

Liberty County, FL

Liberty County Board of County Commissioners

Minutes

Thursday, September 5, 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/84218857362?pwd=p4qg89aONK8clOYan2RfNnb6ZLKPzQ.1>

Meeting ID: 842 1885 7362

Passcode: 437850

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 Branch.

4. Audience Concerns

Minutes:

- Rachel addressed the Board to discuss Civic Center fee. It is time for the Health Department to update the Liberty County Health Improvement Plan and she is asking for the Board to waive the fee of the Civic Center for them to have the meeting on September 26.
- Joe Longfellow will speak under item number 14.

- Fran Davis addressed the Board to discuss the use of herbicides in Estiffanulga. She also discussed a second location for the flashing sign to be placed near the intersection of CR 12 & 333.

5. Awards and Recognitions

Minutes:

- There were no awards and recognitions.

COUNTY DEPARTMENT REPORTS

Monthly Department Briefing

- Brian Eddins – Fire Control Coordinator
** Brian was not in attendance.
- Marie Arick – Extension Director
** Marie had no business to discuss.
- Tommy Duggar Jr – Recreation Director
** Tommy JR had no business to discuss.
- 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 had no business to discuss.
- Monica Welles – Transit Director
** Monica had no business to discuss.
- Katie Kellett – Housing Director
** Katie had no business to discuss.
- Ben Guthrie – Emergency Management Director
** Ben had no business to discuss.
- Teresa Stossel – Grants and Special Projects Coordinator
** Teresa is on the agenda under item number 24.

ACTION ITEMS

6. Motion to Amend Agenda

Minutes:

- Clerk Stanley advised that the Board might want to vote on the Health Department's request to waive fees for the Civic Center on September 26th.
- Clerk Stanley advised that Cody has two 911 Grants that he needs to address the Board with.
- Motion to amend the agenda made by Commissioner Johnson, seconded by Commissioner Branch, motion carried.
- Motion to waive the Civic Center fee for the Health Department made by Commissioner Branch, seconded by Commissioner Johnson, motion carried.
- Cody addressed the Board to discuss the 911 grants. The first grant is for updating the system and the amount is \$154,336.10, and the second one is for adding three licenses and adding a log in for each dispatcher and the amount will be \$7,485.00.
- Motion to approve both 911 grants made by Commissioner Johnson, seconded by Commissioner Brown, motion carried.

7. Adoption of the Agenda**Minutes:**

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

8. Motion to Approve Board Minutes**Minutes:**

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

9. Motion for the Clerk to pay the bills**Minutes:**

- Motion for the Clerk to pay the bills made by Commissioner Branch, seconded by Commissioner Phillips, motion carried.

10. Letters of Support**Minutes:**

- Clerk Stanley advised that there is one letter of support request from Legal Services of North Florida. They are one of the non-profit partners within the judicial circuit, they provide free legal help and are applying for a Federal Grant and are asking for a letter of support for matching grant dollars.
- Motion to approve letter of support made by Commissioner Johnson, seconded by Commissioner Brown, motion carried.

11. Human Resource Management**Minutes:**

- Clerk Stanley addressed the Board to discuss Human Resources.
- There is one new hire, Christian Bay as a Paramedic with the Ambulance Department, hire date 08/12/2024, PRN, \$18.00 hourly, FRS inclusion and no health benefits.
- Motion to approve new hire made by Commissioner Branch, seconded by Commissioner

Johnson, motion carried.

- There are two resignations at Road & Bridge, Jesse Baribault with an effective date of 08/13/2024 and Billy Joe Higginbotham with an effective date of 08/29/2024.
- There is a notification from GovDeals regarding the last round of sales. The Board is looking to bring in around \$11,000.00 from sales that are coming through.
- There is a request for the Board to approve disbursement of bonuses to employees on September 19, 2024. All employees that have been full time for at least one year will receive \$1,000.00 and all the part time employees will receive \$500.00. The total bonus amount will be around \$34,000.00.
- Motion to approve bonuses made by Commissioner Brown, seconded by Commissioner Phillips, motion carried.
- There is a salary change at the request of Commissioner Branch to increase Katie Matchkus by fifty-four cents an hour retroactive effective 08/12/2024, this will change her rate of pay from \$24.50 hourly to \$25.04 hourly.
- Motion to approve increase made by Commissioner Branch, seconded by Commissioner Brown, motion carried.

12. Next month meeting schedule

Minutes:

- Next month's meeting schedule are as follows:
- LCBOCC Tentative Budget Hearing - September 12, 2024, at 6:00pm
- Value Adjustment Board Organizational Meeting - September 16, 2024, at 4:00pm
- Investiture Ceremony for Judge Christopher Bufano - September 20, 2024, at 3:00pm
- LCBOCC Final Budget Hearing - September 27, 2024, at 6:00pm

13. Public Hearing - Notice Of Intent To Adopt Ordinance 2024-1

The Board will consider an ordinance adopting and enacting a new code of ordinances for Liberty County and providing for an effective date.

Minutes:

- Attorney Jennifer Shuler addressed the Board to discuss Ordinance. This is an Ordinance adopting and enacting a new code of ordinance for Liberty County and will be available on Omni Code. She recommends that the Board approve this Ordinance, appeal the body of Ordinances that has been stacked up and adopt this code as a whole.
- Chairwoman Causseaux opened the floor for public comment.
- There was no public comment.
- Motion to approve Ordinance 2024-1 made by Commissioner Johnson, seconded by Commissioner Brown, motion carried.

14. Public Hearing - Special Exception Use

Request of Special Exception Use of Parcel 008-1S-7W-01833-007 to operate an Automotive repair shop known as Bristol Automotive

Minutes:

- Justin Stiell addressed the Board to discuss special exception use.
- Attorney Shuler swore in anyone who wishes to testify or speak on this matter.
- The public notice was placed in the paper on August 21, 2024, and mailouts went out to all

property owners within 500 feet of site. This is in regard to an automotive repair shop located on Hoecake Road. The property owners are David and Kristen Kong. The current use of land is residential, and the future land use is rural village. The applicant did not apply for any permits or seek Board approval and was served with a violation from Code Enforcement on July 8, 2024. The applicant has met with county planning consultant along with county staff on July 12, 2024, and provided a final document for the application on August 08, 2024. The applicant is in the process of completing permit for garage building.

- Justin recommends that the Board deny this application.
- Chairwoman Causseaux opened the floor to public comments.
- Joe Longfellow addressed the Board to ask them to deny this application.
- Attorney Shuler swore in Julia Hasig to speak on this matter.
- Julia addressed the Board to ask them to deny this application.
- Motion to deny application made by Commissioner Branch, seconded by Commissioner Johnson, motion carried.

15. Public Hearing - FY 2024 CDBG Small Cities Grant

Minutes:

- Noah addressed the Board to discuss grant. This is the first public hearing for CDBG grant and there are several different grants that can be applied for.
- Chairwoman Causseaux opened the floor to public comment. There were no public comment.
- The Board discussed the different projects that can be done with the grant.
- Noah advised that the Citizen Advisory Task Force recommends that the Board concentrate on the Veteran's Park.
- Motion to approve grant made by Commissioner Brown, seconded by Commissioner Branch, motion carried.

16. Board to discuss Request For Proposals for Legal Services

Minutes:

- Clerk Stanley advised that Attorney Jennifer Shuler has taken a job as the Attorney for Indian River County and her last day is September 12. The Board has the last request for proposals that was advertised in 2021 and the current contract that was recently amended back in April. The next regular meeting is October 10, 2024. If the Board wishes to advertise for RFP and hold a special meeting that would be on October 10 at 4:00. Clerk Stanley asked for the direction from the Board.
- Motion to approve RFP and agreement for legal services and conduct interviews on October 10th at 4:00 PM made by Commissioner Johnson, seconded by Commissioner Branch, motion carried.

17. Board to discuss Request for Purchase of Driveway from Bristol Pentecostal Holiness Church

Minutes:

- Clerk Stanley addressed the Board to discuss request. On July 11, 2024, Pastor Chris Goodman from Bristol Pentecostal Holiness Church emailed over a request to the Board of

County Commissioners and the Board had discussion at the meeting in July and August. There has been a lot of research and tried to find a lot of different documents showing when Spring Street was installed. Spring Street is in the city limits of Bristol, but it is not a city-maintained street. The property is owned by the State of Florida and is leased to the Board of County Commissioners. The Emergency Management Office has provided several different documents, one being a written easement from January 16, 2009. The Church is willing to honor the Easement Agreement between the church and the Board but would still like for the Board to agree to pay for the easement and for all expenses related to the deed being recorded.

- Attorney Shuler advised that she has looked at all the materials and the Easement was not executed with the required formalities to create an Easement.
- The Board is in agreement to not pay and to move forward with the surveying process to create a legal description and go through the statutory process. Dewberry will bring a task order for the Board to approve at the next meeting.

18. Board to consider update of Fines and Fee Schedule and approval of Resolution 2024-19

Minutes:

- Clerk Stanley advised that Katie has one request for Building Services to increase the building permit costs and Monica has a request for Transit. The Board has a copy of the proposed fee chart.
- The Board and Katie discussed surrounding counties fees.
- Monica addressed the Board regarding transportation costs.
- Motion to approve the updated fines and fee schedule with changes and adopt Resolution 2024-19 made by Commissioner Branch, seconded by Commissioner Brown, motion carried.

19. Board to consider approval of Resolution 2024-20 Budget Resolution #8

Minutes:

- Clerk Stanley advised that this Budget Resolution request is from the Sheriff's Office asking for budget authority to utilize the grant funds that have been received. This will close out the year with all of their revenues matching their expenditures, so they won't exceed budget authority per statute.
- Motion to approve Budget Resolution 2024-20 #8 made by Commissioner Johnson, seconded by Commissioner Branch, motion carried.

20. Sheriff Money to address Board

Minutes:

- Sheriff Money and Lieutenant Chad Smith addressed the Board concerning Christmas parade routes and Christmas party fee waiver at the Civic Center. The Sheriff's Office will have their Christmas party on December 6th at the Civic Center and is requesting that the Board waive the rental fees.
- Motion to waive Civic Center Rental fees made by Commissioner Brown. seconded by Commissioner Johnon, motion carried.
- The Christmas Parade will be on December 14th. There are two different routes depending

on how many floats are in the Christmas Parade.

- Motion to approve the Sheriff's Office to submit the routes for the Christmas Parade to DOT made by Commissioner Branch, seconded by Commissioner Johnson, motion carried.

21. Board to consider renewal of group health insurance plan with Florida Blue

Minutes:

- Lisa Shuler along with Representatives from Florida Blue and Capital Health addressed the Board to discuss insurance rates, premiums, and causes of costs increasing.
- Motion to approve the Health Insurance rates made by Commissioner Brown, seconded by Commissioner Johnson.
- Motion to amend the motion for the Board to absorb in increases in rates made by Commissioner Brown, seconded by Commissioner Johnson, motion carried.

22. Board to discuss Cyber Security Roadmap

Minutes:

- Charles Steward addressed the Board to discuss Cyber Security Roadmap. There is a 3-page overview of the framework. He will provide a budgetary guidance after reviewing the additional sources of free/low-cost options supplied to local governments from the state and federal governments. He will work on a policy once the new County Attorney is hired.

23. Board to consider Task Order to Dewberry for the design of CR 270 CIGP

Minutes:

- Noah addressed the Board to discuss Task Order. Last month the Board approved the agreement for DOT and this is the Task Order for Dewberry for the survey and design of CR 270 CIGP.
- Motion to approve Task Order made by Commissioner Johnson, seconded by Commissioner Phillips, motion carried.
- Noah advised that he has been in contact with FDOT in regard to CR 379 Phase 2. There is a gap on 379 to Orange and recommended that the whole road be designed all at one time and do phases of construction.
- The Board is in agreement to do the whole road at one time.

24. Board to consider Resolution 2024-21 in support of Florida Recreation Development Assistance Program

Minutes:

- Teresa addressed the Board to discuss Resolution 2024-21. This Resolution is to pursue a grant from the Florida Recreation Development Assistance Program for the recreation areas and facilities at the Hosford Park and agrees to amend the currently adopted five year Capital Improvement Plan to include \$200,000.00 of recreational facilities at the Hosford Park for FY 2025-2026 and to authorize Teresa to act as Project Manager for this project, and to give authority to apply for and administer the grant on behalf of the Board.
- Motion to approve Resolution 2024-21 made by Commissioner Johnson, seconded by Commissioner Brown, motion carried.

25. Board to discuss CDL Licensure Assistance Agreement and Promissory Note

Minutes:

- Clerk Stanley advised that at the last workshop the Board asked for this item to be brought forward at the next meeting. This is the same language that the Board had in their workshop packet. The Board can approve a policy and agreement that they would have with employees, and he is recommending that if the Board decides to make this a policy change to the personnel policy, that they make sure that is it upon Board approval.
- The Board would pay a certain amount for the CDL and if the employee leaves or is fired before the time frame listed in the policy and agreement they would pay the Board back on a pro rata basis.
- Motion to approve policy with a minimum of 24 months made by Commissioner Branch, seconded by Commissioner Johnson.
- Commissioner Brown is opposed.
- Motion carried.

DISCUSSION ITEMS

26. Dewayne Branch, Commissioner - District 1**Minutes:**

- Commissioner Branch discussed Estiffanulga Boat Ramp and Rock Bluff Community Center design plans.

27. Hannah Causseaux, Chairwoman - District 2**Minutes:**

- Chairwoman Causseaux had no business to discuss.

28. Jim Johnson, Vice Chairman - District 3**Minutes:**

- Commissioner Johnson had no business to discuss.

29. Doyle Brown, Commissioner - District 4**Minutes:**

- Commissioner Brown had no business to discuss.

30. Scott Phillips, Commissioner - District 5**Minutes:**

- Commissioner Phillips discussed the closure of the Mechanic Shop on Hoecake Road.

31. Jennifer Shuler, County Attorney**Minutes:**

- Attorney Shuler advised that her last day as County Attorney for Liberty County will be on September 12. She thanked Clerk Stanley, the Board, and all employees for their kindness and hard work during her time as the County Attorney.

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

- Clerk Stanley had no business to discuss.

33. Motion to Adjourn

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 10/15/2024, adopted on 10/10/2024