:49 a.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: February 15<sup>th</sup>, 2024

AGENDA ITEM: Write-off for EMS accounts placed for collections, deceased patient accounts and accounts with small balance.

DEPARTMENT: Fire Rescue

PURPOSE/DESCRIPTION: Request Board approval of write-off for accounts placed with NRA for collections (146 accounts) for \$81,853.66, deceased patient accounts (7) for \$1,635.21 and small balance accounts (2) for \$7.13. Total write-off amount = \$83,496.00.

ASSOCIATED COST(S): Costs are only incurred if payment is collected for an account; costs are the collection agency fee, at the contracted percentage, on the collected amount.

BUDGET LINE (G/L #): N/A

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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DATE: February 15, 2024

AGENDA ITEM: SHIP Rehab project File # 2019-6-S consider approval to be transferred to Demo/Replacement project.

DEPARTMENT: Community Development/SHIP

PURPOSE/DESCRIPTION: The applicant has submitted their application with all back-up documentation to determine if they were income qualified.

BOCC approved this loan as a Rehabilitation project.  
Mr. Taylor (my Rehab Specialist) and I performed an initial inspection on the house. During our inspection it was determined that the house was not repairable. The house has structural damage, electrical was unsafe and outdated, and there was mold and mildew present in the bathroom.

ASSOCIATED COST(S): \$84,500.00

BUDGET LINE (G/L #): 102-52-554-65965-00

# Robert E. Taylor AIA Architect PA

261 West River Road  
Palatka, Florida 32177

Robert E. Taylor, AIA, Architect  
FL Corp. Registration No. AAC000589  
FL Architectural Reg. No. AR0005964  
NCARB Certification No. 40804

25 January 2024

Ms. Kelly Canady  
Bradford County Community Development Director  
P O Drawer B  
Starke, FL 32091

SUBJECT: Ms. Karen Stubbs  
2727 NW 210<sup>th</sup> Street  
Lawtey, FL, 32058  
Project No. 2211J  
BC SHIP File #2019-S

Ms. Canady,

During our initial inspection of Ms. Karen Stubb's residence, it became apparent there were numerous deficiencies that indicated the cost of the project's rehabilitation would exceed the available SHIP program funds.

The following are our observations, comments, and Opinions of Probable Cost (OPC) associated with correcting the deficiencies:

1. It was apparent that this Site has been neglected and has ruts and low spots and will tend to pond water. Driveway(s) are dirt and cluttered, a potential hazard as access to the Home is by way of an unsurfaced roadway. Regrade the site to reduce water accumulation and shed water away from the House. **OPC of repair/correction: \$2,500**
2. Neither front nor rear door has access to the grade except via stairs. Front stair is temporary and not anchored to the ground. Rear stair exits into Garage. Construct new handicapped accessible ramp using pressure treated wood deck boards, posts, balusters, rails, stringers, and grab rails in accordance with applicable Codes at front porch. **OPC of repair/correction: \$5,500.**
3. Second Floor is accessed via spiral stairs, too small to be in compliance w/ Codes. Second Floor egress to balcony is blocked with integral AC window unit. Interior stair would have to be reconstructed at an undetermined cost. **Comment: Unsafe construction**
4. On-Site Treatment & Distribution System. Pumped out several years ago. Recommend tank be pumped out and inspected by qualified OSTDS Company.

Phone  
386-325-7341  
tbd.com

Cell  
386-937-0448

Web Address  
[www.ret-tbd.com](http://www.ret-tbd.com)

E-mail  
rtaylor@ret-

***OPC of repair/correction: \$1,000.***

5. Due to age of structure, testing for Lead Based Paint (LBP) is recommended. If LBP is detected it will have to be abated or removed according to Federal & State guidelines.

***OPC of repair/correction: Undetermined***

6. Foundation is CMU Stemwall elevated above grade. It is apparent ground water seeps under the floor and causes joists & plywood flooring to sag & rot. Much of the plywood subfloor has been replaced and has no top layer or floor covering (bare plywood). Underfloor access is too low and may allow ground water to infiltrate under house.

***OPC of repair/correction: \$10,000.***

7. Galley Kitchen base cabinets are in poor condition and have tops overlain with plastic laminate, via poor workmanship. Replace all base & wall cabinets w/ new.

***OPC of repair/correction: \$7,700.***

8. Plumbing from Kitchen sink leaks and sink is in poor condition. Replace Kitchen sink, faucet with single lever faucet, new supplies, stops, drain, tailpiece, & P trap.

***OPC of repair/correction: \$1,000.***

9. Replace Master Bath vanity, sink, single lever faucet, supplies, stops, waste lines & P trap. Replace Upstairs Bath vanity, sink, single lever faucet, supplies, stops, waste lines, & P trap.

***OPC of repair/correction: \$1,000.***

10. Roof structure over Garage appears to be DIY Trusses and probably inadequate to support applied loads or superimposed loads caused by winds. No insulation.

Owner reports roof leak in Kitchen. Demolish roof over Garage and reconstruct in accordance with applicable Codes.

***OPC of repair/correction: \$11,325.***

11. Need gutters and downspouts on all eaves. Metal soffits appear to be in generally good condition, however soffits at rear of House, second floor, are loose requiring repair.

***OPC of repair/correction: \$2,265.***

12. Suspect walls are not insulated (Concrete block). Suspect roof/ ceiling assembly under insulated, if at all. Insulate roof/ ceiling.

***OPC of repair/correction: \$3,830.***

13. Front & rear entrance doors have damage. Provide & install new front & rear doors, frames, and hardware. Install new weatherstripping and thresholds. Upstairs Bedroom door to exterior is damaged and requires new door & hardware. Provide & install new door, frame, and hardware. Install new weatherstripping and threshold.

***OPC of repair/correction: \$6,240.***

Phone  
386-325-7341  
tbd.com

Cell  
386-937-0448

Web Address  
[www.ret-tbd.com](http://www.ret-tbd.com)

E-mail  
rtaylor@ret-



14. One Garage door is damaged and seemingly will not operate and the other has no motor operator and was partially open. Replace both with new motor operators.  
***OPC of repair/correction: \$6,000.***
15. Master Bedroom requires two new doors w/ privacy lock. Master Bathroom door requires new door w/ privacy lock. Guest Bathroom door requires new door w/ privacy lock. Second floor Bedroom door requires new door w/ privacy lock. Paint/ repaint doors & trim.  
***OPC of repair/correction: \$2,000.***
16. All existing windows are single pane, aluminum and some are inoperable and without screens. Replace all 15 w/ Code compliant double pane, energy efficient, composite windows w/ screens.  
***OPC of repair/correction: \$12,750.***
17. The finish floors that exist except for the Kitchen are in poor condition. It appears there are no baseboards throughout the House. Provide and install new sheet vinyl flooring throughout the house. Provide and install new baseboards and paint baseboards.  
***OPC of repair/correction: \$15,050.***
18. Owner reports rodents have gotten into the House. Several interior walls have damage or repairs which are incomplete.  
***OPC of repair/correction: \$5,250***
19. Ceilings appear in generally good condition except in Kitchen where a roof leak is reported, and drywall repairs are unfinished. There are cracks between drywall walls where they meet at ceilings such as Living Room, and rear Bedroom.  
***OPC of repair/correction: \$2,200***
20. Water closet in half Bath downstairs does not work. Tub in Second Floor Bath does not work.  
***OPC of repair/correction: \$1,500***
21. Water heater is in attic in Second Floor and not readily accessible. Could not view it for required safety features. Relocate to safe and accessible location.  
***OPC of repair/correction: \$2,250***
22. Owner reports HVAC System is not used because ductwork has been damaged or destroyed by moisture, deterioration, and rodent infestation. Window AC units are in virtually every sleeping space. Replace HVAC Unit.  
***OPC of repair/correction: \$9,000***
23. Replace HVAC System ductwork and repair/ replace damaged or missing floor grilles.  
***OPC of repair/correction: \$2,500***

Phone  
386-325-7341  
tbd.com

Cell  
386-937-0448

Web Address  
[www.ret-tbd.com](http://www.ret-tbd.com)

E-mail  
rtaylor@ret-

24. There is no Kitchen exhaust hood & fan system. Gas range requires make up air and proper ventilation. Provide/ install new Kitchen exhaust hood & fan system and vent to exterior.

***OPC of repair/correction: \$1,000***

25. Master Bath has no window or exhaust fan which causes buildup of moisture laden air (which causes mold & mildew). Provide & install exhaust fan and ductwork to discharge exhaust to exterior. Clean up mold & mildew. Repaint all walls & ceilings.

***OPC of repair/correction: \$6,500***

26. Missing Main electrical panel cover exposes wiring to inadvertent access and is unsafe. Many convenience outlets and switches are missing plate covers which is unsafe. No GFI outlets were detected or noted in Kitchen or Bathrooms. Another electrical panel was located in Garage also has no panel cover and is unsafe. Dryer outlet in Garage has been disassembled and left exposed. Wiring in Kitchen over Sink has been disassembled and left exposed. Much work is needed to restore safe conditions. Replace both panels with single panel with 225 A rated Main Breaker with GFI and Arc Fault breakers as required by Codes.

***OPC of repair/correction: \$15,500***

27. Many light fixtures have no cover or lens leaving bulb exposed. Potentially unsafe.

***OPC of repair/correction: \$3,000***

28. Smoke Detectors required in all 3 Bedrooms and 1 in each adjacent area (total of 6). Carbon monoxide detector required in Kitchen

***OPC of repair/correction: \$1,200***

29. Paint/ repaint remaining Walls and Ceilings. ***OPC of repair/correction: \$7,500.***

The total of **\$145,560** does not include numerous unforeseen conditions which one may expect to encounter in such an extensive remodeling necessary to make it habitable. The unsafe conditions for access/ egress to the Second Floor Bedroom make it unsafe for occupancy. The potential of finding and having to abate or cover lead based paint is probable and no opinion of probable cost has been assigned to this effort.

It is my opinion; the cost of rehabilitation will far exceed the available SHIP Program funds. I recommend this Project be transferred to a Demo/Replace Project.

Sincerely,  
Bob Taylor  
Robert E. Taylor AIA Architect PA

Phone  
386-325-7341  
tbd.com

Cell  
386-937-0448

Web Address  
[www.ret-tbd.com](http://www.ret-tbd.com)

E-mail  
rtaylor@ret-



2,500.00 +  
5,500.00 +  
1,000.00 +  
10,000.00 +  
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2,265.00 +  
3,830.00 +  
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5,250.00 +  
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15,500.00 +  
3,000.00 +  
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1,200.00 +  
7,500.00 +  
145,860.00 \*  
0.00 \*

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET (AIIS)

---

DATE: February 15, 2024

AGENDA ITEM Satisfaction of Mortgage on SHIP-Rehabilitation – Aurora Warren/Betty Warren

DEPARTMENT: Community Development/SHIP

PURPOSE: SHIP Applicant for Rehabilitation has expired the terms of the mortgage. Therefore, please consider approval of this Satisfaction of Mortgage to satisfy this mortgage.

ASSOCIATED COST(S): -0-

BUDGET LINE (G/L #): N/A

This instrument prepared by:  
Bradford County Community Development  
P. O. Drawer B / 925 N. Temple Ave.  
Starke, FL. 32091

## Satisfaction of Mortgage

Know all men by these presents: That We, Bradford County Board of County Commissioners, a body politic of the State of Florida,

The owner and holder of a certain mortgage deed executed by Aurora LeDawn Warren, unmarried and Betty N. Warren as Trustee for the Jackson S. Warren and Betty N. Warren, Revocable Trust to Bradford County Board of County Commissioners, a body politic of the State of Florida.

Bearing the date 28th day of June 2011, recorded in Official Records BOOK 1410, Page 491, in the Office of the Clerk of the Circuit Court of Bradford County, State of Florida, securing that certain note in the principal sum \$14,152.20 and certain promises and obligations set forth in said mortgage deed, upon the property situate in said State and County described as follows, to wit:

Land as described in mortgage recorded in Official Records Book 1410, Page 491 in the Records of Bradford County.

Hereby acknowledge full payment and satisfaction of said note and mortgage deed, and surrender the same as cancelled, and hereby direct the Clerk of the Circuit Court to cancel the same of record.

Witness our hand and seals, this 15th day of February, A. D. 2024.

Signed, sealed, and delivered in the presence of:

\_\_\_\_\_  
Witness Signature (as to Grantor)

\_\_\_\_\_  
Grantor, Carlyon Spooner, Chairperson  
Bradford County Board of County Commissioners  
P. O. Drawer B, Starke, FL 32091

\_\_\_\_\_  
Witness Printed Name

\_\_\_\_\_  
Witness Signature (as to Grantor)

\_\_\_\_\_  
Witness Printed Name

STATE OF FLORIDA, COUNTY OF BRADFORD, I hereby certify that on this day, before me, an officer of duly authorized to administer oaths and take acknowledgments, personally appeared Diane Andrews, known to me to be the person described in and who executed the foregoing instrument, who acknowledged before me that he executed the same, and is personally known to me.

Witness my hand and official seal in the County and State last aforesaid this 15th day of February 2024.

\_\_\_\_\_  
Notary Signature

Notary Seal



BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

---

DATE: February 15, 2024

AGENDA ITEM: SHIP- Purchase Assistance -Loan Modification Agreement for  
File-Krystal Means

DEPARTMENT: Community Development/SHIP

PURPOSE/DESCRIPTION: A Purchase Assistance applicant has contacted our office to see if we would consider modifying their Purchase Assistance Loan agreement as their loan agreement was an older version and did not have an expiration date, to the newer style version of loan agreements that are forgiven over time.

ASSOCIATED COST(S): -0-

BUDGET LINE (G/L #):

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# LOAN MODIFICATION AGREEMENT

THIS AGREEMENT, made this \_\_\_\_\_ day of February , 2024 by and between Krystal Means Collins, in regards to the property located at 1003 Southgate Drive, Starke, FL 32091 hereafter called the "MORTGAGOR" and THE BRADFORD COUNTY BOARD OF COUNTY COMMISSIONERS, a political subdivision of the State of Florida, hereinafter called "MORTGAGEE"

## RECITALS:

- A. MORTGAGEE is the owner and holder of that certain Mortgage dated August 26, 2005 made by the Mortgagor to Mortgagee, recorded in Official Records Book 1111, Page 395-398, public records of Bradford County, Florida, securing a debt evidences by a promissory note in the original amount of \$10,000.00, which mortgage encumbers property more particularly described in said mortgage.
- B. MORTGAGOR, the owner in fee simple of all the property subject to mortgage, has requested Mortgagee to modify Note and Mortgage and the parties have mutually agreed to modify the terms hereof in the manner hereinafter appearing.

NOW THEREFORE, in consideration of the mutual covenants hereinafter set forth, the parties hereto mutually covenant and agree as follows:

1. The terms and provision of the NOTE are amended and modified in accordance with the terms and provisions of Exhibit "A" attached hereto and incorporated herein by reference, entitled: BRADFORD COUNTY SHIP REPAYMENT AGREEMENT DEFERRED LOAN AGREEMENT;
2. Nothing herein invalidates or shall impair or release any covenants, conditions, agreement or stipulation in NOTE and the same, except as herein modified, shall continue in full force and effect, and the undersigned further covenant and agree to perform and comply with and abide by each of the covenants, agreements, conditions and stipulations of NOTE and MORTGAGE which are not inconsistent herewith.
3. ALL MORTGAGEE'S rights against all parties, including but not limited to all parties secondarily liable, are hereby reserved.
4. This agreement shall be binding upon and all shall inure to the benefit of heirs, executions, administrators and assigns, or successors and assigns of the respective parties hereto.

IN WITNESS WHEREOF, this Agreement has been duly executed by the parties hereto this \_\_\_\_\_ day of February , 2024.

Signed, sealed, and delivered  
IN THE PRESENCE OF:

“MORTGAGOR”

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Krystal Means Collins

\_\_\_\_\_  
Witness

“MORTGAGEE”

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Carolyn Spooner, Chair of THE BRADFORD  
COUNTY BOARD OF COUNTY  
COMMISSIONERS, a political  
Subdivision of the State of Florida

\_\_\_\_\_  
Witness

STATE OF FLORIDA  
COUNTY OF BRADFORD

}

Before me, the undersigned authority, personally appeared this day

Krystal Means Collins

---

To me well known to be the individual described in and who executed the forgoing instrument, and she acknowledged before me that she executed the same for the purposes therein stated.

WITNESS my hand and official seal this \_\_\_\_\_ day of February, 2024.

\_\_\_\_\_  
Notary Public in and for the State and County aforesaid.

My commission expires \_\_\_\_\_





BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET (AIIS)

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DATE: February 15, 2024

AGENDA ITEM Satisfaction of Mortgage on SHIP-Rehabilitation – Krystal Means

DEPARTMENT: Community Development/SHIP

PURPOSE: SHIP Applicant for Rehabilitation loan has expired. Therefore, please consider approval of this Satisfaction of Mortgage to satisfy this mortgage.

ASSOCIATED COST(S): -0-

BUDGET LINE (G/L #): N/A

This instrument prepared by:  
Bradford County Community Development  
P. O. Drawer B / 925 N. Temple Ave.  
Starke, FL. 32091

## Satisfaction of Mortgage

Know all men by these presents: That We, Bradford County Board of County Commissioners, a body politic of the State of Florida,

The owner and holder of a certain mortgage deed executed by Krystal Means Collins, to Bradford County Board of County Commissioners, a body politic of the State of Florida.

Bearing the date 14th day of November 2011, recorded in Official Records BOOK 1436, Page 187, in the Office of the Clerk of the Circuit Court of Bradford County, State of Florida, securing that certain note in the principal sum \$17,692.77 and certain promises and obligations set forth in said mortgage deed, upon the property situate in said State and County described as follows, to wit:

Land as described in mortgage recorded in Official Records Book 1436, Page 187 in the Records of Bradford County.

Hereby acknowledge full payment and satisfaction of said note and mortgage deed, and surrender the same as cancelled, and hereby direct the Clerk of the Circuit Court to cancel the same of record.

Witness our hand and seals, this 15th day of February, A. D. 2024.

Signed, sealed, and delivered in the presence of:

\_\_\_\_\_  
Witness Signature (as to Grantor)

\_\_\_\_\_  
Grantor, Carlyon Spooner, Chairperson  
Bradford County Board of County Commissioners  
P. O. Drawer B, Starke, FL 32091

\_\_\_\_\_  
Witness Printed Name

\_\_\_\_\_  
Witness Signature (as to Grantor)

\_\_\_\_\_  
Witness Printed Name

STATE OF FLORIDA, COUNTY OF BRADFORD, I hereby certify that on this day, before me, an officer of duly authorized to administer oaths and take acknowledgments, personally appeared Diane Andrews, known to me to be the person described in and who executed the foregoing instrument, who acknowledged before me that he executed the same, and is personally known to me.

Witness my hand and official seal in the County and State last aforesaid this 15th day of February 2024.

\_\_\_\_\_  
Notary Signature

Notary Seal

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

---

DATE: February 15, 2024

AGENDA ITEM Site Access Agreement Amendment – Florida Geological Survey two-year extension for right-of-way drilling.

DEPARTMENT: County Manager

PURPOSE: The Florida Geological Survey has requested an extension of the current Site Access Agreement to June 2026.



# FLORIDA DEPARTMENT OF Environmental Protection

Florida Geological Survey  
3000 Commonwealth Boulevard, Suite 1  
Tallahassee, Florida 32303-3157

**Ron DeSantis**  
Governor

**Jeanette Nuñez**  
Lt. Governor

**Shawn Hamilton**  
Secretary

January 29, 2024

Mr. Scott Kornegay  
Bradford County Board of Commissioners  
P.O. Drawer B  
Starke, FL 32091

## Site Access Agreement Amendment

The Florida Geological Survey is officially requesting an extension for the geological work they are conducting in Bradford County, Florida. Prior to this amendment, the time frame for the proposed work was one (1) year, which would have an expiration date of June 2024. Due to unrelated project demands and the use of shared resources, we have been unable to successfully complete the proposed Right-Of-Way (ROW) drilling in Bradford County and would like to ask for a two (2) year extension from the date of our original expiration date (June 2024). This time frame will allow us access thus facilitating the completion of our work in Bradford County.

Thank you for your consideration and please let us know if you have any questions or are in need of additional information.

Sincerely,

Mary E. Lupo, Ph.D., P.G.  
Professional Geologist Administrator  
[Mary.Lupo@floridadep.gov](mailto:Mary.Lupo@floridadep.gov)  
O: 850-617-0323  
C: 912-222-8628

Benjamin L. Davis, Ph.D., P.G.  
Environmental Consultant  
[Benjamin.l.davis@floridadep.gov](mailto:Benjamin.l.davis@floridadep.gov)  
O: 850-245-2384  
C: 770-862-0232

---

Florida Geological Survey PG Administrator

---

Date

---

Bradford Co. Board of Commissioners Office

---

Date

## SITE ACCESS AGREEMENT

1. The Parties. The undersigned real property owner, Bradford County Board of Commissioners, ("**Owner**"), hereby give(s) permission to the State of Florida, Department of Environmental Protection, Florida Geological Survey ("**Department**") to enter the Owner's property ("the **Property**") located at sites listed in Exhibit "A" and indicated in Exhibit "B".
2. The Property. Owner owns the Property located at depicted on the attached legal description as Exhibit "A."
3. Permissible Activities. This Agreement is limited to activities which may be performed by the Department, without cost to the Owner to conduct geologic field mapping, surveying, and sample collection which may be performed by the Department. The following activities are included in this Agreement on this list:
  - conduct surface, subsurface, and groundwater investigations
  - entry by a drill rig vehicle and/or support vehicle(s);
  - collect soil, sediment, and rock samples via various collection methods
  - use geophysical equipment;
  - locate existing wells;
  - conduct survey measurements, prepare site sketches, and take photographs; and
  - storage for future study.
4. Duration and Termination of Access. This Agreement is granted, without any fee or charge to the Department for up to one (1) year to take samples. Access shall be allowed upon the execution of this Agreement and shall continue until all activities are complete.
5. Work Performed during Business Hours. The Department may enter the Property during normal business hours and may make arrangements to enter the Property at other times after approval from the Owner.
6. Activities Comply with Applicable Laws. The Department agrees that any and all work performed on the Property and in association with this Agreement shall be done in a good, safe, workmanlike manner, and in accordance with applicable federal and state statutes, rules, and regulations.
7. Proper Disposal of Contaminated Media. The Department will not be testing for contamination. However, should the Department encounter contamination, it shall ensure that drill cuttings, any work materials, and water generated shall be disposed of in accordance with environmental laws. All contaminated drill cuttings, waste materials, and development water generated shall be promptly removed from the Property.

8. Property Restoration. The Department will rake any left-over cuttings into the disturbed area in addition to returning some organic debris (such as fallen leaves or twigs) back over the disturbed area.
9. Owner's Non-Interference. The Owner shall not interfere with the Department when performing the Permissible Activities. Owner shall not damage or alter any of the Department's equipment that may be located on the Property.
10. Owner's Use of Property. The Owner retains the right to use the Property, and the Department will work with the Owner regarding minimizing activities that may interfere with the Owner's management and use of the Property. However, the Department is not responsible for any inconvenience, economic injury, or business damage that Owner may suffer due to the performance of any Permissible Activity.
11. Injury to Department. The Owner shall not be liable for any injury, damage, or loss on the Property suffered by the Department or Department employees or contractors, provided that it was not caused by the negligence or intentional acts of the Owner's agents or employees.
12. Indemnification. The Department does not indemnify the Owner, see paragraph 13.
13. Non-waiver of Sovereign Immunity. To the extent permitted by law, and without either party waiving its sovereign immunity or waiving any limits established by Section 768.28, Florida Statutes, the Owner and the Department acknowledges and accepts their responsibility and liability for torts under applicable law (Section 768.28, Florida Statutes) for damages caused by the acts of their respective employees while on the Property.
14. Public Records. All documents created or received associated with the Permissible Activities are a public record pursuant to Chapter 119, Florida Statutes. The Owner may request from the Florida Geological Survey any documents or other information related to the Permissible Activities.
15. Entire Agreement. This Agreement shall constitute the entire agreement between the Department and the Owner regarding this grant of access to Department for the purposes herein. No modification, amendment, or waiver of the terms and conditions of this Agreement shall be binding upon Department unless approved in writing by an authorized representative of Owner and Department.
16. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Venue for any action or proceeding arising from or relating to this Agreement shall be in the appropriate Florida court having jurisdiction located in Bradford County, Florida.
17. Severability. Any provision of this Agreement that is prohibited or unenforceable shall be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof.





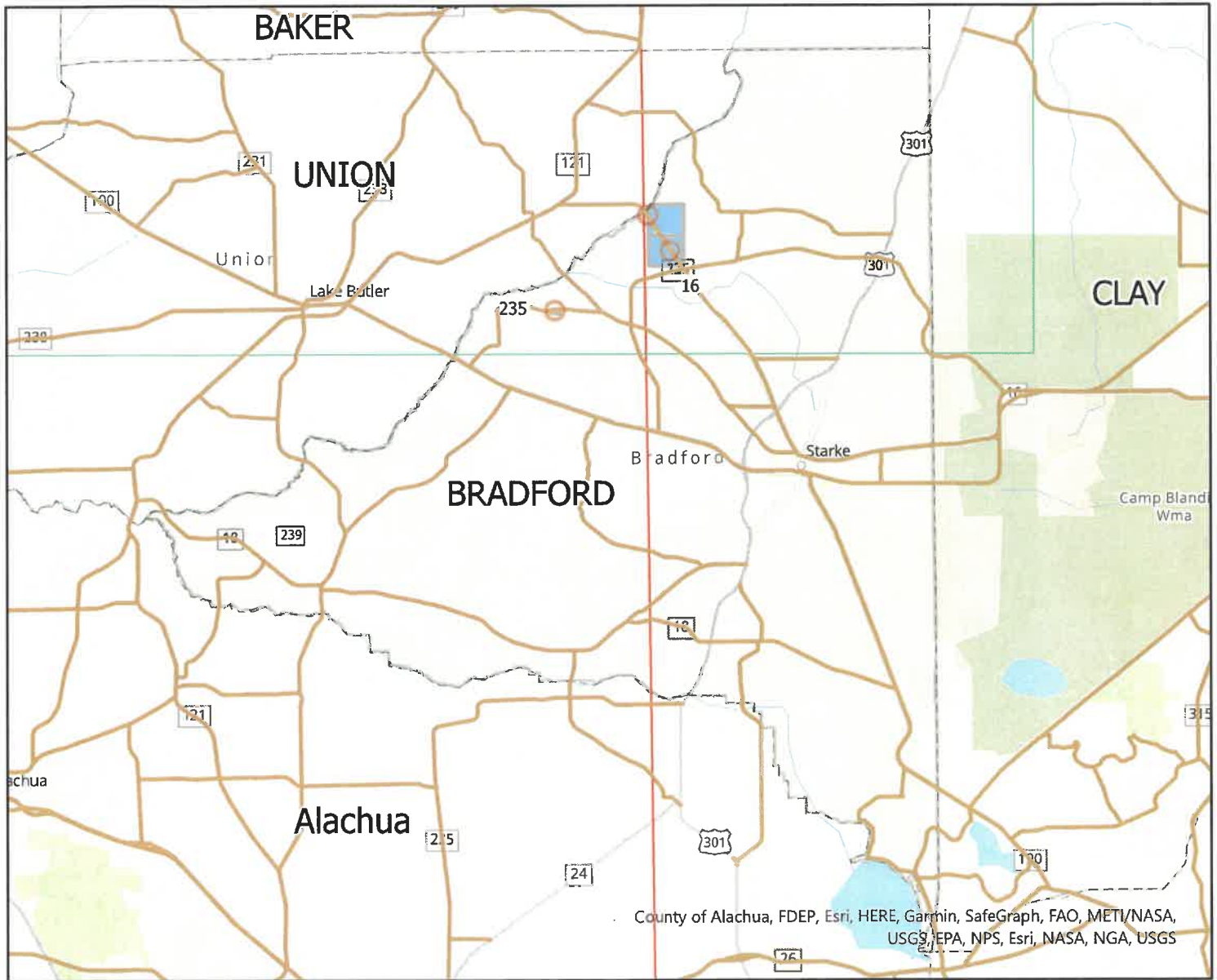
FID	PARCELNO	OWN_NAME	OWN_ADDR1	OWN_ADDR2	OWN_CITY	OWN_STATE	OWN_ZIPCD	CENSUS_BK	PHY_ADDR1	PHY_CITY	PHY_ZIPCL
	276 00469-0-00200	TIITF/DOC	TIITF/DOC-FSP STATE PRISON AT	RAIFORD	TALLAHASSEE	FL	32399	1.2007E+11	248TH ST NW	LAWTEY	32058
	694 00470-0-00100	TIITF/DOC	TIITF/DOC-FSP STATE PRISON AT	RAIFORD	TALLAHASSEE	FL	32399	1.2007E+11	CR 225 NW	STARKE	32091
	1730 00533-0-00100	T & C TATUM INVESTMENT INC	PO BOX A		LAWTEY	FL	32058	1.2007E+11	CR 235 NW	LAKE BUTLER	32054



# BRADFORD COUNTY EARTH MRI - FLORIDA FOCUS AREA & FLAGMAP

## Mapping Initiatives - Florida Geological Survey

### Potential Sample Sites - Bradford Co. ROW

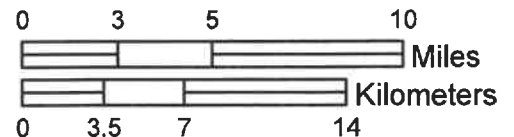


### Explanation

- County Road
- Earth MRI FFA Study Area
- USGS 100k Quadrangle Boundary
- Potential Drill Site
- Bradford ROW Adjacent Parcels

### Note:

*Selected sample sites will be cleared by Sunshine 811 prior to sample collection. Adjacent land parcels are provided with the Site Access Agreement form. An updated map with sites sampled will be provided with clearance confirmation.*



BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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DATE: February 15<sup>th</sup>, 2024

AGENDA ITEM: "The Refuge", a minor subdivision located in Section 1, Township 7 South, Range 19 East, Bradford County, Florida.

DEPARTMENT: Zoning

PURPOSE/DESCRIPTION:

Consider "The Refuge", a minor subdivision, to be officially recorded in the Plat Book registration of the public records of Bradford County, Florida.

ASSOCIATED COST(S): Not determined at this time

BUDGET LINE (G/L #): N/A

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TO BE COMPLETED BY THE COUNTY MANAGER'S OFFICE

RECOMMENDED ACTION:

- 1) Seek input from County Public Works Department Head and Health Department

RECOMMENDED MOTION:

- 1) To be presented by the County Attorney
- 

AGENDA ITEM APPROVAL

DEPARTMENT HEAD: \_\_\_\_\_ DATE: \_\_\_\_\_

COUNTY MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_









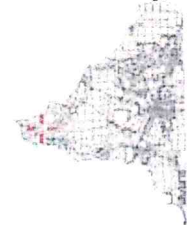
**Bradford County Property Appraiser** Kenny Clark, CFA | Starke, Florida | 904-966-6216

**PARCEL: 00017-0-00107 (18043)** | NON AG ACREAGE (9900) | 10 AC  
 1 7S 19 COM AT NE COR OF N1/2 OF SW1/4 FOR POB. S01°06'08 E 1277.32', N47°44'54 W 551.85', N01°06'08 W 894.71', N88°21'41 E 401.29', TO POB. BEING 10

NOTES: Bradford County, FL

**BARNES RICHARD & BRANDEE**  
 Owner: 12129 SW 98TH WAY  
 BROOKER, FL 32622  
 Site: SW 194TH AVE, BROOKER  
 Sales Info: 7/14/2023 \$107,500 V (Q)

		2024 Working Values	
Mkt Lnd	\$40,000	Appraised	\$40,000
Ag Lnd	\$0	Assessed	\$40,000
Bldg	\$0	Exempt	\$0
XFOB	\$0	Total	county:\$40,000
Just	\$40,000	Taxable	other:\$40,000
			school:\$40,000



This information, was derived from data which was compiled by the Bradford County Property Appraiser Office solely for the governmental purpose of property assessment. This information should not be relied upon by anyone as a determination of the ownership of property or market value. No warranties, expressed or implied, are provided for the accuracy of the data herein, it's use, or it's interpretation. Although it is periodically updated, this information may not reflect the data currently on file in the Property Appraiser's office. [GrizzlyLogic.com](https://www.grizzlylogic.com)



Inst: 202304005882 Date: 07/17/2023 Time: 4:00PM  
Page 1 of 3 B: 2035 P: 119, Denny Thompson, Clerk of Court  
Bradford, County, By: DA  
Deputy Clerk Doc Stamp-Deed: 752.50

**Prepared By and Return To:**  
North Central Title, Inc  
858 McMahon St  
Starke, FL 32091

Order No.: 23-9807

Property Appraiser's Parcel I.D. (folio) Number:  
P/O 00017-0-00100

### **WARRANTY DEED**

THIS WARRANTY DEED dated July 14, 2023, by **Stuart W. Whitehead**, whose post office address is 739 Mill Road, Alford, Florida 32420 (the "Grantor"), to **Richard Barnes and Brandee Barnes, a married couple**, whose post office address is 12129 SW 98th Way, Brooker, Florida, 32622 (the "Grantee").

(Wherever used herein the terms "Grantor" and "Grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations)

WITNESSETH: That the Grantor, for and in consideration of the sum of Ten And No/100 Dollars (\$10.00) and other valuable consideration, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys, and confirms unto the Grantee, all that certain land situated in County of Bradford, State of Florida, viz:

**See Exhibit A attached hereto and by this reference incorporated herein and made a part hereof.**

*Said property is not the homestead of the Grantors under the laws and constitution of the State of Florida in that neither the Grantors nor any members of the household of the Grantors reside thereon.*

Subject to easements, restrictions, reservations and limitations of record, if any.

TOGETHER with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

TO HAVE AND TO HOLD the same in Fee Simple forever.

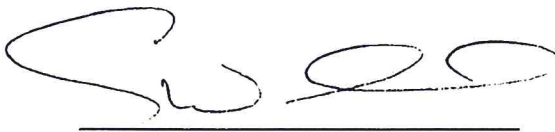
AND the Grantor hereby covenants with said Grantee that the Grantor is lawfully seized of said land in fee simple; that the Grantor has good right and lawful authority to sell and convey said land; that the Grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances, except taxes accruing subsequent to: December 31, 2022.

IN WITNESS WHEREOF, the said Grantor has signed and sealed these presents the day and year first above written.

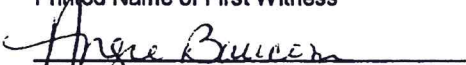
Signed, sealed and delivered in presence of:

  
\_\_\_\_\_  
Witness Signature

Elise Nessmith  
Printed Name of First Witness

  
\_\_\_\_\_  
Stuart W. Whitehead

**Grantor Address:**  
739 Mill Road  
Alford, FL 32420


  
\_\_\_\_\_  
Witness Signature

Angie Baucum  
Printed Name of Second Witness

STATE OF FLORIDA

COUNTY OF BRADFORD

The foregoing instrument was executed and acknowledged before me by means of Physical Presence or Online Notarization this 14<sup>th</sup> day of July, 2023 by Stuart W. Whitehead, who is personally known to me or who has produced FLDL (type of identification) as identification.

  
\_\_\_\_\_  
Notary Public

Printed Name: \_\_\_\_\_

Commission # \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



**EXHIBIT A**  
Legal Description

**A parcel of land lying in the N1/2 of the SW1/4 of Section 1, Township 7 South, Range 19 East, Bradford County, Florida. Said parcel being more particularly described as follows:**

**Commence at a 3" x 3" concrete monument (LB 4012) found at the Northeast corner of said N1/2 of the SW1/4 for the POINT OF BEGINNING and run South 01 degree 06 minutes 08 seconds East, along the Easterly boundary thereof, 1277.32 feet to a 1/2" iron rod (LB 4012) located at the intersection of the Easterly boundary of said N1/2 of the SW1/4 with the Northeasterly boundary of the right of way of County Road 18 (a 100' R/W); thence North 47 degrees 44 minutes 54 seconds West, along said Northeasterly boundary, 551.85 feet to a set 1/2" iron rod (LB 4012); thence North 01 degree 06 minutes 08 seconds West, parallel to aforesaid Easterly boundary, 894.71 feet to a 1/2" iron rod (LB 4012) set on the Northerly boundary of said N1/2 of the SW1/4; thence North 88 degrees 21 minutes 41 seconds East, along said Northerly boundary, 401.29 feet to the POINT OF BEGINNING.**

**Containing 10.00 Acres, more or less.**

**Subject to the Right of Way of County Road SW 194th Ave. (adb/ejn)**



BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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AGENDA ITEM INFORMATION SHEET

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DATE: February 15<sup>th</sup>, 2024

AGENDA ITEM: "Hunter's Acres", a minor subdivision located in Section 22, Township 6 South, Range 21 East, Bradford County, Florida.

DEPARTMENT: Zoning

PURPOSE/DESCRIPTION:

Consider "Hunter's Acres", a minor subdivision, to be officially recorded in the Plat Book registration of the public records of Bradford County, Florida.

ASSOCIATED COST(S): Not determined at this time

BUDGET LINE (G/L #): N/A

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TO BE COMPLETED BY THE COUNTY MANAGER'S OFFICE

RECOMMENDED ACTION:

- 1) Seek input from County Public Works Department Head and Health Department

RECOMMENDED MOTION:

- 1) To be presented by the County Attorney
- 

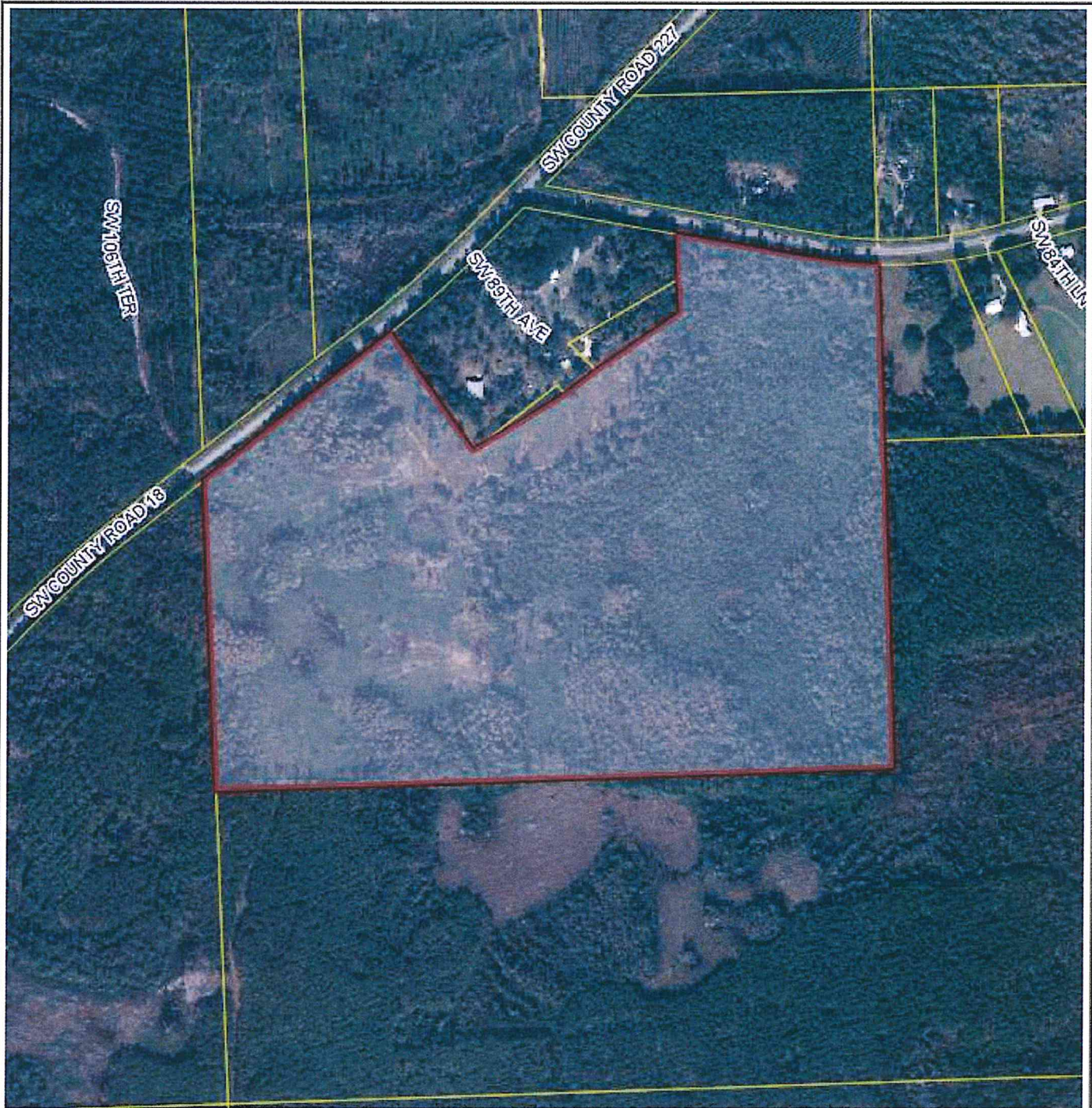
AGENDA ITEM APPROVAL

DEPARTMENT HEAD: \_\_\_\_\_ DATE: \_\_\_\_\_

COUNTY MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_







0 0.06 0.12 0.18 0.24 0.3 0.36 0.42 0.48 0.54 0.6 0.66 0.72 mi

**Bradford County Property Appraiser** Kenny Clark, CFA | Starke, Florida | 904-966-6216

**PARCEL: 00926-0-00200 (17975)** | NON AG ACREAGE (9900) | 109.84 AC  
 22 7S 21 NW1/4 EX: NE1/4 OF NW1/4. ALSO: N1/2 OF SW1/4 EX: OR 615-240 BEING 6.48 ACRE EX: OR 672-76 BEING 5.51 ACRES EX: ON THE NORTH BY N LINE OF SE1

NOTES: **Bradford County, FL**

**CHAFF LEWIS HUNTER**  
 Owner: 6313 KINGSLEY LAKE DR  
 STARKE, FL 32091  
 Site: SW CR 227, HAMPTON  
 Sales 8/1/2023 \$442,000 V (Q)  
 Info 8/1/2023 \$0 V (U)  
 Info 8/1/2023 \$0 V (U)

		2024 Working Values			
Mkt Lnd	\$196,664	Appraised		\$196,664	
Ag Lnd	\$0	Assessed		\$196,664	
Bldg	\$0	Exempt		\$0	
XFOB	\$0	Total		<b>county:\$196,664</b>	
Just	\$196,664	Taxable		<b>other:\$196,664</b>	
				<b>school:\$196,664</b>	



This information was derived from data which was compiled by the Bradford County Property Appraiser Office solely for the governmental purpose of property assessment. This information should not be relied upon by anyone as a determination of the ownership of property or market value. No warranties, expressed or implied, are provided for the accuracy of the data herein, its use, or its interpretation. Although it is periodically updated, this information may not reflect the data currently on file in the Property Appraiser's office.

[GrizzlyLogic.com](https://www.grizzlylogic.com)



**Prepared by and return to:**  
Michael H. Harrell  
Abstract Trust Title, LLC.  
283 Northwest Cole Terrace  
Lake City, FL 32055  
4-12317

## Warranty Deed

**This Warranty Deed** is executed this 1 day of August, 2023 by Daniel Ould Geiger, Individually and as Successor Trustee of the Alfred J. Geiger Revocable Living Trust U/A October 16, 1997 as to an undivided interest and Daniel Ould Geiger, Individually and as Successor Trustee of the Julia O. Geiger Revocable Living Trust U/A October 16, 1997 as to an undivided interest, and Daniel Ould Geiger, as to the remaining undivided interest, whose address is 7020 18<sup>th</sup> Avenue SW, Seattle, WA 98106, hereinafter called the grantor, to Lewis Hunter Chaff, whose address is 6313 Kingsley Lake Drive, Starke, FL 32091, hereinafter called the grantee:

(Wherever used herein the terms "Grantor" and "Grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporation)

**Witnesseth**, that said Grantor, for and in consideration of the sum of *TEN DOLLARS (\$10.00)* and other good and valuable considerations to said Grantor, in hand paid by said Grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said Grantee and Grantee heirs and assigns forever, the following described land situated, lying and being in Bradford County, Florida, to-wit.

**See Exhibit "A" Attached Hereto and by this Reference Made a Part Hereof.**

**The above described property is not the Homestead of the Grantor, nor has it ever been the Homestead of same, who in fact resides at: 7020 18<sup>th</sup> Avenue SW, Seattle, WA 98106**

**Together With** all tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

**Subject To** taxes for the current tax year and subsequent years, not yet due and payable; covenants, restrictions, reservations and limitations of record, if any.

**To Have And To Hold**, the same in fee simple forever.

**And** Grantor hereby covenants with said Grantee that the Grantor is lawfully seized of said land in fee simple; that the Grantor has good right and lawful authority to sell and convey said land; that the Grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever.

In Witness Whereof, Grantor has hereunto set Grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

T Perkins  
Witness

TERRI PERKINS  
Printed Name

[Signature]  
Witness

JACQUE WILSON  
Printed Name

[Signature]

Daniel Ould Geiger Individually and  
as Successor Trustee of the Alfred J.  
Geiger Revocable Living Trust U/A  
October 16, 1997

[Signature]

Daniel Ould Geiger, Individually and  
as Successor Trustee of the Julia O.  
Geiger Revocable Living Trust U/A  
October 16, 1997

[Signature]  
Daniel Ould Geiger

STATE OF ~~FLORIDA~~ Idaho <sup>85</sup>  
COUNTY OF ~~COLUMBIA~~ Teton

The foregoing instrument was acknowledged before me by means of ( ) physical presence or ( )  
online notarization this 1 <sup>85</sup> day of August, 2023, by Daniel Ould Geiger, Individually and  
as Successor Trustee of the Alfred J. Geiger Revocable Living Trust U/A October 16,  
1997, as to an undivided interest and Daniel Ould Geiger, Individually and as  
Successor Trustee of the Julia O. Geiger Revocable Living Trust U/A October 16,  
1997, as to an undivided interest and Daniel Ould Geiger, as to the remaining  
undivided interest.

[Signature]  
Signature of Notary Public  
Print, Type/Stamp Name of Notary



Personally Known: \_\_\_\_\_ OR Produced Identification: X  
Type of Identification  
Produced: WA Drivers License <sup>85</sup>

**Exhibit A**

**NW 1/4, EXCEPT THE NE 1/4 OF THE NW 1/4; AND THE N 1/2 OF THE SW 1/4, ALL  
IN SECTION 22, TOWNSHIP 7 SOUTH, RANGE 21 EAST, BRADFORD COUNTY,  
FLORIDA.**

**LESS AND EXCEPT ANY PORTION LYING WITHIN THE ROAD RIGHT OF WAY.**

**LESS AND EXCEPT THE LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 615,  
PAGE 240; OFFICIAL RECORDS BOOK 672, PAGE 75; OFFICIAL RECORDS BOOK  
1789, PAGE 223; OFFICIAL RECORDS BOOK 1921, PAGE 431 AND OFFICIAL  
RECORDS BOOK 2021, PAGE 407, OF THE PUBLIC RECORDS OF BRADFORD  
COUNTY, FLORIDA.**

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

---

AGENDA ITEM INFORMATION SHEET

---

DATE: February 15<sup>th</sup>, 2024

AGENDA ITEM: "B & H Farms", a minor subdivision located in Section 35, Township 6 South, Range 22 East, Bradford County, Florida.

DEPARTMENT: Zoning

PURPOSE/DESCRIPTION:

Consider "B & H Farms", a minor subdivision, to be officially recorded in the Plat Book registration of the public records of Bradford County, Florida.

ASSOCIATED COST(S): Not determined at this time

BUDGET LINE (G/L #): N/A

---

TO BE COMPLETED BY THE COUNTY MANAGER'S OFFICE

RECOMMENDED ACTION:

- 1) Seek input from County Public Works Department Head and Health Department

RECOMMENDED MOTION:

- 1) To be presented by the County Attorney
- 

AGENDA ITEM APPROVAL

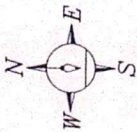
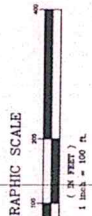
DEPARTMENT HEAD: \_\_\_\_\_ DATE: \_\_\_\_\_

COUNTY MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_



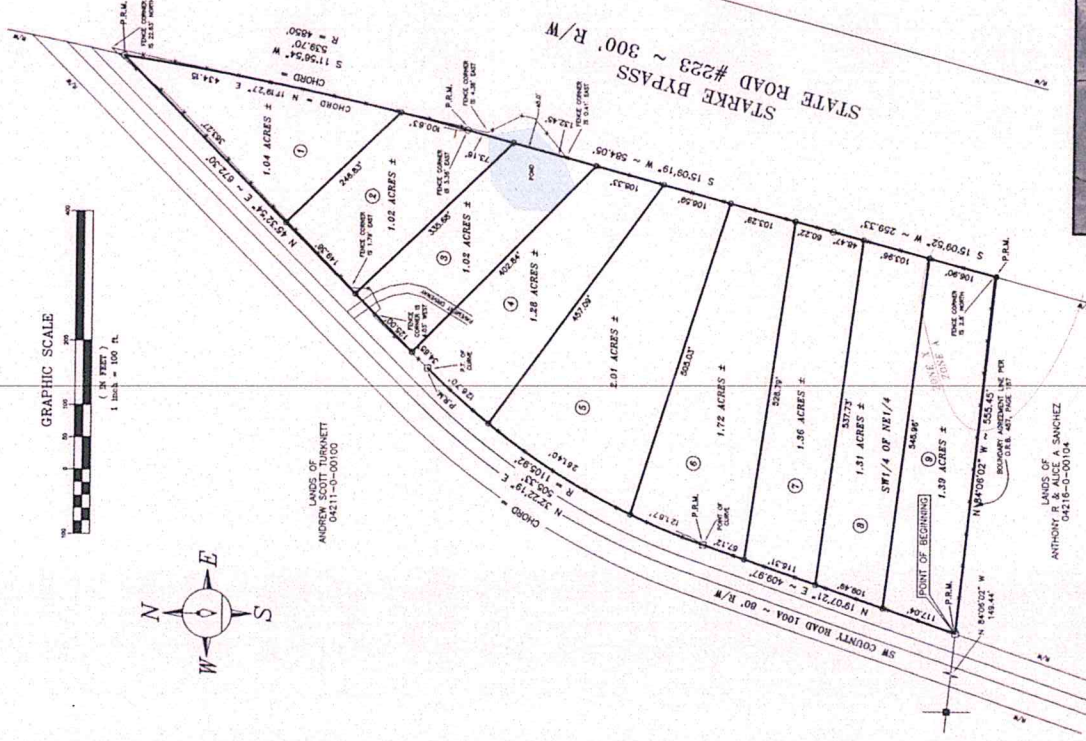
# "B&H FARMS"

A Subdivision lying in Section 31, Township 6 South, Range 22 East, Bradford County, Florida.



LANDS OF ANDREW SCOTT TURNETT 04211-0-00100

LANDS OF ANTHONY R & ALICE A SANCHEZ 04216-0-00104



### CAUTION

A Parcel of land lying in Section 31, Township 6 South, Range 22 East, Bradford County, Florida and being more particularly described as follows: Commence at a concrete monument (6"x6" NO. 8) found on the Eastern Boundary of the...

### NOTES

This map not valid without the signature and the original raised seal of a Florida licensed surveyor and mapster. Date of last field work was August 31, 2023. Lands shown herein lie partly in Zone A (Special flood hazard areas inundated by 100-year...

OWNER: INVESTMENTS, LLC 20490 NW 120TH WAY LAKE BUTLER, FL 32054 (904) 786-7176

SURVEYOR: WELCH & ASSOCIATES, INC. 570 W. MACAMONAH ST. STARK, FL 32091 (904) 984-8292

### LEGEND

- Found 5/8" iron rod (2648)
Found 1/2" iron rod (LB 4012)
Found 3/4" concrete monument (NO 8)
Found 2x6 concrete monument (NO 8)
P.M. = Right of Way
P.M. = Reference Marker
( ) denotes dead bearings & distances

### NOTES

Ownership of adjoining parcels provided by the Bradford County property apprauser's office. Any easements and other encumbrances to this plat will be filed as a separate document in the public records of Bradford County, Florida. The minimum setback requirements for R22-1 zoning district: Front 30 feet; Side 15 feet each; and Rear 15 feet. No lakes, streams or ponds exist on site other than those shown herein.

CERTIFICATE OF APPROVAL BY BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY. BEING IN FULL COMPLIANCE WITH THE PROVISIONS OF CHAPTER 177, F.S. AND THE PROVISIONS OF THE BRADFORD COUNTY ZONING ORDINANCE...

Approved: Carolyn Brown Spooner - Chair of County Commission
Signed: Scott Kerpsey - County Manager

### COUNTY ATTORNEY'S REVIEW

Examined on:
AND
Approved as to Legal Form and Sufficiency by Rich Kamadois (County Attorney).

Signed: Rich Kamadois, County Attorney

### BRADFORD COUNTY SURVEYOR'S REVIEW

Signed: Patrick B. Welch, P.S.M. - Bradford County Surveyor

BRADFORD COUNTY CLERK'S CERTIFICATION. I hereby certify that this plat has been examined and that it complies in form with Chapter No. 177, Florida Statutes...

BRADFORD COUNTY TAX COLLECTOR'S CERTIFICATION. This is to certify that all taxable and applicable taxes have been paid, and that all sales taxes applicable to the land herein have been redeemed.

### DEDICATION AND ADOPTION

I hereby certify that the plat for the land described as "B&H FARMS" in the map herein has been read and adopted and that this plat, made in accordance with the provisions of Chapter 177, Florida Statutes...

Signed: Lynn Sammet - Agent of Oust 4 Investments, LLC
Witness: Denny Thompson, Clerk of the Circuit Court.

### STATE OF FLORIDA - COUNTY OF BRADFORD

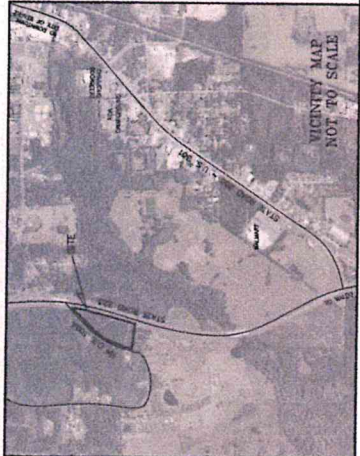
I hereby certify that on this day personally appeared before me, an officer duly authorized to administer oaths and I have read the foregoing plat and the purpose hereof and who acknowledged before me that he executed the same freely and voluntarily for the purposes therein expressed.

Notary Public: Notary Ruben Stump Seal
Printed Name of Notary

### SURVEYOR'S CERTIFICATION

I KNOW ALL MEN BY THESE PRESENTS, that the undersigned, being a licensed and registered land surveyor, as provided by Chapter 472, Florida Statutes, and in good standing with the Board of Land Surveyors, State of Florida, have surveyed and laid out the land herein shown on this plat, and that the same is shown in the foregoing plat under the direction and supervision of the Planning Association and who acknowledged before me that he executed the same freely and voluntarily for the purposes therein expressed.

Signed: Patrick B. Welch, P.S.M. - Bradford County Surveyor
Witness: Denny Thompson, Clerk of the Circuit Court.



PLAT REVISIONS table with columns for Date, Reason, and Description.





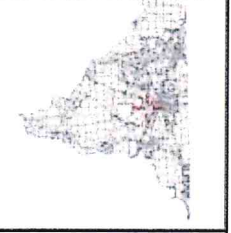
0 220 440 660 880 1100 1320 1540 1760 1980 2200 2420 2640 ft.

**Bradford County Property Appraiser** Kenny Clark, CFA | Starke, Florida | 904-966-6216

**PARCEL: 04211-0-00200 (11834)** | **TIMBERLAND 80-89 (5500)** | 12.5 AC  
 31 6S 22 BEG INT E BNDY OF NW1/4 OF THE NE1/4 & SELY R/W CR-100-A, RUN N45°39'47 E 58.01', S00°03'55W 398.53', S80°13'27 W 61.14', S06°36'30 E 129.03'

**NOTES:** Bradford County, FL

<b>QUAD INVESTMENTS, LLC</b>		<b>2024 Working Values</b>	
Owner: 20490 NW 120TH WAY LAKE BUTLER, FL 32054	Mkt Lnd	\$0	Appraised \$4,812
Site: SW CR 100A, STARKE	Ag Lnd	\$4,812	Assessed \$4,812
Sales	Bldg	\$0	Exempt \$0
Info	XFOB	\$0	Total county:\$4,812
7/22/2014 \$0 V (U)	Just	\$37,500	other:\$4,812
3/20/2014 \$100 I (U)			school:\$4,812
3/5/2014 \$100 I (U)			



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This instrument was prepared By:  
Paul Sanders, P.A.  
Attorney at Law  
403 W. Georgia St.  
Starke, Florida 32091

**Warranty Deed**  
Stamps: \$ .70  
Recording: \$ 18.50  
Total: \$ 19.20

RETURN TO: Paul Sanders, Esquire

PARCEL ID # 04211-0-00200

Inst:201404021097 Date:4/11/2014 Time:3:07 PM  
Doc Stamp-Deed:0.70  
DC, Ray Norman, Bradford County B:1529 P:319

**THIS WARRANTY DEED,**

[The terms "Grantor" and "Grantee" herein shall be construed to include all genders, singular or plural as context requires.]

Made this 20<sup>th</sup> day of March, 2014, **Between**

JOHN ALAN HOLTZENDORF, individually, and CHARLES HOLTZENDORF, individually,  
and, LYNN SCHMIDT, individually,  
of 5691 SW CR 100A, Starke, Florida 32091, **GRANTORS,**  
And

**QUAD4 INVESTMENTS, LLC.,** a Florida Limited Liability Corporation, subject to reservations below,  
of 5691 SW CR 100A, Starke, Florida 32091, **GRANTEE,**

**Witnesseth** that said Grantors, for and in consideration of the sum of TEN and NO/100 Dollars (\$10.00), and other good and valuable considerations to said Grantors in-hand paid by said Grantee, the receipt whereof is hereby acknowledged, has granted, bargained and sold to the said Grantee, and Grantee's heirs and assigns forever, the following described land, situate, lying and being in **Bradford** County, Florida, to-wit:

A TRACT OF LAND SITUATED IN SECTION 31, TOWNSHIP 6 SOUTH, RANGE 22 EAST, BRADFORD COUNTY, FLORIDA. BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:  
BEGIN AT A STEEL ROD AND CAP STAMPED LB 4012 MARKING THE INTERSECTION OF THE EAST LINE OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER (NW 1/4 OF THE NE 1/4) OF SAID SECTION 31 AND THE SOUTHEASTERLY RIGHT OF WAY LINE OF COUNTY ROAD 100-A (80' WIDE RIGHT OF WAY) ALSO KNOWN AS EDWARDS ROAD; THENCE RUN N 45°39'47" E, ALONG SAID SOUTHEASTERLY RIGHT OF WAY LINE, A DISTANCE OF 58.01 FEET; THENCE RUN S 00°03'55" W, A DISTANCE OF 398.53 FEET TO A STEEL ROD AND CAP STAMPED PLS 6185; THENCE RUN S 80°13'27" W, A DISTANCE OF 61.14 FEET TO A STEEL ROD AND CAP STAMPED PLS 6185; THENCE RUN S 06°36'30" E, A DISTANCE OF 129.03 FEET TO A STEEL ROD AND CAP STAMPED PLS 6185; THENCE RUN S 80°45'40" W, A DISTANCE OF 241.25 FEET TO A STEEL ROD AND CAP STAMPED PLS 6185; THENCE RUN N 08°54'12" W, A DISTANCE OF 261.88 FEET TO THE AFOREMENTIONED SOUTHEASTERLY RIGHT OF WAY LINE OF COUNTY ROAD NO.100-A; THENCE RUN N 45°39'47" E, ALONG SAID SOUTHEASTERLY RIGHT OF WAY LINE, A DISTANCE OF 183.89 FEET TO A STEEL ROD AND CAP STAMPED LB 4012 WHICH LIES ON THE SOUTH LINE OF SAID NORTHWEST QUARTER OF THE NORTHEAST QUARTER (NW 1/4 OF THE NE 1/4); THENCE RUN S 89°01'15" E, ALONG SAID SOUTH LINE, A DISTANCE OF 159.36 FEET TO THE SOUTHEAST CORNER OF SAID NORTHWEST QUARTER OF THE NORTHEAST QUARTER (NW 1/4 OF THE NE 1/4); THENCE RUN N 02°58'31" W, ALONG THE EAST LINE OF SAID NORTHWEST QUARTER OF THE NORTHEAST QUARTER (NW 1/4 OF THE NE 1/4), A DISTANCE OF 150.96 FEET TO THE POINT OF BEGINNING. SAID TRACT OF LAND CONTAINING 2.40 ACRES, MORE OR LESS.

and said Grantor does hereby fully warrant the title to said land, and will defend the same against lawful claims of all persons whomsoever.

**In Witness Whereof,** Grantors have hereunto set Grantors' hand and seal the day and year first above written.

Signed, sealed, and delivered in our presence:

Beverly B Hardy  
(First Witness)

Printed or typed name:  
Beverly B Hardy

[Signature]  
(Second Witness)

Printed or typed name:  
H. PAUL SANDERS

[Signature]  
JOHN ALAN HOLTZENDORF

**STATE OF FLORIDA  
COUNTY OF BRADFORD**

The foregoing instrument was acknowledged before me this 5<sup>th</sup> day of March, 2014 by **JOHN ALAN HOLTZENDORF**. Such person did not take an oath and is:

personally known to me  
 Produced a valid FI Driver License as Identification



NOTARY PUBLIC, State of Florida

Signed, sealed, and delivered in our presence:

(First Witness)

Printed or typed name:  
Elise Nesbitt

(Second Witness)

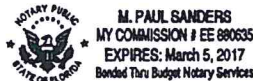
Printed or typed name:  
M. Paul Sanders

CHARLES HOLTZENDORF

**STATE OF FLORIDA  
COUNTY OF BRADFORD**

The foregoing instrument was acknowledged before me this 14<sup>th</sup> day of March, 2014 by **CHARLES HOLTZENDORF**. Such person did not take an oath and is:

personally known to me  
 Produced a valid FI Driver License as Identification



NOTARY PUBLIC, State of Florida

Signed, sealed, and delivered in our presence:

(First Witness)

Printed or typed name:  
M. Paul Sanders

(Second Witness)

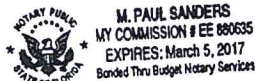
Printed or typed name:  
Susan Faulkner - O'Neal

LYNN SCHMIDT

**STATE OF FLORIDA  
COUNTY OF BRADFORD**

The foregoing instrument was acknowledged before me this 20<sup>th</sup> day of March, 2014 by **LYNN SCHMIDT**. Such person did not take an oath and is:

personally known to me  
 Produced a valid FI Driver License as Identification



NOTARY PUBLIC, State of Florida

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

---

AGENDA ITEM INFORMATION SHEET

---

DATE: February 15, 2024

AGENDA ITEM Appointment of Representative to the Suwannee River Economic Council, Inc. Board of Directors.

DEPARTMENT: County Manager

PURPOSE: “The Community Service Administration Regulation requires that one-third of the members of the Suwannee River Economic Council, Inc. Board are elected officials currently holding office or their representative.”





**Suwannee River Economic Council, Inc.**

**Post Office Box 70**

**Live Oak, Florida 32064**

**Administrative Office - Phone (386) 362-4115**

**Fax (386) 362-4078**

**E-Mail: [mattpearson@suwanneec.net](mailto:mattpearson@suwanneec.net)**

**Website: [www.srecinc.org](http://www.srecinc.org)**

January 23, 2024

Ms. Carolyn Spooner, Chairperson  
Bradford County Commissioners  
P.O. Drawer B  
Starke, FL 32091

Dear Ms. Spooner:

The Suwannee River Economic Council, Inc. Board of Directors is constituted so that one-third of the members is comprised of local elected officials or their representatives. The Bradford Board of County Commissioners' past representative was **Ms. Janice Johnson**. Each year, the Florida Department of Commerce requires confirmation of the continuation of the existing representative and/or the appointment of a new representative.

The Community Service Administration Regulation requires that one-third of the members of the Suwannee River Economic Council, Inc. Board are elected officials currently holding office or their representatives.

Therefore, please consider this item at your next Commission meeting. Following your meeting, please advise us in writing as to the name, address, and phone number of your selected representative. Your continued support and assistance is really appreciated.

Sincerely,  
SUWANNEE RIVER ECONOMIC COUNCIL, INC.

Matt Pearson  
Executive Director

MP/hm

cc: SREC Board File  
Mr. Denny Thompson, Clerk of Courts  
Mr. Scott Kornegay, County Manager  
Ms. Janice Johnson, Board Member



**SERVING**

**BRADFORD-COLUMBIA-DIXIE-GILCHRIST-HAMILTON-LAFAYETTE-LEVY-MADISON-PUTNAM-SUWANNEE-TAYLOR-UNION**

**"This institution is an equal opportunity provider and employer."**

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

---

AGENDA ITEM INFORMATION SHEET

---

DATE: February 15, 2024

AGENDA ITEM Meridian Behavioral Health Proposal for Opioid Abatement Funds

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

---

AGENDA ITEM INFORMATION SHEET

---

DATE: February 15, 2024

AGENDA ITEM Purpose Behavioral Health Proposal for Opioid Abatement Funds

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

---

AGENDA ITEM INFORMATION SHEET

---

DATE: February 15, 2024

AGENDA ITEM Bradford County Health Department Proposal for Opioid  
Abatement Funds



BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

---

AGENDA ITEM INFORMATION SHEET

---

DATE: February 15, 2024

AGENDA ITEM Community Resource Paramedicine Proposal Presentation  
for Opioid Abatement Funds – Ben Carter, Chief, Bradford  
County Fire Rescue

DEPARTMENT: Fire Rescue

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

---

AGENDA ITEM INFORMATION SHEET

---

DATE: February 15, 2024

AGENDA ITEM Consider Approval of Amendments to “Bradford County Board of County Commissioners Rules of Procedure”

DEPARTMENT: County Manager

PURPOSE: Review and update of BoCC Rules of Procedure: Current policy was adopted by Resolution 2006-24.

**“EXHIBIT A”**

**BRADFORD COUNTY BOARD OF COUNTY COMMISSIONERS**

**RULES OF PROCEDURE**

**UPDATED AND ADOPTED: FEBURARY 15, 2024**

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Preliminary Note:

1. Unless otherwise provided herein, all references to the County Manager, the Sheriff, or the County Attorney include said official’s designee, who shall have the same authority and responsibility as said official under these rules.

## I. PUBLIC PARTICIPATION IN COUNTY GOVERNMENT

### A. Commission Meetings

1. All meetings of the Bradford County Commission, and of committees thereof, shall be open to the public in accordance with the Florida Government in the Sunshine Law, Section 286.011, Florida Statutes.
2. The exception shall be those meetings statutorily exempt, such as executive collective bargaining sessions - Section 447 ,605(1), Florida Statutes; meetings regarding risk management claims - Section 768.28(15), Florida Statutes; and litigation meetings pursuant to Section 286.011(8) Florida Statutes. The Commission shall follow all statutory requirements for exempt meetings.
3. Because of the need to comply with seating capacity requirements of the fire code, there may be occasions when entrance by the public to the Commission Board Room or other meeting rooms shall be limited. In those instances, the Commission may make other rooms available for those who desire to participate in the meeting.
4. All meetings of the Commission will be conducted in a building that is open to the public.
5. For public safety purposes, no signs or placards mounted on sticks, posts, poles, or similar structures will be allowed in Commission meeting rooms. Other signs, placards, or banners shall not disrupt meetings or interfere with a person's ability to observe the meeting.
6. All persons with disabilities shall be provided with the assistance that is necessary to enable them to effectively participate in commission meetings.

### B. Appearance Before the Commission

1. Persons desiring to address the Commission on a matter pending before it, or who need the attention of the Commission, may do so upon recognition and introduction by the Chair. To ensure that everyone has a fair opportunity to participate, these procedures will be followed:
  - a. Prior to the beginning of a meeting or public hearing, all persons who wish to be heard will fill out the form provided and present it to the Clerk, giving their names, the agenda item, and whether they wish to speak as a proponent, opponent, or otherwise. If a sign-in sheet is required, any person who does not sign in may be permitted to speak after all those who signed in have done so. After being recognized, the person should:
    - i. Step up to the speaker's rostrum and state their name and address.

- ii. Limit comments to three minutes.
  - iii. Address all remarks to the Commission Chair.
  - iv. Present documents to the Commission, the Clerk, and the County Manager.
- b. Speakers should make comments concise and to the point and present any data or evidence they wish the Commission to consider. No person may speak more than once on the same subject unless granted permission by the Chair.
  - c. The Commission may discuss the matter, assign it to a committee, refer it to the manager and/or attorney for review and comment, question the speaker, and/or take other appropriate action.
  - d. No person other than a member of the Commission and the person having the floor may be permitted to enter into any discussion either directly or through a member of the Commission, without the permission of the Chair. No question may be asked except through the Chair.
  - e. Speakers should refrain from disruptive conduct and personal or slanderous remarks.
2. A person may not interfere with or interrupt the orderly procedure of the Commission, any Commissioner, or the person the Chair has properly recognized. If the Chair declares an individual out-of-order, they will be requested to relinquish the speaker's rostrum. If the person does not do so, they are subject to removal pursuant to Section II (G), Sergeant-at-Arms.
  3. The Chair, subject to concurrence of the majority of the Commission, is authorized to establish speaker time limits and otherwise control presentations to avoid repetition.
  4. Employees of the County may address the Commission on matters of public concern. Employee comments that address an active grievance/arbitration, employee appeal matter, or a personnel dispute will not be entertained as a part of Citizen Comments. Employees will be advised of the appropriate forum and process for presenting or discussing such matters.

### **C. Public Comments and Inquiries**

1. Persons may address the Commission on items not on the agenda during the Public Comment periods.
2. The Commission shall not take final action on public comment items presented at the same meeting unless it waives these Rules of Procedure.
3. When inquiries and comments are brought before the Commission, other than for items already on an agenda, the Chair may first determine whether the issue is legislative or administrative in nature and assign the issue to a committee or County Manager.
4. The Chair may also assign issues that require additional examination to a Commissioner. If so assigned, the Commissioner shall provide a report to the Commission when the examination is complete.

### **D. Commission Meetings**

1. Unless otherwise advertised, all regular meetings of the Bradford County Commission are conducted at 9:30 a.m. on the first Tuesday of the month and at 6:30 p.m. on the third Thursday of each month ~~and~~ in the County Commission Board Room in the Bradford County Courthouse, North Annex, 945 North Temple Avenue, in Starke, Florida.
2. Regular meetings may be adjusted by the Commission to accommodate a holiday schedule or other special circumstances. Prior notice of such a change shall be provided to the public, the Clerk, and the media. A minimum advanced notice of twenty-four (24) hours is required, though the Commission will provide as much advance notice of a regular meeting as is feasible. Published schedules are available in January of each year.

### **E. Commission Meetings – Special**

1. Any two (2) Commissioners may call for a special meeting of the Commission. Such a request shall be in writing and shall contain the time, place, and business to be conducted. The notice of a special meeting shall be located at the entrance to the North Annex of the Bradford County Courthouse and on the Commission Board Room door. The time and place of the special meeting will be added to the meetings list. Special meetings may be held upon no less than twenty-four (24) hours public notice.

2. Each Commissioner, the Clerk of the Court, the Sheriff, the County Manager, and the County Attorney shall be given twenty-four (24) hours prior notice of the special meeting. Such notice shall be provided by any reasonable means, including telephone, e-mail, or facsimile transmission to the person's residence, place of employment, or other location, whichever site is most likely to ensure the person's receipt of the notice.
3. Twenty-four (24) hours prior notice of the special meeting shall be provided to the business office of each local media organization that has a written request for notice of special meetings on file. Such notice shall be provided by any reasonable means, including telephone, e-mail, or facsimile transmission.
4. Special meetings may be scheduled on days or evenings in addition to the first Tuesday and third Thursday of the month.
5. An agenda outlining the business to be conducted will be available prior to the meeting. No business other than items listed on the agenda shall be conducted unless declared as an emergency item. Public comment shall be allowed on items on the agenda, but there will not be a separate public comment period included on the agenda.
6. If there is no longer a need for a special meeting, the person who called the meeting is authorized to cancel the meeting.

#### **F. Commission Meetings – Emergency**

1. Any one Commissioner or the County Manager may call, orally or in writing, an emergency meeting.
2. The call for an emergency meeting shall contain the time, place, and business to be conducted. The time and place of the emergency meeting will be added to the meetings list. Emergency meetings may be held, when practicable, upon the most reasonable notice allowable under the circumstances.
3. Each Commissioner, the Clerk of the Court, the Sheriff, the County Manager, and the County Attorney shall be given the most reasonable notice allowable under the circumstances. Such notice shall be provided by any reasonable means, including telephone, e-mail, or facsimile transmission to the person's residence, place of employment, or other location, whichever site is most likely to ensure the person's receipt of the notice.



4. The most reasonable notice allowable under the circumstances of the emergency meeting shall be provided to the business office of each local media organization that has on file a written request for notice of emergency meetings. Such notice shall be provided by any reasonable means, including telephone, e-mail, or facsimile transmission.
5. Emergency meetings may be scheduled on days or evenings in addition to the first Tuesday and third Thursday of the month.
6. An agenda outlining the business to be conducted will be available prior to the meeting. No business shall be conducted other than the items listed on the agenda. Public comment shall be allowed on items on the agenda, but there will not be a separate public comment period included on the agenda.
7. If there is no longer a need for an emergency meeting, the person who called the meeting is authorized to cancel the meeting.

#### **G. Informal Commission Meetings**

The Chair, Commission, or County Manager may schedule informal meetings, inspection trips, or retreats. Advance notice of these meetings shall be given in the same manner as special meetings. Minutes of these meetings shall be made available by the Clerk's Office.

#### **H. Public Hearings; Time; Location**

1. Public hearings shall be held on either regularly scheduled meeting day and are normally conducted at the start of the proceedings. Unless advertised otherwise, public hearings are conducted in the County Commission Board Room at 925 North Temple Avenue in Starke, Florida. The matters under consideration shall be heard at the designated time, or as soon thereafter as practicable.
2. By vote of a majority plus one, pursuant to section 125.66(4)(b)(1), Florida Statutes, the Commission may conduct public hearings for those applications identified in this subsection usually required after 5:00 p.m. at another time of day. Public hearings may be continued from a prior meeting or scheduled on days or evenings in addition to the first Tuesday and third Thursday of each month. Prior to the beginning of any meeting or public hearing, the Chair requires that all persons who wish to be heard fill out the form provided and present it to the Clerk.
3. Any person who does not sign in may be permitted to speak after all those who signed in have done so. The Chair, subject to the concurrence of a majority of the Commission, is authorized to establish speaker time limits and otherwise control presentations to avoid repetition.

## I. Public Hearing; Procedures

1. Public Hearings: Generally, the procedures to be followed for public hearings are as follows:
  - a. The County Manager or their designee should describe the agenda item to be considered and provide the staff recommendation. The Chair will then inquire as to whether any Commissioners have questions for administration. The Chair will inquire as to whether any member of the public has questions or comments.
  - b. Following public comment, if any, the Chair will close the public hearing and inquire if any Commissioner wishes to put forth a motion. Following a motion and its second, discussion will occur among Commissioners.
  - c. The Chair will inquire if there is any further discussion by the Commissioners and any final comments or recommendations from the administration. The Chair may entertain comments from the public about the motion on the floor. The presiding officer restates the motion.
  - d. The Chair inquires of the Commissioners as to whether they are ready for the question and restates the vote.
  
2. Quasi-Judicial Hearings: Generally, the procedures to be followed for Quasi-judicial hearings are as follows:
  - a. Prior to the commencement of quasi-judicial hearings, the Chairman or the County Attorney will provide the public with an explanation of Quasi-judicial proceedings and shall read the following statement:

"All persons wishing to participate and speak will be sworn in prior to speaking during this proceeding. All persons have the right, through the Chair, to ask questions of staff or other speakers, to seek clarification of comments made by staff or other speakers and respond to comments or presentations of staff or other speakers. All persons who present written materials to Commissioners for consideration must ensure that a copy of such materials is provided to the Clerk for inclusion in the official record of proceedings and official minutes, and to the County Manager for a matter of record. While we welcome comments from all persons with an interest in this proceeding, Florida law requires that the County Commission decisions in a quasi-judicial action be supported by competent substantial evidence presented to the Commission during the hearing on the application. Competent substantial evidence is such evidence as a

reasonable mind would accept as adequate to support a conclusion. There must be a factual basis in the record to support opinion testimony from both expert and non-expert witnesses. Persons presenting testimony may rely on factual information that they present, that is presented by County staff, that the applicant presented, or on factual information included in the County staff reports to support their testimony."

- b. After reading the statement, the deputy clerk will make the following inquiry of the County Commissioners:

"Has any Commissioner received any oral or written communications regarding the items? If so, please disclose the substance of the communication and identify the person making the communication. Disclosure made must be made before or during the public meeting at which a vote is taken on such matters, so that persons who have opinions contrary to those expressed in the ex parte communication are given a reasonable opportunity to refute or respond to the communication."

- c. The Clerk shall administer the affirmation or oath to all persons who desire to speak at quasi-judicial proceedings before the County Commission.
- d. A consent agenda document may be used for zoning items. Items that have unanimous staff and Planning Commission recommendation for approval, and no opposition received from the public prior to the meeting, may be placed on the consent agenda. The commission will consider the consent agenda at the beginning of the meeting.
- e. The County Manager shall describe the quasi-judicial item to be considered and make a presentation pertaining to the item. The Chair shall then inquire as to whether any Commissioner has questions for the staff members who made the presentation. After the Commissioner's questions are answered, the Chair will ask if any of the parties to the proceeding have any questions of staff members who made presentations.
- f. If the subject of the quasi-judicial hearing is a zoning matter, the zoning applicant or their representative will make a presentation pertaining to the application. The Chair will once again inquire as to whether Commissioners and the parties to the proceeding have questions of the applicant and the applicant's representatives.
- g. The Chair will next ask if any members in the audience wish to present testimony. At the conclusion of the testimony, the Chair will ask if any of the Commissioners or any of the parties to the proceeding have questions of the witness.



4. Requests for copies of public meeting minutes or meeting recordings of the Bradford County Board of County Commissioners should be made through the Clerk's office.
5. Any and every media conference officially sponsored by Bradford County Government will be open to all media representatives and to the public. Press conferences will be conducted in a location that is publicly accessible.

#### **K. Commission Mail; Circulation; Public Review and Duplication**

1. A copy of all correspondence addressed to any Commissioner about matters pertaining to county-wide business will be sent to each commissioner. Copies will not be forwarded to other Commissioners if the matter exclusively pertains to that Commissioner and the district they represent. Mail with words similar to "Personal," "Confidential," or "For Addressee Only" shall be delivered unopened to the addressee. Items of considerable length, such as petitions, will not be copied; instead, a memorandum will be distributed which announces the availability and location of the item in the office. Publications and lengthy agenda materials for other boards on which Commissioners service will not be copied; only the agenda will be circulated.
2. All items deemed to be a matter of homeland security shall not be public record as in accordance with federal and state statutes.

#### **L. Advisory Boards or Committees**

The mission of the advisory boards and committees shall be to examine the various policy issues referred to them by the Commission, staff, or as determined in the board or committee. Committees shall provide guidance to the Commission in the development of policy recommendations but shall not attempt to manage the administrative operations of the County or direct staff.

1. Advisory boards and committees may be created and dissolved by resolution, ordinance, or other act adopted by the Commission.
2. The Commission, after advertising vacancies, appoints committee members. All members shall serve at the pleasure of the Commission.
3. The County Manager's office shall provide to the Chair of each advisory board or committee and appropriate department director copies of all resolutions or ordinances which pertain to that committee. Such information shall be delivered to the committee chair within one (1) week after adoption by the Commission, or as soon thereafter as possible.

4. Appointment to advisory boards shall be by voice vote during a regular Commission meeting. Priority shall be given to applicants from Bradford County. All members serve at the pleasure of the Commission.
5. All Commission advisory boards, commissions, and other bodies shall meet in buildings open to the public.
6. All statutory boards, commissions, and advisory bodies shall publish minutes taken at each meeting. Communications to the Commission from such boards, commissions, and bodies shall be received in the Office of the County Manager or in the mail of the Commission Chair and provided by printed copy or e-mail to the Commission, where practicable.
7. All Chairs of advisory boards or committees are encouraged to provide updates to the County Commission at its regularly scheduled business meetings or public hearings. All requests for presentations shall be submitted to the Office of the County Manager.
8. Members appointed to advisory boards and committees should generally serve a maximum of two (2) terms. The Commission may make exceptions to this general policy on a case-by-case basis: (1) when no person applies for a vacant position (2) when necessary to preserve the stability of a board or committee; (3) when necessary to retain a particular appointee because of their special knowledge and expertise; or (4) for such other reasons or circumstances as the Commission deems appropriate. When filling a vacancy for an unexpired term, an appointee who serves more than half a term in office is considered to have served a full term. When filling a vacancy for an unexpired term of less than one year, the appointment shall be for the unexpired term and one full term, when applicable.
9. County employees may serve on advisory boards or committees.
10. The personal and business affairs of appointees, when conducted within Bradford County, must be in substantial compliance with all County regulatory and taxing authorities' rules and regulations. Appointees deemed to be in chronic violation of any County rule, regulation, or policy may be disallowed from membership on advisory boards or committees by a majority vote of the Commission.
11. Advisory boards and committees are required to adhere to the Guidelines for Citizen Advisory Boards and Committees as approved by the County Commission and codified in this document in Section III (G).

## II. PREPARATION OF AGENDA; ORDER OF BUSINESS

### A. Preparation of Agenda

1. The County Manager's office shall prepare the agenda. The Chair, any Commissioner or Constitutional Officer, the County Manager, or the County Attorney may place an item on the agenda. The County Manager will provide the tentative agenda to the Chair no less than seven (7) days prior to a regular meeting. The Chair and County Manager will meet to discuss each agenda item.
2. The Chair, any Commissioner or Constitutional Officer, the County Manager, or the County Attorney may request that an item be scheduled for a time certain. Persons requesting an item to be scheduled for a time certain shall submit the request to the County Manager no later than twelve (12) days prior to the meeting. Presentation on time-certain items will normally not exceed thirty (30) minutes in length.
3. The Chair, any Commissioner or Constitutional Officer, the County Manager, or the County Attorney may schedule an item for a time certain that recognizes County employees or citizens. These recognitions will generally honor individuals, teams, or organizations for activities or actions that benefit Bradford County. Recognition presentations will not exceed fifteen (15) minutes.

### B. Agenda Material

A copy of the agenda and supporting materials shall be prepared for each Commissioner, the public, and the media before 5:00 p.m. three (3) days prior to the regular Commission meeting or Public Hearing, except when legally observed holidays affect copying and distribution. The agenda, as well as lengthy reports that are part of agenda documentation, shall be available for review in the County Manager's office and on the County website. Each Commissioner should carefully review the Consent Agenda to determine whether there is any item they wish to have placed on the Regular Agenda.

### C. Meeting; Order of Business

1. The business of all regular meetings of the Commission should be transacted as follows; provided, however, that the Chair may, by simple majority vote or consensus of the Commission, re-arrange items on the agenda to conduct the business more expeditiously before the Commission:
  - a. Invocation and Pledge of Allegiance.
  - b. Presentation and approval of amendments to the Agenda.

- i. An amendment to the agenda is an addition to the regular or consent agenda and consists of items which are submitted for agenda consideration after the established deadline. A grant application is an example of such an item. Amendments will be made only when warranted.
  - c. Prior to a vote on the motion to adopt the Consent Agenda, the Chair shall inquire if any Commissioner wishes any other items to be withdrawn from the Consent Agenda. If any member of the Commission withdraws any matter; the Chair shall place the item at an appropriate place on the agenda for the current or a future meeting.
  - d. Public Comments: Any person may address the Commission under this agenda section. Public Comments will normally be scheduled immediately prior to the Consent Agenda of all commission meetings.
  - e. Approval of the Consent Agenda.
  - f. Proclamations may be read at any time during the meeting.
  - g. Appointments to Advisory Boards and Committees.
  - h. Committee Reports
  - i. Constitutional Officers/Other Governmental Units
  - j. County Attorney
  - k. County Manager
  - l. Commission Comments
  - m. Adjournment
2. No meeting should be permitted to continue beyond midnight without the approval of a majority vote of the Commission. A new time limit must be established before taking a Commission vote to extend the meeting. In the event that a meeting has not been closed or continued by Commission vote prior to midnight, the items not acted on are to be continued to a designated time on the following day, unless state law requires a hearing at a different time or unless the Commission, by a majority vote of members present, determines otherwise.



#### **D. Quorum**

A quorum for the transaction of business by the Commission consists of three (3) Commissioners. Once a quorum has been established, a majority of the Commissioners present at the meeting shall be required to carry a motion, unless by statute, ordinance, or other regulation, a supermajority (4/5) of the Commission is required.

#### **E. Required Attendance of Officials**

In addition to Commissioners, County officials whose regular attendance shall be required at meetings of the Commission are the Clerk, the County Manager, the County Attorney, or their designees. A representative of the Bradford County Sheriff's Office shall be present to provide security and assistance in maintaining order. A representative of the Information Technology Department will be present to provide support with running equipment and any broadcast or streaming of the meeting.

#### **F. Clerk of the Commission; Parliamentarian; Minutes**

The Clerk, or in their absence, the County Attorney, serves as parliamentarian, and advises the Chair of the correct rules of procedure or questions of specific rule application. The parliamentarian calls to the attention of the Chair any errors in the proceedings that may affect the substantive rights of any member or may otherwise do harm. Pursuant to the agenda, the Clerk or Chairman shall announce the business that shall come before the Commission.

1. The Clerk shall make correct minutes of the proceedings of each regular, special, or emergency Commission meeting.
2. The Clerk shall notify the County manager's office to place the minutes on the agenda for approval by the Commission. Unless some error is shown, such minutes will stand confirmed at the regular Commission meeting without a reading in open meeting. In such an event, an appropriate correction is made.
3. The Clerk shall be responsible for recording County Commission workshops. Preparations of workshop minutes are the responsibility of County Clerk.
4. Upon request, the County Manager may ask that the Clerk provide any Commissioner with transcribed excerpts of tapes of Commission meetings.

#### **G. Sergeant-At-Arms**

The County Manager shall be Sergeant-at-Arms of the Commission meetings. The Bradford County Sheriff's Office shall assist the County Manager in performing this duty. The County Manager shall carry out all orders and instructions given by the Commission for the purpose

of maintaining order and decorum at the Commission meeting. The following policy will provide guidance in handling disruptions:

1. If an individual refuses to relinquish the podium after being allowed to address the Commission, the Chair shall inform the individual that their time to address the Commission has expired and the Chair shall direct the individual to leave the podium.
2. If an individual causes disruption in the Commission meeting site, the Chair shall inform the individual causing the disruption to cease the disruptive activity.
3. If the disruption fails to stop:
  - a. The Chair shall inform the individual causing the disruption that their actions are contrary to the orderly function of the meeting and that the individual is to cease such action, or the Sergeant-at-Arms (County Manager/designee) shall be instructed to remove the individual from the meeting site. The Chair shall direct the individual to leave the meeting site.
  - b. The Chair shall inform the individual that, if they are directed to leave and fail to do so, the individual shall be subject to arrest for trespassing.
  - c. If the disruption fails to cease, the Chair is authorized to take final action and instruct the Sergeant-at-Arms to remove the individual causing the disruption from the meeting site or building, whichever they deem necessary.

#### **H. Rules of Order and Debate**

Every Commission member desiring to speak should address the Commission Chair and, upon recognition by the Chair, should confine their comments to the question under debate.

1. The maker of a motion shall be entitled to the floor first for debate.
2. A member, once recognized, should not be interrupted when speaking unless to call said member to order. The member should then cease speaking until the question of order is determined, without debate, by the Chair. If in order, said member will be at liberty to proceed.
3. If the Commission Chair wishes to put forth or second a motion, they shall relinquish the chair, in the following order, to: (1) the Vice Chair; (2) the senior Commission member (if the Vice Chair is absent); (3) another Commission member who has remained impartial; or the Clerk, until the main motion on which the presiding officer spoke has been disposed.

4. The most recent edition of Robert's Rules of Order shall be the rules of the Commission, so long as they do not conflict with ordinances, statutes, these rules, or the Bradford County Code.

#### **I. Voting**

The votes during all Commission meetings should be transacted as follows:

1. In order to expedite business, the Chair shall determine whether to call for the vote by voice or electronic voting equipment. At the request of any Commissioner, a roll call vote shall be taken by the Clerk. The roll call vote may be determined in any order, with the Chair voting last.
2. When the Chair calls for a vote on a motion, every member, who was in the Commission chambers must give their vote, unless the member has publicly stated that they are abstaining from voting due to a conflict of interest, pursuant to Section 112.3143 or Section 286.011, Florida Statutes. If any Commissioner declines to vote "aye" or "nay" by voice, their vote shall be counted as an "aye" vote.
3. The passage of any motion, policy, or resolution shall require the affirmative vote of a majority of the membership of the Commissioner who are present and eligible to vote. In the case of tie in votes on any proposal, the proposal shall be considered lost.
4. Any Commissioner shall have the right to express dissent from or protest any ordinance, resolution, or policy of the Commission, and to have the reason therefore entered in the minutes.
5. If a motion is not carried by at least a majority of Commissioners present; the proposal shall be considered lost.

#### **J. Conflict of Interest as Specified in Section 112.3143 or Section 286.011, Florida Statutes**

No Commissioner shall vote in their official capacity on a matter which would inure to their special private gain, or which the Commissioner knows would inure to the special private gain of any principal by whom they are retained, of the parent organization or subsidiary of a corporate principal by which they are retained, or a relative or of a business associate. Within fifteen (15) days following that Commission meeting, they shall file with the Clerk to the Commission a written description of the nature of their interest in the matter. The statement shall be received by the Clerk and incorporated into the minutes of the meeting.

## **K. Ordinances**

1. An enacted ordinance is a legislative act which prescribes general, uniform, and permanent rules of conduct relating to the corporate affairs of the County. Commission action shall be taken by ordinance when required by law, or to prescribe permanent rules of conduct which continue in force until repealed, or where such conduct is enforced by penalty. All ordinances shall be introduced in writing and scheduled for public hearing after advertisement.
2. By vote of one more than the majority, the Commission may, without notice or hearing, adopt an emergency ordinance. The emergency ordinance shall contain a declaration describing the emergency, and shall be passed in accordance with Section 125.66(3), Florida Statutes.

## **L. Resolutions**

Generally, an enacted resolution is an internal legislative act and is a formal statement of policy concerning matters of special or temporary character. Commission action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired. All resolutions shall be reduced to writing. A resolution may be put to its final passage on the same day on which it was introduced.

## **M. Motions**

An enacted motion is a form of action taken by the Commission to direct that a specific action be taken on behalf of the county. A motion, once approved and entered into the record, is the equivalent of a resolution in those instances where a resolution is not required by law. All motions shall be made and seconded before debate. Before the Chair has stated a motion, its sponsor may change or withdraw it without the Commission's permission, and any member or the Chair may request that the maker withdraw it.

## **N. Reconsideration of Action Previously Taken**

1. A motion to reconsider enables the Commission to set aside a vote on a main motion taken at the same meeting and to consider that motion again as though no vote had been taken on it.
2. A motion to reconsider shall be allowed at any time by any Commissioner during a meeting, except when a motion on some other subject is pending. No motion by any Commissioner to reconsider shall be made more than once on any subject at the same meeting.

3. Upon passage of a motion to reconsider, no substantive action on the matter may be taken until a subsequent meeting so that the public and media may be on notice of the matter to be reconsidered. The subject matter shall be scheduled for the next regular Commission meeting for any action the Commission deems advisable.

**O. Rescinding Action Previously Taken**

Commission action may be rescinded by a supermajority, or 4/5ths vote. After a motion to reconsider has been adopted by a majority vote, any Commissioner may, at the next regular Commission meeting, move to rescind the action previously taken.

### **III. GENERAL PROVISIONS**

**A. Newly Elected Commissioners**

The term of County Commissioners elected to office shall commence on the first regular scheduled meeting following the general election as specified in Section 100.41, Florida Statutes. The County Manager will coordinate a swearing-in ceremony for newly elected commissioners. The County Manager shall provide an orientation program.

**B. Election of Chair and Vice Chair**

The Clerk shall preside over the election of officers. Procedures for electing officers are as follows:

1. At the last meeting in November of each year the Chair will call for nominations of a new Chair from the Commissioners.
2. Nominations will be accepted or declined by the nominee and the current Chair will either call for another nomination or for a vote. A Vice-Chair is also elected in a like manner. The Vice-Chair continues to have all the rights, privileges, and immunities of a member of the commission.
3. In case of the absence or temporary disability of the Chair, the Vice-Chair serves as Chair during the absence. In case of the absence or temporary disability of the Chair and the Vice-Chair, an Acting Chair and Vice-Chair, selected by members of the Commission, serves during the continuance of the absences or disabilities.

### C. Commission Chair; Presiding Officer

The Presiding Officer (the Chair) presides at all meetings of the Commission and is recognized as the head of the County for all ceremonial purposes. In addition to the powers conferred upon them as Chair, they continue to have all the rights, privileges, and immunities of a member of the Commission. The Chair's responsibilities include:

1. Calling the meeting to order, having ascertained that a quorum is present.
2. Recognition of all Commissioners who seek the floor under correct procedure. All questions and comments are to be directed through the Chair and restated by them, and they declare all votes.
3. Preserving order and calling to order any member of the Commission who violates any of these procedures; and, when presiding, deciding questions of order, subject to a majority vote on a motion to appeal.
4. Expedition of business in every way compatible with the rights of members.
5. Remaining objective. The Chair retains the same rights in debate as any other member, but the impartiality required of the Chair in an assembly precludes exercising these rights while presiding. The Chair should have nothing to say on the merits of pending questions until the Commissioners and citizens have fully debated the question. On certain occasions that should be extremely rare, the Chair may believe that a crucial factor relating to such a question has been overlooked and that their obligation as a member to call attention to the point outweighs the duty to preside at that time. If the Chair wishes to place or second a motion, the gavel must be relinquished.
  - A. Based upon these Rules of Procedure, the gavel will be relinquished in the following order:
    1. Vice Chair.
    2. Other Commissioners based upon seniority.
    3. Another Commission member who has remained impartial; and
    4. Clerk to the County Commission.

The presiding officer who relinquished the chair should not return to it until the pending main question has been disposed of, since they have expressed partisanship as far as that particular matter is concerned.

6. Declaring the meeting adjourned when the Commission so votes, or at any time in the event of an emergency affecting the safety of those present.
7. When time constraints dictate, the Chair is authorized to approve authorizations to advertise for public hearings.
8. Assignment of Commissioners' seats in the Commission Board Room.
9. For time-sensitive matters only, the chair is authorized to send letters to the county, state and federal legislative delegations and other government officials in support of Bradford County or community-based organization initiatives, such as legislative changes and grant requests, provided the Board of County Commissioners has taken a position in support of the initiative in its legislative agenda or by some other action expressed its position on the issue presented.

#### **D. Commission Appointments to Boards and Committees**

1. Members of the County Commission may serve on various boards and committees. Appointments are reviewed and made on the second regular scheduled meeting of November of each year or as soon thereafter as practicable.
2. A listing of previous-year appointments will be disseminated to the County Commission in advance of the appropriate meeting so that each Commissioner can determine their interest in serving on various boards and committees.
3. If there is no nominee or no volunteer or more than one volunteer for a vacancy, the Chair will appoint a commissioner to serve. The Commission shall ratify the appointments to boards and committees.
4. Each committee shall call upon, advise upon, and seek the recommendation of the County Manager's staff. Employees shall staff the various committees as directed by the County Manager. When the staff and committee's recommendations differ, both recommendations will be discussed at the appropriate regular Commission meeting.
5. The County Manager is responsible for scheduling recommendations or reports on the Commission agenda in a timely manner. Reports will include minutes of the committee meeting and other supporting documentation.

#### **E. Functional Groups**

1. To improve performance in functional areas of county operations, the County Manager may establish collaborative workgroups and a regularly scheduled forum to bring together multiple departments. These functional groups are intended to foster teamwork

and better communication to enhance program coordination, policy recommendations, and regulations governing county operations.

2. Meetings of functional groups shall be regularly scheduled and properly noticed public meetings. The County Manager shall designate county staff to Chair each functional group. In order to assure timely communication of issues considered by each functional group, the agendas and functional group meeting minutes will be provided to all commissioners.

#### **F. Suspension and Construction of Rules**

Temporary suspension of these procedures shall permit the Commission to take some action that would otherwise be prevented by a procedural rule already adopted. These Rules of Procedure may be amended or temporarily suspended at any Commission meeting with an affirmative vote of a majority of the Commission. These rules are for the efficient and orderly conduct of Commission business only; no violation of such rules shall invalidate any action of the Commission when approved by a majority vote required by law.

#### **G. Guidelines for Boards and Committees**

1. Designation, Length of Service. Boards and committees are to be designated as standing or special. A sunset date will be specified for special committees. Term length for serving on any standing board or committee will be a minimum of two years unless otherwise specified.
2. Transition between Members. Board or committee by-laws will include language, which provides for members whose terms have expired to continue serving until the appropriate appointments are made.
3. Alternate Members. All boards and committees shall have at least one alternate member. The attendance requirement detailed herein applies to alternate members. An alternate member shall serve in place of an absent member and shall have all the rights and responsibilities of the absent member, including the right to vote.
4. Attendance. Any board or committee member whose attendance is less than fifty percent (50%) of the last six (6) consecutive meetings will automatically be removed from the board or committee.
  - a. The board or committee chair will provide written notice of attendance violations to the County Commission Chair. A letter notifying attendance policy violators of their dismissal will be submitted to the Commission Chair for signature.



- b. When a quorum is not present at an announced meeting of a board or committee, the board or committee shall meet in a workshop setting, record attendance, and furnish minutes. Officers shall be elected on October 1 of each fiscal year or as soon thereafter as practicable.

#### 5. Work Plans and Accomplishment Reports

- a. Boards and committees shall submit work plans, accomplishment reports or other communications directly to the County Commission Chair with a copy to the County Manager. The details associated with the work plans will be dependent upon the mission of the board or committee. Oral presentations on work plans or reports of accomplishments are optional. If presentations are given, they should be scheduled on the Commission's agenda coinciding with the submission date for the written documents. All boards will receive training relative to their prospective appointments within the first year of the term. If any said member is unable to attend, they shall relinquish their post and another member will be solicited. This is to ensure all members of any board representing the Commission are properly trained in order to eliminate conflicts and promote a sense of responsibility and order. Failure to do so shall constitute grounds for removal.

- 6. All boards will receive training relative to their prospective appointments within the first year of their term. If any said member is unable to attend, they shall relinquish their post and another member will be solicited. This is to ensure all members of any board representing the Commission are properly trained to eliminate conflicts and promote a sense of responsibility and order. Failure to do so shall constitute grounds for removal.

#### 7. Removal of Members for Cause

- a. Any board or committee member may be removed for good cause by the Commission after consideration of the issue at a Commission meeting. A removal for good cause shall be based on the failure of the board member to adhere to and/or enforce the Bradford County Code of Ordinances while performing their duties as a Board or committee member.

#### 8. Election of Officers

- a. All board and committee officers (i.e. Chair, Vice-Chair, etc.) shall be elected by the membership of the board of committee.
- b. Officers shall be elected on October 1<sup>st</sup> of each fiscal year or as soon thereafter as is practicable.

9. Meeting Frequency

- a. At a minimum, all boards and committees shall meet once per year.
- b. The names of those boards or committees that do not meet this minimum requirement shall be submitted to the County Manager.
- c. Recommendation to dissolve boards or committees or other recommended action will be submitted to the Commission for consideration.

10. Parliamentary Procedure

- a. As appropriate, the most recent edition of the Roberts Rules of Order shall be the rules of the boards and committees, so long as they do not conflict with ordinances, statutes, or these rules.

11. Open to the Public

- a. All board and committee meetings shall be open to the public in accordance with the Florida Government in the Sunshine Law, Section 286.011, Florida Statutes. Regular committee meetings will be conducted in a publicly owned or controlled building. Special meetings and any subcommittee meetings will also be conducted in publicly owned or controlled buildings. All meetings will be held in a building that is open to the public.

POLICY CREATED PURSUANT TO RESOLUTION 2006-04, SUBSEQUENTLY AMENDED ON FEBRUARY 15, 2024, BY THE BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA.

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Carolyn Spooner, Chairwoman

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Denny Thompson, Clerk