

Liberty County, FL

Liberty County Board of County Commissioners

Minutes

Thursday, July 11, 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/86161363233?pwd=Ax7efYF8qcb8b2VubAUP5eyxgP5GJ4.1>

Meeting ID: 861 6136 3233

Passcode: 415638

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, and Deputy Clerk Jessica Conyers.

2. Invocation

Minutes:

- Invocation led by Chairwoman Causseaux.

3. Pledge of Allegiance

Minutes:

- Pledge of Allegiance led by Commissioner Johnson.

4. Audience Concerns

Minutes:

- Fran Davis addressed the Board to discuss Estiffanulga and to ask the Boards permission to contact the Nature Conservancy to ask for funds for the project.
- The Board is ok with Ms. Fran contacting the Nature Conservancy.

5. Awards and Recognitions

Minutes:

- There were no awards and recognitions.

COUNTY DEPARTMENT REPORTS

Monthly Department Briefing

- Brian Eddins – Fire Control Coordinator
** Brian is on the agenda under item 20.
- Marie Arick – Extension Director
** Marie is on the agenda under item 21.
- Tommy Duggar Jr – Recreation Director
** Tommy had no business to discuss.
- Melissa Peddie – Ambulance Director
** Melissa has a promotion under human resources.
- Cole Maloy – Solid Waste Director
** Cole had no business to discuss.
- Boo Bryant – Road and Bridge Superintendent
** Boo is on the agenda under item 23.
- Monica Welles – Transit Director
** Monica is on the agenda under item 22.
- Katie Kellett – Housing Director
** Katie had no business to discuss.
- Ben Guthrie – Emergency Management Director
** Ben is on the agenda under items 24, 25, and 26.
- Teresa Stossel – Grants and Special Projects Coordinator
** Teresa was not in attendance.

ACTION ITEMS

6. Motion to Amend Agenda

Minutes:

- County Attorney Jennifer Shuler would like the Board to amend the agenda to add the discussion of Boykin Road.
- Motion to amend the agenda made by Commissioner Johnson and seconded by Commissioner Branch. Motion carried.

7. Adoption of the Agenda

Minutes:

- Motion to adopt the agenda as amended made by Commissioner Branch and seconded by Commissioner Johnson. Motion carried.
- Attorney Shuler advised that Commissioner Branch and Boo has received phone calls concerning Boykin RD again and has asked her to do some research. A citizen is threatening to put up a fence and block some access to the maintained area due to a new neighbor moving in. The new neighbor had put up a mailbox and the other neighbor has taken the mailbox down. She is asking the Board to task Dewberry to do a survey of the area and road that the County maintains so the county can go through a formal dedication process.
- Motion to task Dewberry to start the process with a survey made by Commissioner Branch, seconded by Commissioner Johnson.
- Commissioner Brown discussed the water lines.
- Noah advised that if the Board put the water line down when the road was put in, it would still be county right of way.
- Commissioner Phillips opposed the motion.
- Motion carried.
- Clerk Stanley advised that Boo and Noah will present a task order to the August meeting for the Board to approve.

8. Motion to Approve Board Minutes

Minutes:

- Motion to approve Board minutes made by Commissioner Branch and seconded by Commissioner Brown. Motion carried.

9. Motion for the Clerk to pay the bills

Minutes:

- Motion for the Clerk to pay the bills made by Commissioner Johnson and seconded by Commissioner Branch. Motion carried.
 - June 09, 2024 - July 10, 2024

Warrant List: Warrant Numbers: General 32561 - 32770 Ship No Disbursements HHRP - Account Closed Bank EFT Payments: June 09, 2024 - July 10, 2024

10. Letters of Support

Minutes:

- There is one letter of support for the Torrey Health Care to be included in the Capital Health Plan network.
- Motion to approve letter of support made by Commissioner Branch and seconded by Commissioner Johnson, Motion carried.
- Chairwoman Causseaux advised that she accepts CHP patients and asked for Attorney Shuler's recommendation on her signing the letter.
- Attorney Shuler advised that it will be fine for the Chairwoman to sign the letter.

11. Human Resource Management

Minutes:

- Clerk Stanley addressed the Board to discuss Human Resources.
- There is one new hire, Richard Fillingim as a backup Transit driver with a hire date of 07/09/2024, PRN, \$14.25 hourly, No health benefits, and retirement as necessary.
- Motion to approve the new hire made by Commissioner Branch and seconded by Commissioner Brown. Motion carried.
- There is one resignation of Jason Taylor, Recreation Aide with the Recreation Department, resigned effective on 07/09/2024.
- There is one promotion at the request of the Ambulance Director. Promotion for Joseph Barrington to be promoted from PRN EMT to PRN Paramedic, rate of pay increase from \$16.00 hourly to \$18.00 hourly, and requests back pay at \$18.00 hourly from 06/06/2024. This will be creating a new position for Paramedic.
- Motion to approve promotion with back pay made by Commissioner Branch and seconded by Commissioner Johnson. Motion carried.
- Chairwoman Causseaux reminded the Board that their performance evaluations need to be turned into Shaula no later than July 31, 2024.
- Commissioner Phillips advised that Jason Taylor had called and spoke with him, and he gave advised Jason to listen to his supervisor and not resign.

12. Next month meeting schedule

Minutes:

- The Board will have a Budget Workshop on July 25, 2024, at 6:00 PM. a Special Meeting on August 8, 2024, at 4:00 PM, and then a Regular Meeting on August 8, 2024, at 6:00 PM.

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

Minutes:

- Justin Stiell planning and zoning Consultant addressed the Board to discuss Podge Subdivision. This is for the signature for the subdivision of 120 acres into 2 lots in the Telogia Community.
- Chairwoman Causseaux opened the floor for public comments. There were no public comments.
- Motion to approve Podge subdivision made by Commissioner Branch and seconded by Commissioner Johnson. Motion carried.
- Justin addressed the Board to discuss Burnt Bridge subdivision. This is for the signature for the subdivision allowing 126 acres to be split into 6 lots in the Telogia community.
- Chairwoman Causseaux opened the floor for public comments. There were no public comments.
- Motion to approve Burnt Bridge Subdivision made by Commissioner Johnson and seconded by Commissioner Branch. Motion carried.
- Justin addressed the Board to discuss Kever Subdivision. This is for the signature for the subdivision allowing 29 acres to be split into 2 lots in the Telogia community.
- Chairwoman Causseaux opened the floor for public comments. There were no public comments.

- Motion to approve Keever Subdivision made by Commissioner Brown and seconded by Commissioner Branch. Motion carried.

14. Board to consider Right of Way Encroachment Deed from Teramore Development, LLC

Minutes:

- Attorney Shuler addressed the Board to discuss Deed. The Attorney for Teramore Development contacted Attorney Shuler regarding the property on the corner of highway 12 and Lake Mystic Church Rd. The Board had given them a site plan approval, but when they had the property surveyed, they realized a little portion of the property is a county road. They are offering the Board a deed for that portion of the property. Attorney Shuler recommend the Board approve this Deed for public use.
- Motion to approve Deed made by Commissioner Branch and seconded by Commissioner Johnson. Motion carried.

15. Board to consider approval of Resolution 2024-14 Budget Resolution #6

Minutes:

- Clerk Stanley addressed the Board. There are three different budget amendments in this Resolution. One is for an unanticipated increase on the Federal PILT from the US Department of Interior in the amount of \$146,952.00 and this will be split between the courthouse maintenance and the Recreation, the second is an unanticipated revenue of \$198,443.38 from a grant for a new ambulance, and the last one is an increase in the Sheriff's Department this is only an increase due to unanticipated grant revenue for \$99,955.00.
- Motion to approve Budget Resolution #6 made by Commissioner Branch and seconded by Commissioner Johnson. Motion carried.

16. Board to consider waiving rental fees at Veterans Memorial Civic Center for Liberty County Chamber of Commerce

Minutes:

- Libby Stewart with the Chamber of Commerce addressed the Board to ask them to reinstate the free usage list, add them to the list, and allow them to set up the day before if no other parties have rented the room or building.
- The Board discussed the cleaning fee for the rental.
- Motion to approve free usage on a case-by-case basis, approve free usage for the Chamber for this event, and to allow set up the day before if no other renters are on the schedule made by Commissioner Branch and seconded by Commissioner Johnson. Motion carried.

17. LCSO to present payback to Board for FY 2022-23

Minutes:

- Sheriff Money and Brett addressed the Board to discuss payback. By Florida statute, any funds the Sheriff receives and are not spent have to be returned to the Board. They are presenting that check in the amount of \$58,533.00 and are asking that the Board return those funds back to the Sheriff's Department.
- Motion to receive payback and return funds back to the Sheriff's Department made by

Commissioner Johnson and seconded by Commissioner Branch. Motion carried.

18. Board to consider approval of parade routes for LCHS Homecoming Parade on October 18th

Minutes:

- Lieutenant Chad Smith addressed the Board to discuss parade routes. The Sheriff's Department is considering the idea of turning the parade onto Harvell Street off of CR 12 South, instead of turning onto Michaeux Road. This change will allow for east and west traffic flow around the parade route on Micheaux Road. With the Boards approval, he will submit two applications for road closures for the parade, using the old route and also the new route.
- Motion to approve parade routes to be sent to DOT made by Commissioner Branch and seconded by Commissioner Brown. Motion carried.

19. Board to consider approval of EMS Station Design

Minutes:

- Doug addressed the Board to discuss design. A few weeks back, they finished the 50% construction documents, and they need the Board to approve these documents so that they can move forward with the 100% construction documents.
- Motion to approve the 50% documents made by Commissioner Johnson and seconded by Commissioner Branch. Motion carried.

20. Board to discuss potential property purchase in Sumatra

Minutes:

- Brian addressed the Board to discuss property purchase. Brian is wanting to purchase a piece of land in Sumatra for a Fire Station, and it is enough acreage to add onto if the Board decides to in the future. There is a total of 5.33 acres and the asking price is \$15,000.00 per acre. He would like the Boards approval to work with Clerk Stanley and Attorney Shuler to purchase this property.
- Clerk Stanley advised that the total amount for the land will be \$80,000.00, the Board will have to do a survey to create a legal description, do an appraisal, and prepare all the closing costs. The fire tax dollars will be used for this purchase.
- Motion for Brian to move forward with starting the process of the land purchase made by Commissioner Johnson, seconded by Commissioner Branch.
- Commissioner Brown discussed buying another piece of adjacent land in addition to the property Brian has discussed.
- Motion carried.
- The Board is in agreement to task Brian to see about purchasing another piece of adjacent property.

21. Board to consider bid proposal for landscaping at Veterans Memorial Civic Center

Minutes:

- Marie addressed the Board to discuss proposal. There was one bid for the landscaping at the Civic Center from Legendary Lawn Maintenance out of Chipley. The amount for the bid is as follows: \$11,385.00 for demolition, \$5,700.00 for woodwork, \$9,882.00 for plants,

\$3,080.00 for mulch, \$1,650.00 for grates, \$7,920.00 for Sod, \$1,100.00 for temporary irrigation, and \$550.00 for drain repair and clean out which brings the total amount of the bid to \$41,267.00 and the bid proposal is good for 45 days.

- Motion to approve bid proposal made by Commissioner Branch and seconded by Commissioner Johnson. Motion carried.

22. Board to consider approval of travel request from Transit Director Monica Welles

Minutes:

- Monica addressed the Board to discuss travel request. She is requesting travel approval to go to West Palm Beach September 22nd - 25th and would like to use her personal vehicle. This is for the transportation disadvantaged conference.
- Motion to approve travel request and the use of her personal vehicle made by Commissioner Branch and seconded by Commissioner Brown. Motion carried.

23. Board to consider equipment purchase approval for Road and Bridge

Minutes:

- Boo addressed the Board to discuss purchase. He would like to send the tractor to Ring Power to be fixed due to it still being under warranty. The amount for the mulching head is \$51,117.00.
- Motion to approve request made by Commissioner Johnson and seconded by Commissioner Branch. Motion carried.
- Boo discussed the purchase of a new grader in the amount of \$284,000.00.
- Motion to approve purchase made by Commissioner Johnson and seconded by Commissioner Brown. Motion carried.

24. Board to Consider approval of agreement with OTM Cyber

Minutes:

- Ben addressed the Board to discuss agreement. OTM is a partner for the 911 equipment and maintenance provider. The State of Florida is giving the Emergency Communications Board in the amount of \$600,000.00 to secure the network. This is a five-year agreement in Liberty County for \$14,639.00 and he is asking for the Board to approve agreement.
- Motion to approve agreement in the amount of \$14,693.00 made by Commissioner Johnson and seconded by Commissioner Brown. Motion carried.

25. Board to Consider Approval of FY 2024-25 Mosquito Operational Work Plans

Minutes:

- Ben addressed the Board to discuss work plans. By Florida Statute he is required to provide an operational work plan to the Board by July 15, and he is asking for the Boards approval.
- Motion to approve workplan in the amount of \$107,784.00 made by Commissioner Johnson and seconded by Commissioner Branch. Motion carried.

26. Board to approve FY 2024-25 Emergency Preparedness and Assistance Grant Agreement

Minutes:

- Ben addressed the Board to discuss agreement. This is an annual agreement for working

funds and he is asking the Boards approval.

- Motion to approve grant in the amount of \$105,806.00 made by Commissioner Branch, seconded by Commissioner Johnson. Motion carried.
- Clerk Stanley stated that this is an allocated amount by the state that goes to each county throughout the State of Florida. The Boards portion has not increased in 21 years. This was one of the Boards legislative budget priorities to encourage a statutory fix to increase the amount going out to counties.

27. Board to appoint two Commissioners to Value Adjustment Board

Minutes:

- Clerk Stanley addressed the Board to discuss Value Adjustment Board. Part of the Boards statutory process as a Board of County Commissioners is the Value Adjustment Board. This is a statutory process for landowners to appeal to the Value Adjustment Board if they have a disagreement with the Property Appraiser regarding their appraised value of home or property. There has been a statutory change, the Board will appoint two Commissioners, one as the Chair and the other as the Vice Chair.
- Motion to appoint Commissioner Brown as Chair and Commissioner Phillips as the Vice Chair made by Commissioner Branch, seconded by Commissioner Johnson. Motion carried.

28. Board to discuss County Probation Program

Minutes:

- Clerk Stanley addressed the Board to discuss county probation. Liberty County New Judge Christopher Bufano has had some discussions with Clerk Stanley and the County Probation Officer Steve Roddenberry. Mr. Roddenberry is a Board employee, and he works part time. Judge Bufano has advised that Mr. Roddenberry will no longer be reporting to him, and Mr. Steve will be a standalone employee as other county department heads. He will have an office on the second floor once the renovations are done.

DISCUSSION ITEMS

29. Dewayne Branch, Commissioner - District 1

Minutes:

- Commissioner Branch spoke about the Road Department replacing signs through the county.

30. Hannah Cousseaux, Chairwoman - District 2

Minutes:

- Chairwoman Cousseaux had no business to discuss.

31. Jim Johnson, Vice Chairman - District 3

Minutes:

- Commissioner Johnson had no business to discuss.

32. Doyle Brown, Commissioner - District 4

Minutes:

- Commissioner Brown had no business to discuss.

33. Scott Phillips, Commissioner - District 5

Minutes:

- Commissioner Phillips discussed flooding at the county line on CR 67 and asked Noah to go out and look at it.

34. Jennifer Shuler, County Attorney

Minutes:

- Attorney Shuler advised the Board that the Codification of the County Code is done, and they should be receiving it in August. The Board will need an Ordinance to adopt the Code as a whole.
- Per new Florida Law, there will be an Affidavit that will need to be filled out by any entity that has a contract that is non-government stating that they are not human trafficking.

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

Minutes:

- Clerk Stanley advised the Board that they have received an invoice from the City of Bristol to permit the new jail and administrative complex and is in the amount of \$58,689.15. As part of the agreement with Culpepper, the Board will be paying all permitting fees. The City of Bristol was not willing to waive any fees.
- Clerk Stanley discussed an email from Pastor Chris Goodman regarding property owned by the Pentecostal Holiness Church. When the Board was looking for a piece of property to buy for the EMS facility, they did approach the Pentecostal Church about the property they owned on Spring and Solomon Street. The road on that street enters into the property that the Board leases from the state for 911, Emergency Management, and the Health Department Buildings. The county paved the road, but it is a City of Bristol maintained road and is property of the Pentecostal Church. They were never compensated for that property and are asking the county to buy the road, survey out the section of the road, and pay for all closing cost and title work. The total amount of proposal is \$90,000.00 and this is only for the road and does not include the whole entire parcel. No action will be taken tonight, but more research will be done.

36. Motion to Adjourn

Minutes:

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

37. 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."

Contact: Daniel R. Stanley (dstanley@libertyclerk.com (850) 643-2215) | Minutes published on 08/09/2024, adopted on 08/08/2024