

Liberty County, FL

Liberty County Board of County Commissioners

Minutes

Thursday, May 9, 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/85686080690?pwd=c2E2VEFvRWE5MDdpYjhuTE8ydjZtZz09>

Meeting ID: 856 8608 0690

Passcode: 510650

Dial by phone: (305) 224-1968

1. Call to Order

Minutes:

- Chairwoman Hannah Causseaux called the workshop to order in person and via zoom at 5:00 P.M. Present at the meeting were Commissioners Dewayne Branch, Jim Johnson, Doyle Brown, Scott Phillips, Attorney Jennifer Shuler, Clerk Daniel Stanley, HR Director Shaula Jerkins, and Deputy Clerk Jessica Conyers.

2. Invocation

Minutes:

- Invocation led by Pastor Morris Langston.

3. Pledge of Allegiance

Minutes:

- Pledge of Allegiance led by Commissioner Brown.

4. Awards and Recognitions

Minutes:

- Clerk Stanley asked Judge Hosford to come to the front of the courtroom, read aloud the proclamation thanking Judge Hosford for his 27 years of service, and presented Judge Hosford with the proclamation.
- The Board thanked Judge Hosford for his service to Liberty County.
- Judge Hosford thanked the Board and Clerk Stanley for the proclamation.

5. Audience Concerns

Minutes:

- Mike Stewart addressed the Board to discuss insurance consultant. He asked the Board to consider other consultants.
- Mike Stewart addressed the Board to discuss planning and zoning consultant. He asked the Board to consider hiring an in house employee.
- Karen Collinworth addressed the Board to discuss building permits and her land lots. She asked that the Board amend the agenda to add this discussion and for the Board to vote. Chairwoman Causseaux asked her to speak about what she is requesting. Karen advised that she has a piece of land that she purchased, she would like to sell some of the lots. She has spoken to Tony Arrant and he advised her that in order to do this she would need to have the land subdivided and this land has already been subdivided in the past. She is requesting that the Board allow her to sell the lots and get building permits without having to have land subdivided.
- Attorney Shuler advised the Board to not make a decision tonight and to add this to a future meeting agenda if needed.
- Clerk Stanley advised that the property appraiser is showing the land as one parcel.

COUNTY DEPARTMENT REPORTS

Monthly Department Briefing

- Brian Eddins – Fire Control Coordinator
 - ** Brian is on the agenda under item number 20.
- Marie Arick – Extension Director
 - ** Marie advised that she has not utilized the equipment line item and there is a van that she would like to add for \$1,000.00., she asked for approval to borrow Katie's Ford Flex for 4H, and there are two travel requests, the first being June 23-25 and the second is for July 10-12.

** The Board is in agreement to approve travel request.

- Tommy Duggar Jr – Recreation Director
 - ** Tommy advised that Bentley Bluff is finished, and they are almost finished clearing the property on the other side of the Civic Center.
- Melissa Peddie – Ambulance Director
 - ** Melissa has an item to be added to the agenda.
- Cole Maloy – Solid Waste Director
 - ** Cole had no business to discuss.
- Boo Bryant – Road and Bridge Superintendent

** Boo addressed the Board to discuss GovDeals and the purchase of a gooseneck trailer. He has gotten three quotes and would like to go with the lowest one.

** The Board is in agreement.

- Monica Welles – Transit Director
 - ** Monica is on the agenda under item number 21.
- Katie Kellett – Housing Director
 - ** Katie had no business to discuss.
- Ben Guthrie – Emergency Management Director
 - ** Ben is on the agenda under item number 22.
- Teresa Stossel – Grants and Special Projects Coordinator
 - ** Teresa had no business to discuss.

ACTION ITEMS

6. Motion to Amend Agenda

Minutes:

- Clerk Stanley advised Melissa Peddie has a grant that needs to be added to the agenda for the Board to execute a Resolution stating what she is going to be spending those funds on. The grant fund total is \$3,347.85 and she is wanting to dedicate those funds to equipment. The Resolution is 2024-10 State of Florida EMS Grant and there is an application form that needs the Chairwoman's signature.
- Chairwoman Causseaux advised that the insurance consultant needs to be added for the Board to make a decision.
- Motion to amend the agenda made by Commissioner Branch, seconded by Commissioner Johnson, motion carried.

7. Adoption of the Agenda

Minutes:

- Motion to adopt the agenda as amended made by Commissioner Johnson, seconded by Commissioner Phillips, motion carried.

8. Motion to Approve Board Minutes

Minutes:

- Motion to approve minutes made by Commissioner Brown, seconded by Commissioner Phillips, 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.
 - April 03, 2024 - May 08, 2024

Warrant List: Warrant Numbers: General 32273 - 32480 Ship 5099 - 5101 HHRP - Account

Closed Bank EFT Payments: April 03, 2024 - May 08, 2024

- Clerk Stanley addressed the Board to discuss Resolution 2024-10 getting the authorization for the EMS Grant in the amount of \$3,347.85. The Board will be approving the Resolution and the application execution.
- Motion to approve the Resolution and application made by Commissioner Branch, seconded by Commissioner Phillips, motion carried.
- The Board discussed hiring an insurance consultant to assist with the RFP process.
- Attorney Shuler advised that this is a two-step process and recommended that the Board advertise for a flat fee.
- Clerk Stanley advised that the Board would need a two-month transition time frame.
- Motion to go out for proposals for an insurance consultant made by Commissioner Brown, seconded by Commissioner Branch, motion carried.

10. Human Resource Management**Minutes:**

- Chairwoman Causseaux advised that there are no new hires, there is one resignation of Kyle Brennan effective 04/01/2024.
- Clerk Stanley addressed the Board to discuss Human Resources. There is one rate change for Marie Arick with the County Extensions Office. The University of Florida gave a compression increase, therefore by contract the County will increase their rate portion. Clerk Stanley is asking the Board to approve retroactive effective on 03/31/2024. The County portion salary increase results in \$54.27 biweekly and \$1,411.00 yearly.
- Motion to approve rate change made by Commissioner Brown, seconded by Commissioner Johnson, motion carried.
- Clerk Stanley advised that per FRS the Board is allowed ten Senior Management Positions. FRS would like the Board to eliminate the following positions: 911 Director & Mosquito Control Director, Solid Waste Director, and Water Department Manager. These positions have been vacant for an extended period of time. If the Board approves eliminate, these positions will be removed from the books and can be added back at any time if the Board desires to do so.
- Motion to approve elimination of positions made by Commissioner Brown, seconded by Commissioner Branch, motion carried.
- Clerk Stanley advised that at last month's meeting the Board asked for a policy change for the leave of absence policy. Attorney Shuler has drafted a policy revision with two options, the first option states that a full-time employee may be granted a leave of absence not to exceed six months upon approval of the Department Head, and the second options states that a full-time employee may be granted a leave of absence not to exceed six months upon the approval of the Department Head or Chair of the Board of County Commissioners and

that the decision to grant the leave of absence shall be presented to the Board at its next regularly scheduled meeting for ratification and approval.

- Motion to approve option one that gives the Department Head approval to grant leave of absence made by Commissioner Branch, seconded by Commissioner Johnson, motion carried.
- Clerk Stanley advised that at last month's meeting the Board approved a new purchasing policy that inadvertently left off Chief Brian Eddins because he is a contractor serving in the role of Coordinator overseeing the Fire Tax Funds. Clerk Stanley is asking the Board to amend the purchasing policy to give Chief Eddins the ability to be recognized as a Department Head.
- Motion to grant the Fire Chief purchasing authority made by Commissioner Branch, seconded by Commissioner Johnson, motion carried.
- Clerk Stanley addressed the Board to discuss advertisement for Planning and Zoning Consultant. The Board has Mr. Tony's letter of resignation, an RFP that was drafted by the City of Bristol that they advertised for, and the agreement between Mr. Tony Arrant and the Board that details the role of a consultant. The Board can advertise for a consultant or can have an employee that they advertise for.
- Motion to advertise for consultant made by Commissioner Johnson, seconded by Commissioner Phillips, motion failed.
- Motion to advertise for an in house employee made by Commissioner Johnson, seconded by Commissioner Brown.
- Clerk Stanley asked for clarification on if the position will be only planning and zoning, classification, will it fall as a Department Head position or go under a Department Head. If the motion passes, the Board can have a special meeting to discuss all the details.
- Commissioner Phillips is opposed and would like to advertise for a consultant.
- Motion carries.
- The Board will have a special meeting on May 23, 2024, to discuss the position description in more detail.

11. Public Hearing - Podge, Burnt Bridge, and Kever Subdivisions

Minutes:

- Attorney Shuler advised that she looked at the Land Development Code on how this process should go and the Board needs to act as both the Local Planning Agency and the Board of County Commissioners. This will be the preliminary hearing and the Board will be deciding tonight to approve, disapprove, or request modification to the preliminary plat, There are a total of three subdivisions tonight. Attorney Shuler recommended that the Board close the BOCC Meeting, convene the Liberty County Local Planning Agency Meeting, hear the different applications, hold a public hearing on each, make a recommendation to the BOCC, and then go back into the BOCC Meeting and the Board will make a decision.
- Motion to adjourn the BOCC Meeting and convene the Liberty County Local Planning Agency Meeting made by Commissioner Brown, seconded by Commissioner Johnson, motion carried.

- The first plat is a subdivision plat application to allow the Podge Subdivision.
- Chairwoman Causseaux opened the floor to public comments.
- Attorney Shuler advised that Tony Arrant has looked at this plat and it is consistent with the Land Development Code.
- The landowner's representative, Wade Brown addressed the Board to discuss plat.
- Chairwoman Causseaux closed public comment.
- Motion to recommend approval to the Board for the Podge Subdivision made by Mr. Brown, seconded by Mr. Branch, motion carried.
- The next is Burnt Bridge and it is in compliance with the Land Development Code.
- Chairwoman Causseaux opened the floor to public comments. There were no public comments.
- Chairwoman Causseaux closed public comments.
- Motion to recommend approval to the Board for the Burnt Bridge Subdivision to the BOCC made by Mr. Brown, seconded by Mr. Phillips, motion carried.
- The last is the Kever subdivision and it is in compliance with the Land Development Code.
- Chairwoman Causseaux opened the floor to public comments. There were no public comments.
- Chairwoman Causseaux closed public comments.
- Motion to recommend approval to the Board for the Kever Subdivision made by Mr. Phillips, seconded by Mr. Branch, motion carried.
- Motion to adjourn the Liberty County LPA made by Mr. Phillips, seconded by Mr. Johnson, motion carried.
- The LCBOCC meeting reconvened.
- There is a recommendation from the Liberty County LPA to approve the Podge subdivision and plat application.
- Chairwoman Causseaux opened the floor to public comments.
- Mr. Wade asked if this was the final plat.
- Attorney Shuler advised that this is the preliminary plat and requires a two- step approval.
- Chairwoman Causseaux closed public comments.
- Motion to approve the Podge subdivision plat application as presented made by Commissioner Branch, seconded by Commissioner Brown, motion carried.
- The next is the Burnt Bridge subdivision.
- Chairwoman Causseaux opened the floor for public comments. There were no public comments.
- Chairwoman Causseaux closed public comments.
- Motion to approve the Burnt Bridge subdivision plat application as presented by the LPA made by Commissioner Brown, seconded by Commissioner Branch, motion carried.
- Last is the Kever subdivision.
- Chairwoman Causseaux opened the floor to public comments. There were no public comments.
- Chairwoman Causseaux closed public comments.
- Motion to approve the Kever subdivision plat application as presented by the LPA made by Commissioner Branch, seconded by Commissioner Brown, motion carried.

12. Bid Awards

Minutes:

- Doug Shuler addressed the Board to discuss the Voting Precincts improvements. Two bids have been received from local contractors, one from Dogwood BLDG in the amount of \$409,644.38, and the other is from Certus in the amount of \$404,888.00.
- Motion to approve the low bid from Certus in the amount of \$404,888.00 made by Commissioner Phillips, seconded by Commissioner Branch.
- Commissioner Branch asked who owns Certus. Clerk Stanley advised that the owner is Sharon and Dean Sumner who lives locally.
- Supervisor of Elections asked that there not be any work going on during the voting season for safety reasons.
- Clerk Stanley advised that this is a grant funded project from the Department of Commerce from the Legislative Appropriations last year. Teresa will send this award to Department of Commerce. Clerk Stanley asked that if the Board approves this it be with the understanding that the Department of Commerce is good with what is bided out on project details, then the Board will place them under contract now as long as it does not exceed the amount approved tonight.
- Chairwoman Causseaux abstained due to being a relative of the contractor. Motion carried.
- Boo addressed the Board to discuss fuel bid. There are three sealed bids that were recieved, Boo asked to have Monica and Ben Guthrie to go to a back room to open bids.
- The Board will table this discussion to later in the meeting.

13. Board to consider approval of sign at intersection of Highway 12 and County Road 333

Minutes:

- Fran Davis addressed the Board to discuss sign. The Estiffanulga Community has come together and has had a sign made and is asking for approval them to put the sign intersection of Highway and County Road 333.
- Motion to approve placement of sign made by Commissioner Johnson, seconded by Commissioner Phillips, motion carried.
- Chairwoman Causseaux discussed the riparian county stakeholder coalition. Liberty County is under represented due to Mrs. Betty Webb moving out of the county and taking on a new roll. They are asking one to two people to serve on their Board and one of the people be a LCBOCC member.
- The Board is in agreement to recommend Ms. Fran Davis to be the Liberty County representative.
- Motion to approve Commissioner Phillips to serve as a representative for Liberty County made by Commissioner Branch, seconded by Commissioner Johnson, motion carried.

14. Board to consider waiving rental fees at Veterans Memorial Civic Center for FSU College of Medicine on May 31st

Minutes:

- Chairwoman Causseaux and Clerk Stanley spoke on behalf of Dr. Shermeeka Hogans-Matthews, Dr. Hogans-Matthews is from Liberty County and is Assistant Professor at FSU

College of Medicine. There are some FSU students that are coming over to Calhoun and Liberty Counties and the WT Neal Civic Center was not available on that day. Dr. Hogans-Matthews has asked that the Board to allow the space at the Veteran's Civic Center for lunch on May 31, 2024.

- Motion to allows the FSU College of Medicine use of the Civic Center made by Commissioner Johnson, seconded by Commissioner Brown, motion carried.

15. Sandi Poreda with Red Cross to address Board

Minutes:

- Sandi Poreda addressed the Board to give an update and to discuss all of the services provided by the Red Cross.
- Chairwoman Causseaux asked Boo to address the Board to discuss the fuel bid.
- Boo advised that the lowest bid was Bennett Eubanks in the amount of .118 per gallon, and he is recommending that the Board stay with this company.
- Motion to approve low bid to Bennett Eubanks made by Commissioner Johnson, seconded by Commissioner Branch, motion carried.
- Boo advised that he has received a blinking flashing solar stop sign for County Road 333 from DOT and is working on installing the sign.

16. Board to consider School Zone Speed Detection Ordinance

Minutes:

- Attorney Shuler addressed the Board to discuss Ordinance. At the last meeting the Board directed Attorney Shuler to bring an Ordinance before the Board with limited areas where the detections would be installed and with limited times. This Ordinance has not been advertised; this is the first step.
- Motion to not proceed with the Ordinance made by Commissioner Johnson, seconded by Commissioner Branch, motion carried.

17. Board to consider Change Order #2 with Chief Construction for Bentley Bluff Park Road

Minutes:

- Noah addressed the Board to discuss change order. Noah advised that everything is completed at Bentley Bluff. There has been a lot of dirt hauled in to spread and fill in holes and Noah advised that there is some extra materials needed. The price for extra materials would be \$2,000.00.
- Motion to approve Change Order #2 in the amount of \$2,000.00 made by Commissioner Brown, seconded by Commissioner Phillips.
- Clerk Stanley recommended that the money come out of the Road and Bridge Funds since it is a road project.
- Commissioner Branch opposed. Motion carried.

18. Board to consider Approval of Resolution 2024-09 Supporting the Liberty County Chamber of Commerce

Minutes:

- Clerk Stanley addressed the Board to discuss Resolution. The Board has the authority by

statute to be able to donate to the local Chamber of Commerce. This is the third year in a row that the Board has had the Resolution with the same language and donating \$1,000.00.

- Motion to approve Resolution 2024-09 made by Commissioner Branch, seconded by Commissioner Brown, motion carried.

19. Board to consider room space at Veterans Memorial Civic Center for Chamber of Commerce

Minutes:

- Mike Stewart with the Chamber of Commerce addressed the Board. The Chamber is requesting a small office at the Civic Center to use as an address.
- The Board discussed different options for an office space.
- Clerk Stanley and Mike Stewart will get together to discuss possible office spaces.

20. Board to consider new location for Sumatra Volunteer Fire Department

Minutes:

- Brian addressed the Board to discuss the need for a new location. He is wanting to see about moving Sumatra Fire Department to a bigger lot and away from the water well. They are not able to get a septic tank for the bathrooms at the current location.
- The Board is in agreement for Brian to address the Board at next month's meeting with location options.
- Brian spoke about filling swimming pools. He has had some calls asking if the Fire Department can fill up pools. Brian advised the Board not to approve the filling of pools due to liability purposes and Talquin owning the Water Systems.

21. Transit Director Monica Wells to address Board

Minutes:

- Monica advised that she needs to move the discussion on FY 2024-2025 Trip and Equipment grant approval to next month's meeting.
- Monica advised that there are some left over funds from AI Technology Grant. She would like to use those funds to put cameras on the vehicles and that would be \$16,200.00 and the monthly service will increase by \$565.00 She would also like to purchase three new laptops. The total of the grant amendment for the cameras and laptops will be \$22,369.97.
- Motion to approve Transportation Disadvantaged Grant Amendment made by Commissioner Johnson, seconded by Commissioner Branch, motion carried.
- Monica is requesting the Board to approve travel request from June 02 - June 06 for the FDOT Transit Safety Summit and PDW and would like to use her personal vehicle.
- Motion to approve travel request made by Commissioner Branch, seconded by Commissioner Brown, motion carried.

22. Board to consider approval of Spring Rural County Grant Agreement 24-04-24 for \$57,906.55

Minutes:

- Cody Barfield addressed the Board to discuss Grant Agreement. This is an annual grant that is done every year. It has been approved by the State and is for upgrading all 911 systems.
- Motion to approve Spring Rural County Grant Agreement made by Commissioner Johnson,

seconded by Commissioner Phillips, motion carried.

23. Board to consider membership dues for the Florida Rural Water Association

Minutes:

- Commissioner Phillips addressed the Board to discuss membership. He would like to continue the membership and the fee is \$139.13. Commissioner Phillips discussed getting funding for the water systems and expanding systems.
- Motion to continue Florida Rural Water Association in the amount of \$139.13 made by Commissioner Johnson, seconded by Commissioner Brown. Commissioner Phillips abstained sure to working for Florida Rural Water Association.
- Clerk Stanley advised that once the Board approves this, he will pay the fee yearly.
- Motion carried.

DISCUSSION ITEMS

24. Dewayne Branch, Commissioner - District 1

Minutes:

- Commissioner Branch discussed signs that have been put up in Rock Bluff. He is unsure who placed the sign, but the signs are too close to the road and needs to be fixed.
- Commissioner Branch discussed moving forward with the Rock Bluff property now that it is owned by Liberty County.

25. Hannah Causseaux, Chairwoman - District 2

Minutes:

- Chairwoman Causseaux had no business to discuss.

26. Jim Johnson, Vice Chairman - District 3

Minutes:

- Commissioner Johnson discussed the hole at the end of Ray Kever Road. A citizen contacted Commissioner Johnson about damage to one of his tire rims due to hitting to hole.

27. Doyle Brown, Commissioner - District 4

Minutes:

- Commissioner Brown discussed Purchase Cards for the Department Heads.
- Clerk Stanley advised that it would be good to discussion this during the summer months.

28. Scott Phillips, Commissioner - District 5

Minutes:

- Commissioner Phillips discussed a drain filling up at Cannon Branch Road. He would like to go to the property owner and request a twenty-foot easement to open the ditch.
- Attorney Shuler advised that she has talked with Boo and Noah about this and it will be on next month's agenda.

29. Jennifer Shuler, County Attorney

Minutes:

- Attorney Shuler asked when the Special Meeting for Planning and Zoning would be.
- The Board would like to have the Special Meeting on May 23, 2024, at 5:00 PM.

30. Daniel Stanley, Liberty County Clerk of Court and Clerk to the Board**Minutes:**

- Clerk Stanley advised that all accounts with outstanding water and garbage balances will be sent to collections this month. The accounts with garbage only have already been sent previously. The Clerk's Office will manage these accounts for the next five years. Citizens who would like to pay their balances in full can contact the Clerk's Office directly for payment and the Clerk's Office will pull that account back from the county's collections vendor and mark it as paid in full.
- Clerk Stanley advised that the planning cycle for the budget for 2025 has arrived. By June 01, 2024, all Constitutional Officers are required to get the Clerk a budget. The first budget planning workshop is on June 27, 2024, and the second one will be on July 25, 2024.

31. Motion to Adjourn**Minutes:**

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

32. Signature

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."