

# Liberty County, FL

## Liberty County Board of County Commissioners

### Minutes

Thursday, October 10, 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/84150407106?pwd=BEHICsq3Cju5XUShSA2LpLz8CQYVXd.1>

Meeting ID: 841 5040 7106

Passcode: 096777

Dial by your phone: (305) 224-1968

#### 1. Call to Order

##### Minutes:

- Chairwoman Hannah Causseaux called the special meeting to order in person and via zoom at 4:00 P.M. Present at the meeting were Commissioners Dewayne Branch, Jim Johnson, Doyle Brown, Scott Phillips, County Attorney Ken Hosford, Clerk Daniel Stanley, and Deputy Clerk Jessica Conyers.

#### 2. Invocation

##### Minutes:

- Invocation led by Attorney Hosford.

#### 3. Pledge of Allegiance

##### Minutes:

- Pledge of Allegiance led by Sheriff Money.

#### 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 is on the agenda under item number 14.
  
- Marie Arick – Extension Director
  - \*\* Marie advised that the landscaping at the Civic Center is completed. For regular maintenance it would be \$400.00 per visit. Marie asked for the Boards direction. The Board would like Marie to email a copy of all paperwork and advised that the maintenance will fall under regular maintenance with Joe and Sonya.
  
- Tommy Duggar Jr – Recreation Director
  - \*\* Tommy JR was not in attendance.
  - \*\* Commissioner Branch advised that Tommy has a volunteer who would like to park his camper behind the Veteran's Memorial Park free of charge. The Board asked Attorney Hosford for guidance. Attorney Hosford advised that the Board would want him to sign a release waiver of liability. The Board will add this item to the agenda.
  
- Melissa Peddie – Ambulance Director
  - \*\* Melissa was not in attendance until later in the meeting.
  
- Cole Maloy – Solid Waste Director
  - \*\* Cole had nothing to discuss.
  
- Boo Bryant – Road and Bridge Superintendent
  - \*\* Boo is on the agenda under item number 23. Boo advised that there are some trees needing to be taken down at the Bristol boat ramp to expand the parking lot and there is a gentleman that is willing to remove the trees free of charge.

\*\* The Board asked Attorney Hosford for guidance. Attorney Hosford spoke on the value of the trees in relation to the cost of paying someone to remove them.

\*\* The Board is in agreement for Boo to move forward with the removal of trees.

- Monica Welles – Transit Director
  - \*\* Monica had no business to discuss.
  
- Katie Kellett – Housing Director
  - \*\* Katie advised that the SHIP annual report is done and has been approved.
  
- Ben Guthrie – Emergency Management Director
  - \*\* Ben advised that amount of rain that the county has attracted mosquitos, and he would like to do aerial mosquito spraying. The letter would need to be signed by the Chairwoman.

\*\* Chairwoman Causseaux advised that this will be added to the agenda.

- Teresa Stossel – Grants and Special Projects Coordinator

\*\* Teresa advised that there has been a deductive change order for Roberts and Roberts from Southeastern Engineers to close out the CR 67 Phase three road project. This is a change order to the overall project reducing the original contract amount by \$41,674.75. The reduction is for work that did not have to be done.

\*\* Commissioner Brown discussed Carrabelle Highway culverts.

\*\* Teresa advised that the CDBG project isn't able to go toward the Hosford Park. Instead, they are going to go after paving Gobbler Court, Whitetail Rd, Williams Rd, Shawn Rd, and for that there has to be a second public hearing, and it needs to be before October 31, 2024.

## ACTION ITEMS

### 6. Motion to Amend Agenda

**Minutes:**

- Motion to amend the agenda to add the letter of support, the Veteran's Park camper issue, the deductive change order for CR 67 Phase three and to add special meeting to be discussed under item number 12 made by Commissioner Johnson, seconded by Commissioner Brown, motion carried.

### 7. Adoption of the Agenda

**Minutes:**

- Motion to adopt the agenda as amended 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 Branch, 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 Johnson, seconded by Commissioner Brown, motion carried.
- September 05, 2024 - October 08, 2024

Warrant List: Warrant Numbers: General 33069 - 33234 Ship No Disbursements HHRP - Account Closed Bank EFT Payments: September 05, 2024 - October 08, 2024

### 10. Letters of Support

**Minutes:**

- Motion to approve the Hurrican Helene aerial spray request made by Commissioner

Johnson, seconded by Commissioner Branch, motion carried.

- Motion to allow the volunteer to camp at the Veteran's Park contingent upon a liability release made by Commissioner Johnson, seconded by Commissioner Phillips, motion carried.
- Motion to approve Reductive Change Order for CR 67 Phase three in the amount of \$41,674.75 as well as a certificate of substantial completion contingent upon asking first for reallocation of that money for the culvert issue made by Commissioner Branch, seconded by Commissioner Brown, motion carried.

## 11. Human Resource Management

### Minutes:

- Clerk Stanley addressed the Board to discuss Human Resources. There are three new hires as follows:
- Marjorie Jacobs as a General Laborer with the Road & Bridge Department, hire date 09/30/2024, full time, \$14.00 hourly with full benefits.
- Chad Dalton as a General Laborer with the Road & Bridge Department, hire date 09/30/2024, full time, \$14.00 hourly with full benefits.
- Cody Sewell as a General Laborer with the Road & Bridge Department, hire date 09/16/2024, full time, \$14.00 hourly with full benefits,
- Clerk Stanley advised that these employees got hired on at \$14.00 hourly, but effective October 01, 2024, they were moved to \$15.00 hourly.
- Motion to approve new hires made by Commissioner Johnson, seconded by Commissioner Branch, motion carried.
- There is one termination for Corry Peddie, he has not done any spraying in two years, this will be removing him from that position.

## 12. Next month meeting schedule

### Minutes:

- Chairwoman Causseaux advised that CDBG Hearing number two has to be advertised for seven days before the hearing is held. The Board is in agreement to have the hearing on October 24, 2024, at 6:00 PM.

## 13. Board to approve 2025 Regular Monthly Meeting Schedule

### Minutes:

- Motion to approve 2025 regular monthly meeting schedule made by Commissioner Branch, seconded by Commissioner Johnson, motion carried.

## 14. Board to consider property purchase in Sumatra

### Minutes:

- Brian addressed the Board to discuss property purchase. The survey has been done and is asking approval to move forward with the purchase of the property.
- Clerk Stanley advised that the value of the property is \$108,000.00 and that is how much the seller is asking for the property.
- Motion to proceed with the purchase of the property made by Commissioner Johnson, seconded by Commissioner Branch.
- Clerk Stanley advised that the title search has been done and it came back clean, Dewberry

has finished the survey, there is a legal description, and the appraisal has been completed so this is the last step to move forward with the closing, The Board will authorize the Chair to execute any documents on behalf of the Board for closing related to the property.

- Motion carried.

#### **15. Sheriff Money to address Board**

##### **Minutes:**

- Sheriff Money advised that they are paying back the loan that the Board gave the Sheriff's Department for the Guardian Program, the check is in the amount of \$52,025.70.
- Brett Phillips addressed the Board to request reimbursement from the Board for overtime hours and benefits paid out related to Hurricane Helene in the amount of \$16,886.00. They are claiming these funds on FEMA and once they get the funds from FEMA, they will pay that back to the Board.
- Motion to front the money in the amount of \$16,886.00 to the Sheriff's Office for overtime hours made by Commissioner Branch, seconded by Commissioner Johson, motion carried.

#### **16. Board to consider approval inmate labor agreements with the Florida Department of Corrections**

##### **Minutes:**

- Jamie Lollie was not present at the meeting.
- Chairwoman Causseaux advised that he has a couple of inmate labor agreements from the Department of Corrections that will need to be signed for work squads.
- Clerk Stanley advised that one is for the Road Department squad number 4 & 5, and the second is for the recycling program. Each of these agreements are for four inmates each workday.
- Motion to approve inmate labor agreements made by Commissioner Johnson, seconded by Commissioner Phillips, motion carried.

#### **17. Board to consider Change Order #4 with BGN Contractors for Courthouse Second Floor Project**

##### **Minutes:**

- Doug addressed the Board to discuss change order. This is for some unforeseen conditions in the attic space of the second floor. They have put a new HVAC system on the second floor, but there is still some condensation. The solution is to spray foam on the roof deck and attic area. BGN has given an estimate to do the work for \$16,000.00. This price is a little high, so Doug has asked two other contractors to give proposals based on the same work. There is an estimate from Keith's Southern Insulation LLC in the amount of \$5,212.00, and an estimate from Koala Insulation in the amount of \$7,053.03. Doug is asking that the Board relieve BGN of their contract since they have fulfilled all of their responsibilities and ask that Keith's Southern Insulation to do this work.
- Motion to approve the estimate of \$5,212.00 to Keith's Southern Insulation made by Commissioner Johnson, seconded by Commissioner Branch, motion carried.

#### **18. Board to consider approval of Core Contract with Health Department for FY 2024-25**

**Minutes:**

- Rachel addressed the Board to discuss contract. This is to renew the Core Contract between the Board of County Commissioners and the Department of Health. Everything has stayed the same. The County's direct contribution is \$57,504.00.
- Motion to approve contract made by Commissioner Johnson, seconded by Commissioner Phillips, motion carried.
- Chairwoman advised that the Board will go ahead and addressed item number 25 at this time.
- Rachel advised that they have updated the fee schedule for the Core Contract. They have been able to purchase a new vehicle that is scheduled to come in December and will be titled as County Property.
- Rachel is requesting the Board to approve the Chamber of Commerce to use the Courthouse parking lots to invite food trucks to set up for refreshments at the Christmas Parade. They will have their own generators
- Motion to approve the Chamber of Commerce to use parking lots made by Commissioner Branch, seconded by Commissioner Phillips, motion carried.

**19. Board to consider approval of FY 2024 Emergency Management Performance Agreement****Minutes:**

- Ben addressed the Board to discuss agreement. This is the second EMPG Federal Operating Grant for Emergency Management in the amount of \$46,598.00.
- Motion to approve Grant made by Commissioner Branch, seconded by Commissioner Johnson, motion carried.

**20. Board to extend Local State of Emergency due to the impacts from Hurricane Helene****Minutes:**

- Ben addressed the Board to discuss extension. After the storm there were lots of roads and driveways damaged and they had to extend the Local State of Emergency for a week.
- Motion to ratify Resolution 2024-25 made by Commissioner Johnson, seconded by Commissioner Brown, motion carried.

**21. Board to consider approval of Resolution 2024-26 Budget Resolution #9 for FY 2023-24****Minutes:**

- Clerk Stanley addressed the Board to discuss Resolution. This is for an increase for the Clerk's Office for unanticipated revenue throughout the year and is giving the Clerk additional spending authority as required by Statute, so the total amount of expenditures is not exceeded.
- Motion to approve Resolution 2024-26 Budget Resolution # 9 made by Commissioner Johnson, seconded by Commissioner Branch, motion carried.

**22. Board to consider approval of Resolution 2024-27 Budget Resolution #1 for FY 2024-25****Minutes:**

- Clerk Stanley addressed the Board to discuss Resolution. There are two requests, one from the Tax Collector for an increase in transfers from the Board in the amount of \$7,290.00,

and the second is from the Clerk, they are receiving an additional \$35,312.00 from the State and this is not an increase from the Board.

- Motion to approve Budget Resolution # 1 made by Commissioner Brown, seconded by Commissioner Johnson, motion carried.

### **23. Road and Bridge Director Boo Bryant to address Board**

#### **Minutes:**

- Boo addressed the Board to discuss trade in. There are a total of three dump trucks that need to be traded in, and they will pay \$8,500.00 per truck.
- Motion to approve trade in made by Commissioner Branch, seconded by Commissioner Johnson, motion carried.
- Boo discussed surplus. There is a 2008 John Deere grader that Boo would like to surplus.
- Motion to declare the grader for surplus made by Commissioner Johnson, seconded by Commissioner Brown.
- Clerk Stanley advised that he will need the equipment inspection report and once that is turned into Shaula it will be posted on GovDeals.
- Thornton Davis spoke from the audience and advised that he is partnered with a man named John Cutchins and they provided online auctions. He is asking for the Board to consider approval of him posting equipment on auction instead of going through GovDeals.
- The Board asked Attorney Hosford to look into the contract with GovDeals and will table discussion.
- Boo advised that employees were moved to \$15.00 and there was an additional 25 cent raise. So, the three new employees should be at \$15.25.

### **24. Board to consider approval Task Order to Dewberry for survey of Spring Street**

#### **Minutes:**

- Noah addressed the Board to discuss survey.
- Chairwoman Causseaux advised that there will be a Resolution for Boykin Rd and Spring Street at the November meeting.
- The Board is in agreement to table this discussion to November's meeting.

### **25. Board to consider use of courthouse parking lot for Christmas Parade on December 14th**

### **26. Board to consider budget request for cybersecurity compliance with statue**

#### **Minutes:**

- Charles addressed the Board to discuss requests.
- He will be getting iPad for the Board and is waiting for the device protection to submit and move forward with the iPad.
- Lisa Shuler's email is not encrypted, and he would like to provide encrypted email for her at \$50.00 per year.
- Steven Roddenberry has been issued orders from the Second Judicial that he needs Adobe.
- The Building Department has requested to get Adobe for building plans.
- Motion to approve quote for email encryption and the two adobe subscriptions in the amount of \$5,028.00 made by Commissioner Branch, seconded by Commissioner Johnson, motion carried.

- At the July meeting Charles was asked to start working on the Boards compliance with State Statute. There is a quote for \$21,807.01.
- Motion to approve quote in the amount of \$21,807.01 made by Commissioner Johnson, seconded by Commissioner Brown, motion carried.

**27. Commissioner Johnson to address Board regarding electrical permitting for camps**

**Minutes:**

- Commissioner Johnson advised that he no longer needs to discuss this item.

## **DISCUSSION ITEMS**

**28. Dewayne Branch, Commissioner - District 1**

**Minutes:**

- Commissioner Branch had no business to discuss.

**29. Hannah Causseaux, Chairwoman - District 2**

**Minutes:**

- Chairwoman Causseaux had no business to discuss.

**30. Jim Johnson, Vice Chairman - District 3**

**Minutes:**

- Commissioner Johnson had no business to discuss.

**31. Doyle Brown, Commissioner - District 4**

**Minutes:**

- Commissioner Brown had no business to discuss.

**32. Scott Phillips, Commissioner - District 5**

**Minutes:**

- Commissioner Phillips discussed calls he has recieved about Estiffanulga Boat Ramp.

**33. County Attorney**

**Minutes:**

- Attorney Hosford had no business to discuss.

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

**Minutes:**

- Clerk Stanley had no business to discuss.

**35. Motion to Adjourn**

**Minutes:**

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

**36. 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 11/08/2024, adopted on 11/07/2024