

Liberty County, FL

Liberty County Board of County Commissioners

Minutes

Thursday, April 4, 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/82704971097?pwd=cFhQdmRsRzdaMVk3eDVUa2Q5Q0lXZz09>

Meeting ID: 827 0497 1097

Passcode: 019186

Dial by your 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, County Attorney Jennifer Shuler, Clerk Daniel Stanley, HR Director Shaula Jerkins, and Deputy Clerk Jessica Conyers.

2. Invocation

Minutes:

- Invocation was led by Chairwoman Causseaux at the 5:00 PM workshop.

3. Pledge of Allegiance

Minutes:

- Pledge of Allegiance was led by Commissioner Johnson at the 5:00 PM workshop.

4. Audience Concerns

Minutes:

- There were no audience concerns.

5. Awards and Recognitions

Minutes:

- There were no awards and recognitions.

COUNTY DEPARTMENT REPORTS

Monthly Department Briefing

- Brian Eddins – Fire Control Coordinator

** Brian thanked Ben Guthrie for equipment he got from Gulf County.

** Brian advised that Jerry Alford is the new Fire Chief for Sumatra, and he will send everyone his phone number.

** Commissioner Brown requested that Brian make a list of all equipment that was received from Gulf County and send it to the Commissioners.

- Marie Arick – Extension Director

** Marie advised that she is still pursuing a grounds keeper for the Civic Center.

** Marie would like to have a doorbell system installed for the Building Department and it will cost less than \$1,400.00.

** The Board is in agreement for the doorbell system to be installed.

- Tommy Duggar Jr – Recreation Director

** Tommy presented quotes he has received for the land clearing at the park.

** Attorney Shuler advised that if the Board approves the purchasing policy this would give Department Heads up to \$25,000.00 of purchasing authority.

** Tommy advised that if the policy is approved, he would like to go with the lowest price and get the projected started. This amount will come out of the grant money for the Veterans Park.

- Melissa Peddie – Ambulance Director

** Melissa advised that Monica has a company vehicle that she would like to sell for EMS for \$1,000.00. Melissa would like to purchase the vehicle and take the vehicle she is currently using and put it into surplus.

** The Board is in agreement for Melissa to purchase the vehicle and out her old vehicle into surplus.

- Cole Maloy – Solid Waste Director

** Cole addressed the Board to discuss cost of dumping oil. In the past it has been free but now it is costing the Landfill \$200.00 to empty the container. Cole would like to charge the landfill fee which is \$100.00 per ton for dumping oil also.

** Clerk Stanley advised that the Board would not have to amend the fee schedule, they would just need to approve Cole to charge folks.

- Boo Bryant – Road and Bridge Superintendent

** Boo addressed the Board to discuss potential equipment purchases with Ring Power. Charlie with Ring Power addressed the Board to explain ring power. This is off the Sheriff's contract and is for motor graders. This lease is a 5-year, 3,000-hour lease which would be 600 hours per year for each grader. This would cover the machine in full and is an annual lease per tractor in the amount of \$43,201.00.

** The Board will discuss this at a later meeting.

** Boo discussed Boykin Road.

** Boo has a position he would like to discuss.

** The Board will amend the agenda to discuss position.

** Boo discussed the railroad bill for crossing at the Hosford Park.

** The Board advised Boo to pay the bill.

** Boo advised that the fuel contract with Benny Eubanks is due May 06, 2024.

** The Board would like to go out for an RFP for the county fuel.

** Boo discussed the HMGP grant for roads that get damaged during storms.

** Boo discussed clipping road shoulders, clean up and easements.

- Monica Welles – Transit Director

** Monica advised that she has received the paperwork for the building contract and are waiting on the State to allocate the money. Liberty County was allocated \$500,000.00.

- Katie Kellett – Housing Director

** Katie had no business to discuss.

- Ben Guthrie – Emergency Management Director

** Ben is on the agenda under item number 25.

- Teresa Stossel – Grants and Special Projects Coordinator

** Teresa had no business to discuss.

** Clerk Stanley advised that the second insurance policy is up for the Veterans Memorial Railroad and is around \$4,000.00 yearly. Clerk Stanley asked for direction from the Board on payment.

** County Attorney Shuler discussed the policy and meeting with the railroad.

** The Board would like to pay the bill and have the Railroad reimburse the Board. This will be added to the agenda.

** Clerk Stanley had a meeting with Representatives from Congressman Dunns office. The Congressional Appropriations are getting ready to be released for the next year. They also discussed the allocation of \$800,000.00 for an EMS facility and how those funds could be used. Clerk Stanley recommended that the Board direct Teresa to apply for \$3,000,000.00 for the shortfall needed to complete the jail project.

** The Board agreed.

ACTION ITEMS

6. Motion to Amend Agenda

Minutes:

- Motion to amend the agenda to add Road & Bridge position, Railroad authorization payment, and cell phone tower made by Commissioner Johnson, seconded by Commissioner Branch, motion carried.

7. Adoption of the Agenda

Minutes:

- Motion to adopt the agenda as amended made by Commissioner Branch, seconded by Commissioner Phillips, motion carried.
- Attorney Jennifer Shuler addressed the Board to discuss cell phone tower. This is cell tower proposal on U.S. owned land. Attorney Shuler has been in contact with government attorneys and land use attorneys. The developer is in need of an electrical permit to get the power turned on. She recommends that the Board accept their analysis and direct the Building Inspector to issue an electrical permit if applied.
- Motion to accept the legal memo and direct staff to issue an electrical permit made by Commissioner Johnson, seconded by Commissioner Branch, motion carried.
- Motion to authorize the Clerk to make payment for insurance on the trains and request reimbursement from the railroad made by Commissioner Brown, seconded by Commissioner Phillips, 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 Johnson, seconded by Commissioner Brown, motion carried.
 - March 06, 2024 - April 02, 2024

Warrant List: Warrant Numbers: General 32138 - 32272 Ship 5093 - 5098 HHRP - Account

Closed Bank EFT Payments: March 06, 2024 - April 02, 2024

10. Board to consider approval of Resolution 2024-07 and Budget Resolution #4

Minutes:

- Clerk Stanley addressed the Board to discuss the budget. The first thing is an increase to the Sheriff's Department in the amount of \$520,434.00. This is for a grant that they received for radio conversions. The Board will be increasing the spending authority, they already have the funds from FDLE. The second thing is for the ambulance. The Board received \$19,250.00 more than expected for the totaled ambulance. Melissa has asked for it to go to the line item of maintenance equipment for the ambulance.

- Motion to approve Resolution made by Commissioner Branch, seconded by Commissioner Brown, motion carried.

11. Letters of Support

Minutes:

- Commissioner Branch addressed the Board to discuss letter of support. He is asking that the Board send DOT a letter requesting warning devices on Highway 20 on the east and west bound lanes approaching Joe Chason Circle.
- Clerk Stanley advised that the Board can direct Boo and Noah to draft a letter to send to DOT.
- Motion to direct staff to write a letter to DOT made by Commissioner Johnson, seconded by Commissioner Phillips, motion carried.
- Attorney Jennifer Shuler addressed the Board to discuss letter of support. She is asking that the Board approve the letter she has drafted asking the Governor to sign Senate Bill 770. This is in regard to the Pace Program that finances certain home improvements, and the bills are put on people's property taxes. They are not getting permission from counties before doing this and people are losing their homes. This bill clarifies that this program would need local consent and it puts in some consumer protections.
- Motion to approve letter made by Commissioner Branch, seconded by Commissioner Johnson, motion carried.

12. Human Resource Management

Minutes:

- Chairwoman Causseaux discussed Human Resources. New hires are as follows:
- Jesse Baribault as a General Laborer with the Road and Bridge Department with a hire date of 03/20/2024, fulltime, \$14.00 hourly with full benefits.
- Kyle Brennan as a General Laborer with the Road and Bridge Department with a hire date of 03/18/2024, fulltime, \$14.00 hourly with full benefits.
- Thomas "Wennon" Arnold as a General Laborer with the Road and Bridge Department with a hire date of 03/18/2024, fulltime, \$14.00 hourly with full benefits.
- Cody Barfield as the 911/Mosquito Coordinator with a hire date of 04/01/2024, fulltime, salary of \$52,080.00 annually with full benefits.
- Motion to approve new hires made by Commissioner Branch, seconded by Commissioner Johnson.
- Commissioner Phillips discussed applicants, interview process, and new hire for 911/Mosquito Coordinator.
- Motion carried.
- There is one promotion request from Monica to promote Marian Lane from PRN to Fulltime Driver, pay will go from \$14.25 hourly to \$14.75 hourly with full benefits.
- There is one promotion request from Boo to promote William Johnson to Heavy Equipment Operator with that salary.
- Motion to approve promotions made by Commissioner Branch, seconded by Commissioner Johnson, motion carried.
- There is one leave of absence for James Chester with the Road and Bridge. The

Commissioners have a copy of the letter and the policy.

- Motion to approve leave of absence made by Commissioner Brown, seconded by Commissioner Johnson.
- Commissioner Branch discussed the policy regarding allowing Department Heads to approve leave of absences. He would like County Attorney Shuler to draft a policy revision that would change the language to allow a Department Head or the Board chair to approve leave of absences and the decision will be ratify at the next Board meeting.
- Attorney Shuler will draft a policy revision and will bring it to next month's meeting.
- Motion carried.

13. Next month meeting schedule

Minutes:

- Clerk Stanley advised that there are a couple of different upcoming trainings for the Department Heads as well as a FACT round table.
 - Clerk Stanley thanked Denise Vogelgesang with the Florida Association of Counties Trust who is present for sponsoring the lunch for the Board's Ethics Training next week and for the county employees that will have their training as well.
 - On April 19, 2024, Liberty County is hosting their first-round table event, and a number of different counties will be coming.
 - There is an updated signature for the ADA nondiscrimination policy and plan. It is all the same information, just has the new Board chair and the new effective date.
 - Motion to approve EEO nondiscrimination policy and plan made by Commissioner Johnson, seconded by Commissioner Phillips, motion carried.

14. Public Hearing - Shuler Farm Site Plan

Minutes:

- Tony addressed the Board to discuss site plan. This is a public hearing for a family subdivision. The applicant is present at the meeting. This is between four siblings, and they have 56 acres that they are wanting to split up. Some of the lots does not have access to the existing public road so there is needing to be a road built and paved. The applicant is asking the Board to approve private roads to access those lots. Tony advised is that the only time something like this has been approved is when the applicant built the road, had it ready to pave, and the Board had it inspected and approved it.
- Tony recommended that the Board ask for public comment and then either approve or deny the site plan. Tony recommended that if the Board approves this, they put two conditions on it, one being that the private roads or any access to these lots will never be county owned or maintained unless they go back through the process, and the second being that the Board direct the surveyor to go back and create a legal description to create a road that would allow all the parcels to have a road with legal access.
- Applicant Craig Shuler addressed the Board to explained that the family is dividing the farm, so all siblings will have a part.
- There were no other public comments.
- Motion to approve site plan without the conditions recommended by Mr. Arrant made by Commissioner Phillips. Chairwoman Causseaux asked for clarification if the motion was with or without the conditions recommended by Mr. Arrant. Commissioner Phillips restated

without. Motion seconded by Commissioner Brown, motion carried.

15. Services provided by PanCare

Minutes:

- Alexis Balbuena with PanCare addressed the Board to discuss resources and access to individuals living with substance abuse disorder and opioid use disorder. She explained how PanCare helps these individuals get into rehab, detox, finding employment, housing, food, and other needs.

16. Sheriff Money to address Board regarding proposed school zone speed enforcement program

Minutes:

- Sheriff Money addressed the Board to discuss the proposed school zone enforcement program. This is the same thing that was discussed last month, and the Commissioner wanted some more time to think before they made a decision. Sheriff Money advised that he thinks it would be a good idea to help get speeding down in school zones.
- Attorney Shuler advised that if the Board wishes to move forward with the program, they will need a contract from a vendor and to pass an Ordinance.
- Motion contingent upon terms and to direct Attorney Shuler to prepare an Ordinance addressing school zone speed detection systems, only during flashing hours when school is in session, made by Commissioner Branch, seconded by Commissioner Brown.
- This will exclude highway 20 in Bristol and in Hosford.
- Commissioner Johnson and Phillips are against program.
- Motion carried.

17. Board to consider County Attorney Contract Renewal

Minutes:

- County Attorney Shuler addressed the Board to discuss contract. Her contract is set to expire on her upcoming three-year anniversary, and she is asking the Board to renew her contract. This contract will be the same 3-year term, same retainer, the only difference in this contract renewal is the request to have the Board pay for some additional cost. She is asking that the Board agree to pay for the legal research charges, reimbursement for annual membership of the Florida Association County Attorneys, and to cover expenses to attend one FACA seminar yearly.
- Clerk Stanley thanked Attorney Shuler for all of her work.
- Motion to approve contract made by Commissioner Brown, seconded by Commissioner Johnson, motion carried.

18. Board to consider changes to Purchasing Policy

Minutes:

- Attorney Shuler addressed the Board to discuss purchasing policy. At the last meeting, the Board talked about making some changes to the purchasing policy. This will change purchasing and signature authority of the chair, vice chair, the Clerk, and Department Heads and will increase the amount from \$5,000.00 to \$25,000.00. There are some

changes to how Department Head are defined as well. Attorney Shuler explained quotes, steps to be taken, and bidding.

- Motion to approve changes to purchasing policy made by Commissioner Brown, seconded by Commissioner Branch, motion carried.

19. Board to consider contract amendment to Sauls Property Purchase Agreement

Minutes:

- County Attorney Shuler addressed the Board to discuss agreement. At the last meeting the Board authorized an offer to be made to the Sauls for the property in Rock Bluff, for Chairwoman Causseaux to sign the real estate contract and any document needed to close the transaction. The Sauls had some restrictions on the property that they wanted written into the contract. Attorney Shuler provided the Board with the contract and language that she drafted.
- Motion to approve the language to be added to the real estate contract made by Commissioner Branch, seconded by Commissioner Brown, motion carried.

20. Board to consider RFP for Countywide Insurance

Minutes:

- Attorney Shuler advised that she requested for this item to be added to the agenda to have adequate time to prepare. Last year the Board has requested more time to prepare and RFP and advertisement. If the Board wants to pursue considering other insurance, they will need to direct staff to develop an advertisement and if the Board would like they can have a workshop.
- Clerk Stanley advised that the reason for the timeline is to give the Board time to have a workshop if they desire to, develop an RFP, advertise the RFP for at least four weeks to allow folks time to develop their proposals, to have a special meeting to hear the presentations, score, rank and select the firms in priority order with an effective date of October 01, 2025.
- Commissioner Brown would like to have a workshop, table this discussion to next month's meeting, and go out for RFP.
- Commissioners Branch and Johnson would like to stay with the firm that the Board is currently with.
- Commissioner Phillips asked the Florida Association of Counties for their suggestions.
- Pat Thomas with Acentria advised the Board to have a workshop, ask questions, and hear from representatives.
- Attorney Shuler advised that if the Board wishes to have a workshop FACT cannot be there to comment. She recommends that the Board has a workshop where a neutral party such as a consultant present to the Board.
- Clerk Stanley advise that if the Board does not have a motion to move forward with an RFP, they would waive this until May 09, have a workshop and then make a decision at the meeting.
- Motion to have a workshop May 09 at 5:00 made by Commissioner Phillips, seconded by Commissioner Brown, Commissioner Johnson and Branch was opposed, motion carried.

21. Board to consider approval of Guaranteed Maximum Price by Culpepper for the Liberty County Sheriffs Office Administrative Complex and Jail

Minutes:

- Mike Scaringe with Culpepper addressed the Board to discuss price. This is the formal document that includes what was presented at the last Board meeting. This is the amendment to the contract.
- Attorney Shuler has reviewed the contract.
- Motion to approve the guaranteed maximum price of \$21,000,000.00 with exclusions for the cost deferment amendment made by Commissioner Branch, seconded by Johnson, motion carried.

22. Board to consider approval of Scope of Work for Voting Precincts Improvements

Minutes:

- Doug addressed the Board to discuss improvements. At the last meeting Doug has presented the voting precincts for Sumatra and Telogia. The Board requested that Doug and his firm look at Orange precinct also. There are three precincts that have construction documents and are ready to go out for bidding. Doug is requesting to advertise for these three facilities.
- Clerk Stanley asked Doug to speak about the bathroom at the Orange precinct.
- Doug advised that the bathroom was not incorporated to the back of the building due to structural issues. They brought the bathrooms inside, and they did get approval from Supervisor of Elections Grant Conyers.
- Motion to approve scope of work for the improvements for all three precincts made by Commissioner Phillips, seconded by Commissioner Brown, motion carried.
- Commissioner Branch advised that he has been asked to put in handicapped accessible port a potties to the Rock Bluff Precinct during voting season.

23. Board to consider Change Order #2 with BGN Contractors for Courthouse Second Floor Project

Minutes:

- Doug addressed the Board to discuss change order. The first floor of the Courthouse does not have an ADA compliant restroom and it was requested by the Board that Doug and his firm put together some drawings to make that bathroom ADA compliant. They have worked with the existing contractor that is working on the second floor and they provided a breakdown of costs to do that restroom. The full total to make the bathroom compliant is \$26,248.79. There have been some additional items added that is not needed for ADA compliance and those items can be taken out if that is the Boards desire. The total for the additional items is \$9,000.00.
- Clerk Stanley advised that there are courthouse improvement funds that can be used to pay for this project. The Board will need to amend their budget at the end of the year.
- Motion to approve change order made by Commissioner Phillips, seconded by Commissioner Brown, motion carried.

24. Board to consider Task Order to The Management Experts for HMGP Grant Application

Minutes:

- Ben addressed the Board to discuss task order. Liberty County was awarded \$3.65 million dollars in HMGP funds from Hurricane Idalia. This would cover a vast majority of the road issues. Ben is requesting the use of the current contract and to turn this over to Tracy Buzbee with the Management Experts.
- Motion to issue a task order to the Management Experts for the HMPG grant made by Commissioner Johnson, seconded by Commissioner Branch, motion carried.
- Clerk Stanley advised that if it is possible to get funding for the generator at the new Sheriff's Office and Jail Complex that would be beneficial.
- The Board agreed.

25. Board to consider contract extension for Debris Contractors**Minutes:**

- Ben addressed the Board to discuss contract extension. Liberty County has three debris contractors in the case of an emergency. There is a three-year contract and at the end of those three years the Board can extend the contracts twice. Ben is requesting the Boards approval for extended those three contracts.
- Motion to approve contract extensions made by Commissioner Johnson, seconded by Commissioner Phillips, motion carried.
- Ben discussed travel approval. There are some conferences coming up for Emergency Managment 911 and Mosquito Control and he wanted to make the Board aware of those dates.
- Clerk Stanley advised that the policy states that the Board approves all travel, but it does not have to be in the form of a motion.
- The Board is in agreement to approve the travel requests.

26. Board to consider approval of Letter of Interest CAP Section 14 to Army Corps of Engineers**Minutes:**

- Noah addressed the Board to discuss letter. Back in October, Noah, Katie, Teresa, and Commissioner Phillips meet with the Core of Engineers at the Estiffanulga Boat Ramp. They agreed there are issues on what is happening at the boat ramp. This letter is needed to go through the Corps \$100,000.00 in federal funds, and after that it is 50/50 with the county. The first step is sending the letter stating the Board is interested in getting approved for the study. There are other funding mechanisms to get funding for this project.
- Motion to approve letter made by Commissioner Johnson, seconded by Commissioner Branch, motion carried.

27. Board to consider approval of Supplemental Agreements with DOT for CR 67 SCRAP Phase III**Minutes:**

- Noah addressed the Board to discuss agreements. The change order shows three major events that have caused this cost increase such as cross strings and widening lanes at Yellow Creek. The amount of \$117,982.00 is an addition to the contract. The new total agreement amount is \$2,606,470.00.

- Motion to approve supplemental agreement and Resolution 2024-08 made by Commissioner Brown, seconded by Commissioner Phillips, motion carried.

28. Board to consider Change Order #1 to Roberts and Roberts on CR 67 SCRAP Phase III

Minutes:

- Motion to approve change order to Roberts & Roberts made by Commissioner Branch, seconded by Commissioner Johnson, motion carried.

29. Board to consider adding rumble strips on CR 333 at the intersection of CR 12

Minutes:

- Commissioner Johnson addressed the Board to discuss adding rumble strips on CR 333 at the intersection of CR 12. There has been an accident where an individual ran the stop sign, crossed over the road and that ended in a fatality. Commissioner Johnson received several calls requesting strips to make drivers aware of the upcoming stop sign.
- Motion to approve rumble strips made by Commissioner Johnson, seconded by Commissioner Branch, motion carried.

30. Board to consider waiving rental fees at Veterans Memorial Civic Center for Judge Ken Hosford's Retirement Party

Minutes:

- Commissioner Johnson addressed the Board to discuss rental fees. Doobie Hayes and several other folks called Commissioner Johnson requesting that the Board waive rental fees at the Civic Center to host a retirement party for Judge Ken Hosford.
- Motion to approve rental fee waiver made by Commissioner Johnson, seconded by Commissioner Branch, motion carried.

DISCUSSION ITEMS

31. Dewayne Branch, Commissioner - District 1

Minutes:

- Commissioner Branch discuss port a potties at Rock Bluff precinct during voting season.

32. Hannah Causseaux, Chairwoman - District 2

Minutes:

- Chairwoman Causseaux had no business to discuss.

33. Jim Johnson, Vice Chairman - District 3

Minutes:

- Commissioner Johnson advised that Tommy Duggar JR needs a tractor at the park and would like to get quotes for next meeting.
- Commissioner Johnson asked Fran Davis to speak about some things she would like to discuss.
- Fran advised that she has some artwork that she would like to present to the Board next month and the Community of Estiffanulga has a budget for a lighted historic Estiffanulga custom made sign at the intersection of HWY 12 and CR 333. They have the building

permit and will have the location at the next meeting.

34. Doyle Brown, Commissioner - District 4

Minutes:

- Commissioner Brown discussed grading of the road that services the Lake Mystic wells now owned by Talquin.

35. Scott Phillips, Commissioner - District 5

Minutes:

- Commissioner Phillips discussed a house on CR 67 that needs to be torn down.

36. Jennifer Shuler, County Attorney

Minutes:

- Attorney Jennifer Shuler discussed laws and final draft of the county's code. The final code will be brought before the Board for adoption in the next couple of months and it will be available online.

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

Minutes:

- Clerk Stanley discussed the Legislative Appropriations for the county. Liberty County got around \$10,500,000.00 for resurfacing and paving from the small county outreach program.
- Clerk Stanley thanked Noah for his work regarding the applications for the project.

38. Motion to Adjourn

Minutes:

- Motion to adjourn made by Commissioner Branch, seconded by Commissioner Johnson, 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."