

Liberty County, FL

Liberty County Board of County Commissioners

Minutes

Thursday, February 8, 2024 at 6:00 pm

**AGENDAS ARE POSTED ON THE BOARD'S WEBSITE AT
WWW.LIBERTYCOUNTYFL.ORG; ATTACHMENTS ARE PROVIDED TO
THE BOARD MEMBERS ONLY AND ARE AVAILABLE TO THE PUBLIC
UPON REQUEST.**

Meeting Location

Liberty County Courthouse - 10818 NW SR 20; Bristol, Florida 32321

Zoom link and Call in numbers

Join Zoom Meeting

<https://us02web.zoom.us/j/81573815369?pwd=NU9RMmI3SFJ4MnNsNmMrNEd5MlVxdz09>

Meeting ID: 815 7381 5369

Passcode: 203655

Dial by phone: (305) 224-1968

1. Call to Order

Minutes:

- Chairwoman Hannah Causseaux called the meeting to order in person and via zoom at 6:00 P.M. Present at the meeting were Commissioners Dewayne Branch, Jim Johnson, Doyle Brown, Scott Phillips, Attorney Jennifer Shuler, Clerk Daniel Stanley, Human Resource Director Shaula Jerkins, and Deputy Clerk Jessica Conyers

2. Invocation

Minutes:

- Invocation led by Clerk Stanley at the 4:00 pm workshop.

3. Pledge of Allegiance

Minutes:

- Pledge of Allegiance led by Sheriff Money at the 4:00 pm workshop.

4. Audience Concerns

Minutes:

- There were no audience concerns.

5. Awards and Recognitions

Minutes:

- The Board presented Rhonda Lewis with a Certificate for her service to Liberty County. She

has served Liberty County for 26 years and her last day will be February 29, 2024.

COUNTY DEPARTMENT REPORTS

Monthly Department Briefing

- Brian Eddins – Fire Control Coordinator
 - ** Brian was not in attendance.

- Marie Arick – Extension Director
 - ** Marie is on the agenda under item number 24.

- Ben Guthrie – Mosquito/911 Director
 - ** Ben is on the agenda under item number 23.

- Tommy Duggar Jr – Recreation Director
 - ** Tommy Jr advised that the concrete has been poured at the Hosford Park for the Basketball and Pickleball court.

- Melissa Peddie – Ambulance Director
 - ** Melissa was not in attendance.

- Cole Maloy – Solid Waste Director
 - ** Cole advised that they will have a Hazardous Waste Amnesty Day on April 05, 2024, from 9:00 AM - 12:00 PM and will be advertised for two weeks.

- Boo Bryant – Road and Bridge Superintendent
 - ** Boo is on the agenda under item number 22.

- Monica Welles – Transit Director
 - ** Monica is on the agenda under item number 15. She addressed the Board to advise that there is a new bill in the Legislature that effects all Transits and the equipment to come in compliance with this bill will be \$136,000.00 or above.

- Katie Matchkus – Housing Director
 - ** Katie advised that they have moved into the Civic Center completely and are working on getting set up to take payments for the Building Department in the form of check or card. SHIP has started back on housing.

 - ** Commissioner Phillips spoke on electrical permits and questioned Katie Matchkus and Tony Arrant on their actions.

- Rhonda Lewis – Emergency Management Director
 - ** Rhonda had no business to discuss.

- Teresa Stossel – Grants and Special Projects Coordinator
 - ** Teresa advised that the Governor has awarded the second round of Broadband money and

a provider in Liberty County will be getting over 3 million dollars.

ACTION ITEMS

6. Motion to Amend Agenda

Minutes:

- Motion to amend the agenda to add discussion of Liability Insurance for the Veterans Memorial Railroad and advertising for E911 and Mosquito Control position made by Commissioner Johnson, seconded by Commissioner Branch. Motion carried.

7. Adoption of the Agenda

Minutes:

- Motion to adopt the agenda made by Commissioner Branch, seconded by Commissioner Johnson, motion carried.

8. Motion to Approve Board Minutes

Minutes:

- Motion to approve Board minutes made by Commissioner Branch, seconded by Commissioner Johnson, motion carried.

9. Motion for the Clerk to pay the bills

Minutes:

- Motion for the Clerk to pay the bills made by Commissioner Branch, seconded by Commissioner Phillips, motion carried.
- Clerk Stanley addressed the Board to discuss the Veterans Memorial Railroad. At the January 4th meeting and the January 25th workshop the Board had made a decision for the Railroad to pay the insurance up front. They did not pay the insurance and it has lapsed.
- Motion to send a letter to the Railroad to cease and desist from all train operations until they pay the premium. They can begin operations once the insurance is valid made by Commissioner Johnson, seconded by Commissioner Branch, motion carried.
- Ben Guthrie addressed the Board to discuss the E911 and Mosquito Control position. He would like the Board to move the position under Emergency Management Director.
- Motion to advertise position as is made by Commissioner Branch, seconded by Commissioner Johnson, Commissioners Brown and Phillips are opposed, motion failed.
- Motion to move the position under Emergency Management with the same salary, benefits, take-home vehicle, regular FRS classification, and for sign making responsibilities to move to Road Department made by Commissioner Brown, seconded by Commissioner Phillips, Commissioners Branch and Johnson are opposed, motion carried.

10. Board to approve Resolution 2024-02 - Budget Resolution #8

Minutes:

- Clerk Stanley advised that there are two items to approve. One is out of the 911 fund increasing \$67,000.00 in reserve to buy a vehicle that has already been approved. This will

authorize that money to come forward. Also, Rhonda was advised that there is \$116,000.00 in additional money for the vulnerability assessment. If the Board approves the Budget Resolution, they will also approve the contract amendment number one between the county and DEP. This will bring the grant to \$316,000.00. There is a task order that has been previously issued to Dewberry in the amount of \$200,000.00 and that will increase to \$316,000.00.

- Motion to approve Budget Resolution #8, Resolution 2024-02, amendment #1, and task order made by Commissioner Johnson, seconded by Commissioner Branch, motion carried.

11. Letters of Support

Minutes:

- Clerk Stanley addressed the Board to discuss Letters of Support. There is one letter of support for Medical Examiner John Thogmartin for reappointment. Clerk Stanley recommended re-appointment.
- Motion to approve the letter of support with favorable response made by Commissioner Brown, seconded by Commissioner Phillips, motion carried.

12. Human Resource Management

Minutes:

- Clerk Stanley addressed the Board to discuss Human Resources. There were no new hires or resignations. There is one retirement, Rhonda Lewis as Emergency Management Director effective February 29, 2024.
- Monica Welles is requesting travel approval from the Board for travel to Port Richey, FL to attend the Florida Transit and Safety Operations meeting. She is requesting two days beginning March 11, 2024, and to drive her personal vehicle.
- Monica Welles requests travel approval for herself and three other Transit employees to attend the Annual Road Training and Competition for Transit drivers. She is requesting three days, April 18 - April 21, 2024. The State will pay for lodging 2 of those days.
- Monica has a Drug and Alcohol Training in Tampa that will be for three days from March 13 - March 15, 2024.
- Motion to approve travel requests made by Commissioner Johnson, seconded by Commissioner Branch, motion carried.
- Clerk Stanley advised that there was a successful auction with GovDeals bringing in \$132,085.50 in revenue and would like to thank all the county employees for their hard work getting this done.

13. Next month meeting schedule

Minutes:

- Public Hearing for the Telogia Creek Wildlife Management Area Management Plan, March 05, 2024 at 7:00 P.M. and will be held at the Veterans Memorial Civic Center.

14. Public Hearing - Ryals Site Plan

Minutes:

- Attorney Shuler swore in anyone who wished to speak about site plan.
- Tony Arrant addressed the Board to discuss site plan. This site plan is for a commercial development on Highway 12 South. If the Board approve the site plan, they will also be approving the parking and signage.
- The property owner and engineer were present at meeting.
- Tony advised that the public hearing was advertised in the County Record and that certified letters were sent to everyone within 500 feet.
- Chairwoman Causseaux opened the floor to public comment.
- Harold Bolden addressed the Board to discuss site plan and he is against site plan.
- Motion to accept site plan as is made by Commissioner Brown, seconded by Commissioner Johnson, motion carried.

15. Bid Awards

Minutes:

- Monica addressed the Board to discuss drive on life for Transit. There was one bid from Bumper to Bumper in the amount of \$34,582.00.
- Motion to approve bid made by Commissioner Johnson, seconded by Commissioner Phillips, motion carried.
- Marie addressed the Board to discuss Landscaping RFP for Veterans Memorial Civic Center. There were no bids received. Marie will continue working to get a landscaper.

16. Board to discuss Liberty County Jail and Administrative Complex Cost Analysis

Minutes:

- Clerk Stanley addressed the Board to speak on the funds for the jail and administrative complex.
- Will Rutherford addressed the Board to discuss scope of work, site plan, and budget for the complex.
- Chris Sumner and Alan Franklin with Culpepper addressed the Board to discuss scope of work, budget, site plan, and options to decrease the amount of the project.
- Attorney Shuler advised that if Culpepper can't come in at budget, the Board would move to the second ranking firm, if that firm can't come in at budget the Board would move to the third ranking firm or go out for RFP.
- Motion to move forward with Culpepper made by Commissioner Brown.
- Clerk Stanley advised that Culpepper has not presented a guaranteed maximum price to move forward with.
- Motion to amend the previous motion to allow the contractor to bring a GMP back to the Board in two weeks made by Commissioner Brown, seconded by Commissioner Phillips, motion carried.
- The Board will have a meeting for the contractor to present GMP on February 22, 2024, at 6:00 PM.

17. Board to consider Change Order #1 with Chief Construction for Bentley Bluff Project

Minutes:

- Noah addressed the Board to discuss options and prices for project.

- Motion to approve Change Order #1 with Chief Construction for the demolition of building at Bentley Bluff, build a 24 by 48 pole barn, pour a 24 by 48 concrete slab, and add mobilization fee for the pole barn and slab in the total amount of \$29,336.00 made by Commissioner Johnson, seconded by Commissioner Phillips, motion carried.

18. Board to consider approval of Amended and Restated Building Services Agreement with Garry Millender

Minutes:

- County Attorney Shuler addressed the Board to discuss agreement. In the agreement the Board has with Mr. Garry, it does not specifically state that he enforces the ordinance that carries out the duties of flood plain administrator under State and Federal Laws. The contract needs to be updated to have that specific wording to be in compliance with the state.
- Motion to approve building services agreement as amended made by Commissioner Branch, seconded by Commissioner Johnson, motion carried.

19. Board to consider approval of 2024 FDOT Grant Applications and Resolution 2024-03

Minutes:

- Noah addressed the Board for applications and resolution. This is stating what the Board applied for last year, there was two funded with one roadway being County Road 270 and the other Ocklocknee River Bridge. There are four that didn't get funded and those were County Road 12 South, County Road 379 Phase 2, County Road 67 Phase 4 & 5, and County Road 333 Phase 2. Noah recommends that the Board go with first four that the Board applied for last year, building onto what has been done, and going with Country Road 67 Phase 5.
- Motion to approve Resolution 2024-3 made by Commissioner Branch, seconded by Commissioner Brown, motion carried.

20. Board to consider approvals of 2024 FBIP Grant Applications and Resolution 2024-04

Minutes:

- Noah addressed the Board to discuss applications and resolution. This is for Harry Donar Boat Ramp and Bristol Boat Ramp.
- Motion to approve Resolution 2024-04 and Resolution 2024-05 made by Commissioner Johnson, seconded by Commissioner Branch, motion carried.

21. Board to consider approval of Liberty County Sheriffs Office Opioid Settlement Implementation Plan

Minutes:

- Chief Deputy Dusty Arnold addressed the Board to discuss plan. This plan and proposal are to NWF for prevention activities and messaging.
- Motion to approve Opioid Settlement Implementation Plan in the amount of \$32,874.00 made by Commissioner Johnsons, seconded by Commissioner Branch, motion carried.

22. Board to consider approval of Road and Bridge Equipment and Vehicle Purchases

Minutes:

- Boo Bryant addressed the Board for approval of UTV's in the amount of \$42,800.00 for Dumont Tractor Company, repair bill for excavator in the amount of \$16,755, purchase of bush hog and drum roller in the amount of \$27,625.00, and the NexTran Truck in the amount of \$5,542.00.
- Motion to approve equipment and vehicle purchases made by Commissioner Johnson, seconded by Commissioner Branch, motion carried.

23. Board to consider approval of annual Mosquito Control Contract with FDACS**Minutes:**

- Ben addressed the Board to discuss contract. This is the annual contract with the Department of Agriculture for mosquito control in the amount of \$37,748.53.
- Motion to approve the annual contract made by Commissioner Branch, seconded by Commissioner Johnson, motion carried.

24. Board to consider revision to Veterans Memorial Civic Center Rental Agreement**Minutes:**

- Marie addressed the Board to discuss free usage list, loss of revenue, hourly rates, and setup. Marie suggests hours of rental be from 5:00 AM - 12:00 AM, if it is someone from the free use list they can only come in that day and not ahead of time. There are employees working in the Civic Center and it is disruptive to employees.
- The Board will table this discussion to next month's meeting.

25. Board to discuss land purchases or leases for Rock Bluff Community Center**Minutes:**

- Teresa addressed the Board to discuss land. As of right now, there are no offers for the Board to purchase any land. Teresa and the Board members will continue to look for land for sale.

26. Board to consider agreement with GovDeals**Minutes:**

- Clerk Stanley addressed the Board to discuss agreement. The Board had a trial run with GovDeals for two years and they have done a good job. The current contract is a piggyback contract with 100% of every dollar of a vehicle that is auctioned off going to the county and the buyer's premium is 12%. The buyer's premium will go up to 18% and they would like the county to go down to receiving 95% of every dollar. GoveDeals feels that we will gain more overall if we decrease the buyer's premium being passed to the buyers.
- Motion to approve agreement made by Commissioner Johnson, seconded by Commissioner Brown, motion carried.

27. Board to discuss changes to purchasing policy**Minutes:**

- Attorney Shuler discussed updates to the purchasing policy. Some of the staff has reached out to Attorney Shuler stating that purchasing thresholds are difficult, anything over

\$5,000.00 has to have a formal competitive bid and anything between \$1,000.00 and \$5,000.00 has to have written quotes.

- Attorney Shuler recommends on purchases up to \$5,000.00 that the Board don't bid formal quotes but use competitive prices and for anything between \$5,000.00 and \$25,000.00 the Board have three written quotes that are given.
- Attorney Shuler mentioned having a purchase policy between \$5,000.00 to \$15,000.00 for Department Heads.
- The Board would like Attorney Shuler to get together a draft for the state purchasing policy and present it at the next Board meeting.

DISCUSSION ITEMS

28. Dewayne Branch, Commissioner - District 1

Minutes:

- Commissioner Branch had no business to discuss.

29. Hannah Causseaux, Chairwoman - District 2

Minutes:

- Chairwoman Causseaux spoke on the Liberty Day's in Tallahassee with Clerk Stanley, Sheriff Money, and Superintendent Peddie.

30. Jim Johnson, Vice Chairman - District 3

Minutes:

- Commissioner Johnson had no business to discuss.

31. Doyle Brown, Commissioner - District 4

Minutes:

- Commissioner Brown received a phone call regarding the letter that was sent out for past due Water and Garbage bills.
- Clerk Stanley advised that anyone who received a letter and has a dispute about their bills can fill out the general affidavit, bring that into the Clerk's Office, and the Clerk will review the affidavit for waiver of amount due.

32. Scott Phillips, Commissioner - District 5

Minutes:

- Commissioner Phillips spoke on permitting.

33. Jennifer Shuler, County Attorney

Minutes:

- Attorney Shuler had no business to discuss.

34. Daniel Stanley, Liberty County Clerk of Court and Clerk to the Board

Minutes:

- Clerk Stanley received an email from Mark Boswell with MD Power about purchasing the Telogia Power Plant and would like to have a workshop with the Board to discuss their plans with the Board.

35. Motion to Adjourn

Minutes:

- Motion to adjourn made by Commissioner Branch, seconded by Commissioner Phillips, motion carried.

Florida Statute 125.001 requires that due public notice be given of all regular meetings of the Board of County Commissioners of a County in the State of Florida. Florida Statute 286.0105 requires that notices of any meeting or hearing, if a meeting or hearing is required, must include the following language, "if a person decides to appeal any decision made by the board, agency or commission with respect to any matter considered at such meeting or hearing he will need a record of the proceedings, and that, for such purpose, he may need to insure that a verbatim record of the proceedings is made, which record includes testimony and evidence upon which the appeal is to be based."