

# Liberty County, FL

## Liberty County Board of County Commissioners

Minutes

Thursday, June 6, 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/83987175729?pwd=3HZrHHqxI5ITYyZlApyalXdZziMUZZ.1>

Meeting ID: 839 8717 5729

Passcode: 263284

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, Attorney Jennifer Shuler, Clerk Daniel Stanley, and Deputy Clerk Jessica Conyers. Commissioner Scott Phillips was not in attendance.

#### 2. Invocation

##### Minutes:

- Invocation led by Clerk Stanley.

#### 3. Pledge of Allegiance

##### Minutes:

- Pledge of Allegiance led by Commissioner Brown.

#### 4. Board to enter closed session to discuss Finuff v. Liberty County, Case No. 2023-CA-28

##### Minutes:

- Attorney Jennifer Shuler stated that this is regarding a pending mediation for the Finuff versus Liberty County Case. She recommends that the Board adjourn into closed session to discuss settlement matters. Attorney Shuler and Attorney Gavin Handler will join the Board in closed session.
- Motion to adjourn and reconvene made by Commissioner Johnson, seconded by

Commissioner Branch, motion carried.

- Chairwoman advised public audience that the Board is going into a closed session and one the session is terminated the Board will resume the meeting.

#### 5. Board to provide direction on Finuff v. Liberty County, Case No. 2023-CA-28

##### Minutes:

- Attorney Shuler advised that this is a settlement for the Finuff versus Liberty County Case in the amount of \$25,000.00 and she is recommending that the Board approve the settlement agreement.
- Motion to approve the settlement agreement made by Commissioner Brown, seconded by Commissioner Johnson.
- Commissioner Branch asked when this case will be done and able to be discussed publically.
- Attorney Gavin Handler advised that the settlement has been signed by all the parties and is contingent upon the approval at tonight's meeting. Dismissal will be filled next week.
- Attorney Shuler advised that the Board can speak on this matter if they desire.
- Motion carried.

#### 6. Audience Concerns

##### Minutes:

- There were no audience concerns.

#### 7. Awards and Recognitions

##### Minutes:

- There were no awards and recognitions.

## COUNTY DEPARTMENT REPORTS

### Monthly Department Briefing

- Brian Eddins – Fire Control Coordinator
  - \*\* Brian advised the Board that he needs to table item number 26 to next month's meeting.
- Marie Arick – Extension Director
  - \*\* Marie advised that a renter called her and asked to have deputies patrol the Civic Center during their event. The Board is in agreement and advised that the Sheriff's Department has the authority to Patrol without the Board taking action.
- Tommy Duggar Jr – Recreation Director
  - \*\* Tommy was not in attendance.
- Melissa Peddie – Ambulance Director
  - \*\* Melissa was not in attendance.
- Cole Maloy – Solid Waste Director
  - \*\* Cole had no business to discuss.

- Boo Bryant – Road and Bridge Superintendent  
\*\* Boo was not in attendance.
- Monica Welles – Transit Director  
\*\* Monica would like the Board to add the Transportation Disadvantaged Trip & Equipment Grant Agreement with the Resolution to the agenda to be signed tonight and will go in effect on July 1, 2024.
- Katie Kellett – Housing Director  
\*\* Katie had no business to discuss.
- Ben Guthrie – Emergency Management Director  
\*\* Ben is on the agenda under item number 18.
- Teresa Stossel – Grants and Special Projects Coordinator  
\*\* Teresa had no business to discuss.

## ACTION ITEMS

### 8. Motion to Amend Agenda

#### Minutes:

- Motion to amend the agenda to add the Grant with the Resolution for Transportation Disadvantage and the Supplemental Agreement with SCOP with the Resolution.
- Attorney Shuler advised that the public hearing for the three subdivisions need to be removed from the agenda due to them not being advertised.
- Motion to amend the agenda made by Commissioner Johnson, seconded by Commissioner Branch, motion carried.

### 9. Adoption of the Agenda

#### Minutes:

- Motion to adopt the agenda as amended made by Commissioner Branch, seconded by Commissioner Brown, motion carried.
- Monica addressed the Board to discuss grant and resolution.
- Clerk Stanley advised that the items are in the Commissioners packets. There is Resolution 2024-13 and the grant in the amount of \$247,941.00.
- Motion to approve Resolution 2024-13 and the Grant made by Commissioner Branch, seconded by Commissioner Johnson, motion carried.
- Monica advised that she just recieved the rates and there will be a rate change.
- Clerk Stanley advised that there will need be a resolution for the fee change for the July meeting.
- Noah addressed the Board to discuss Resolution 2024-14 and supplemental agreement on CR 12 SCOP. Roberts & Roberts was the low bid and DOT is giving a supplemental

agreement. The supplemental agreement is in the amount of \$80,869.00.

- Motion to approve the supplemental agreement and Resolution 2024-14 made by Commissioner Johnson, seconded by Commissioner Branch, motion carried.

#### 10. Motion to Approve Board Minutes

**Minutes:**

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

#### 11. Motion for the Clerk to pay the bills

**Minutes:**

- Motion for the Clerk to pay the bills made by Commissioner Branch, seconded by Commissioner Brown, motion carried.
  - May 09, 2024 - June 05, 2024

Warrant List: Warrant Numbers: General 32481 - 32559 Ship 5102 - 5103 HHRP - Account Closed Bank EFT Payments: May 09, 2024 - June 05, 2024

#### 12. Letters of Support

**Minutes:**

- There were no letters of support.

#### 13. Human Resource Management

**Minutes:**

- Clerk Stanley addressed the Board to discuss Human Resources.
- There is one new hire, Dan Faircloth as a General Laborer with the Road and Bridge Department, hire date 06/03/2024, fulltime, \$14.00 hourly and full benefits.
- Motion to new hire made by Commissioner Branch, seconded by Commissioner Brown, motion carried.
- There is one resignation, Steve Cain with the Road and Bridge Department effective 05/13/2024.
- There is one demotion of Billy Joe Higginbotham with the Road and Bridge Department from Grader Operator to General Laborer, rate of pay will decrease from \$15.35 hourly to \$14.00 hourly with an effective date of 05/17/2024, but his pay will not be affected until the Board approves the demotion.
- Motion to approve demotion made by Commissioner Branch, seconded by Commissioner Brown, motion carried.
- There is one promotion of Wennon Arnold with the Road and Bridge Department from General Laborer to Heavy Equipment Operator, rate of pay will increase from \$14.00 hourly to \$14.85 hourly, with a stipulation of a three-month probationary period or until Supervisor feels he has met qualifications for Grader Operator, with a request of back pay at \$14.85 hourly from 04/01/2024 to current.
- Motion to approve promotion made by Commissioner Johnson, seconded by Commissioner Branch, motion carried.
- There is one leave of absence request. The Road and Bridge Supervisor is approving an intermittent leave of absence to Jamie Chester effective 06/06/2024 and expiring on

09/20/2024 and there has originally been a leave of absence approved for six months which is the policy maximum.

- Motion to approve leave of absence made by Commissioner Johnson, seconded by Commissioner Branch, motion carried.

#### 14. Next month meeting schedule

**Minutes:**

- There is a LCBOCC Budget Workshop June 27, 2024, at 6:00 pm.

#### 15. Public Hearing - Podge, Burnt Bridge, and Kever Subdivisions

**Minutes:**

- This item has been removed from the agenda.

#### 16. Bid Awards

**Minutes:**

- Noah addressed the Board to discuss bid awards. There were two bids, one being Roberts & Roberts in the amount of \$3,378,268.50 and the other being C.W. Roberts in the amount of \$3,766,467.25.
- Motion to approve the bid award to Roberts & Roberts made by Commissioner Johnson, seconded by Commissioner Branch, motion carried.

#### 17. Board to consider approval of Excessive Force Policy

**Minutes:**

- Attorney Shuler addressed the Board to discuss policy. In order to qualify for Community Development Block Grant funding, the Board is required to adopt an excessive force policy. She is recommending that the Board adopt policy. Sheriff Money is in agreement.
- Motion to adopt policy made by Commissioner Brown, seconded by Commissioner Johnson, motion carried.

#### 18. Board to approve Resolution 2024-11 - Declaring Local State of Emergency for May 10, 2024 Severe Weather

**Minutes:**

- Ben addressed the Board to discuss Resolution. There was a severe thunderstorm that came through on May 10, 2024, and Chairwoman Causeaux approved a Resolution for a Local State of Emergency. This is just ratifying the state of emergency.
- Motion to ratify Resolution 2024-11 made by Commissioner Branch, seconded by Commissioner Johnson.
- Clerk Stanley asked if the adopted date will be the date that the motion passed or the date the Chairwoman signed.
- Attorney Shuler advised that the adopted date will be the date that the Chair signed.
- Motion carried.

#### 19. Board to consider funding request from LCSO for radio system

**Minutes:**

- Lieutenant Chad Smith addressed the Board to discuss request. This is for a new radio

system for the Sheriff's Department. The current radios do not work in the High School or Tolar. This new system would allow for them to have radio access in both schools. They are asking for the Board to approve the funding and then the Sheriff's Department will reimburse the Board once they receive the grant funding.

- Motion to approve funding request made by Commissioner Johnson, seconded by Commissioner Branch, motion carried.

#### **20. Board to approve Resolution 2024-12 - Budget Resolution #5**

##### **Minutes:**

- Clerk Stanley addressed the Board to discuss Resolution. The following items are what this Resolution is for:
  1. The request that was approved for the Sheriff's Department for a new radio system in the amount of \$53,000.00.
  2. An additional amount of \$196,437.00 to give the Sheriff's Office the authority to spend a grant that has been recieved.
  3. The Legislature gave a raise to the Sheriff and Tax Collector with an effective date of July 01. The Board will need to increase their cash carry forward.
  4. The Board approved and increase for the Ambulance Fund in the amount of \$3347.85 in the form of a grant and it has been requested to go toward ambulance equipment.
- The Board approved Resolutions and grants for Transit from last month's meeting and tonight's meeting.
- Motion to approve Resolution 2024-12 Budget Resolution # 5 made by Commissioner Johnson, seconded by Commissioner Branch, motion carried.

#### **21. Board to consider approval of fuel contract to Eubanks Oil**

##### **Minutes:**

- Clerk Stanley addressed the Board to discuss the contract. At last month's meeting the Board approved to award the bid for fuel to Eubanks Oil and the mark up per gallon is .118.
- Motion to approve contract made by Commissioner Branch, seconded by Commissioner Johnson.
- Clerk Stanley thanked Attorney Shuler for drafting the contract.
- Motion carried.

#### **22. Board to discuss lease with Calhoun-Liberty Credit Union for ATM at Hosford Library**

##### **Minutes:**

- Clerk Stanley addressed the Board to discuss lease. Back in 2019, the Board executed a lease with the Calhoun Liberty Credit Union to have an ATM at the Hosford Library. The lease was for 5 years and then to renew yearly and Mr. Flowers is asking that the Board continue the lease.
- Attorney Shuler advised that the Board does not need a new lease they can let the old lease continue if that is the Boards wishes.
- Motion to continue the lease made by Commissioner Branch, seconded by Commissioner Johnson, motion carried.

**23. Board to discuss political sign placement on public property and county right of ways**

**Minutes:**

- Supervisor of Elections Grant Conyers addressed the Board to discuss signs. There have been signs put up on public property and right of way. DOT has a letter stating that they can remove the signs. There is no action that the Supervisor of Elections Office can take. For County Roads, Grant advised that the Road Department will monitor the county roads and remove the signs and take to the county yard where individuals can pick their signs up.

**24. Board to consider schematic design fee proposal for Rock Bluff Community Center and Park**

**Minutes:**

- Doug Shuler addressed the Board to discuss fee proposal.
- Motion to approve schematic design fee proposal in the amount of \$7,006.64 made by Commissioner Branch, seconded by Commissioner Johnson.
- Clerk Stanley asked Doug to discuss what the design is based on.
- Doug advised that the design is based on assumed budget and asked for the Board wishes concerning the scope of work.
- Commissioner Branch advised that he would like to focus more on the outside of the building and have a plain open concept for the inside with a fridge and small closet. The bathroom needs to be on the inside where it can be monitored.
- Clerk Stanley advised that the Board does have a CD available for capital improvements if they choose to use those funds to help pay for this project.
- Motion carried.

**25. Board to consider Change Order #3 with BGN Contractors for Courthouse Second Floor Project**

**Minutes:**

- Doug addressed the Board to discuss change order. This is to paint twelve door slabs on the second floor and one ADA restroom on the first floor of the courthouse in the amount of \$1,950.00.
- Motion to approve Change Order # 3 made by Commissioner Branch, seconded by Commissioner Johnson, motion carried.

**26. Board to discuss potential property purchase in Sumatra**

**Minutes:**

- This item has been tabled to next month's meeting agenda.

**27. Board to consider CEI Fee Proposal by EXP for CR 12 SCOP**

**Minutes:**

- Noah addressed the Board to discuss fee proposal. EXP is good for doing the full inspection of CR 12 in the amount of \$146,351.02.
- Motion to approve fee proposal made by Commissioner Johnson, seconded by Commissioner Brown.
- Clerk Stanley asked Noah to email a fee proposal to Teresa for Chairwoman Causseaux to sign.
- Motion carried.

- Commissioner Branch asked for the record to reflect that he no longer works for EXP so he did vote on this item.

## **28. Board to discuss drainage issue on Cannon Branch Road**

### **Minutes:**

- Noah addressed the Board to discuss drainage. Noah advised that they couldn't find any easements and is recommending that the Road Department not touch the property. This is not causing any damage to the county road.
- The Board is in agreement for the Road Department not to go onto private property.

## **29. Board to consider Task Order to Dewberry to create GIS File and Map**

### **Minutes:**

- Clerk Stanley addressed the Board to discuss task order. At previous meetings the topic has come up where citizens have asked for a map of all county owned and maintained roads. The Board has mentioned creating a GIS file that would have all information. Boo has requested that the Board issue a task order to Dewberry to create GIS file and map.
- Clerk Stanley advised that the Clerk's Office can provide Official Records to help assist Dewberry in creating the file and map.
- Noah advised that he goes to the Property Appraisers Office to look up easements but has been unable to find any. Noah advised that he believes Dewberry is not best suited to do this work.
- Clerk Stanley advised that the requests has been to create a map for roads and easements that the county has.
- Noah advised that Ben has a map.
- Ben advised that they can make a map that has all of the county roads and take everything else out but the county-maintained roads.
- Clerk Stanley advised that if Dewberry can't do the work that Boo will get with Ben and see what map can be produced or look for another vendor.
- There was no action taken.

## **30. Board to approve surplus vehicles and equipment for auction**

### **Minutes:**

- Clerk Stanley addressed the Board to discuss auction. There are 16 vehicles that are ready to be declared surplus. Each vehicle has an inspection form and a photo. After the Board declares surplus for these items, Shaula will get with GovDeals and the Department Heads to set a minimum bid on all of the items.
- Motion to approve list of vehicles made by Commissioner Branch, seconded by Commissioner Johnson, motion carried.
- Chairwoman Causseaux advised that there was no action taken on item number 23 and that there needs to be a motion to task the Road Department to remove signs on county roads and taken them to the yard to be picked up.
- Motion to task the Road Department made by Commissioner Branch, seconded by Commissioner Johnson, motion carried.

## DISCUSSION ITEMS

### 31. Dewayne Branch, Commissioner - District 1

**Minutes:**

- Commissioner Branch had no business to discuss.

### 32. Hannah Causseaux, Chairwoman - District 2

**Minutes:**

- Chairwoman Causseaux advised that she received a phone call regarding a speed bump on CR 333. She will discuss this with Boo.

### 33. Jim Johnson, Vice Chairman - District 3

**Minutes:**

- Commissioner Johnson had no business to discuss.

### 34. Doyle Brown, Commissioner - District 4

**Minutes:**

- Commissioner Brown had no business to discuss.

### 35. Scott Phillips, Commissioner - District 5

**Minutes:**

- Commissioner Phillips was not in attendance.

### 36. Jennifer Shuler, County Attorney

**Minutes:**

- Attorney Shuler advised that she will not be in attendance at the June 27 budget hearing, the financial disclosures are due by July 1, and is asking the Board to authorize the Chairwoman to sign the contract with McGriff to get started on the RFP.
- Motion to authorize Chairwoman Causseaux to sign the contract with McGriff made by Commissioner Branch, seconded by Commissioner Johnson, motion carried.

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

**Minutes:**

- Clerk Stanley advised that the Board had applied for congressional appropriation to get 3 million dollars to add to the Jail and Administrative Complex, and it did not make the cut. They will continue pursuing funds.
- Commissioner Branch discussed Stan Whittaker not getting paid by CHP insurance when he sees patients.

### 38. Motion to Adjourn

**Minutes:**

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

**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."**

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