

Liberty County, FL

Liberty County Board of County Commissioners

Minutes

Thursday, December 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/86961272742?pwd=fczgmtZ1VSmPCAUbrpJedpCbVmYiL.1>

Meeting ID: 869 6127 2742

Passcode: 154721

Dial by your 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, Derrick Arnold, County Attorney Ken Hosford, Clerk Daniel Stanley, HR Director Shaula Jerkins, and Deputy Clerk Jessica Conyers.

2. Invocation

Minutes:

- Invocation led by Chairwoman Causseaux.

3. Pledge of Allegiance

Minutes:

- Pledge of Allegiance led by Sheriff Money.

4. Oath of Office

Minutes:

- Attorney Hosford addressed the Board to give Oath of Office and swear in Commissioners Dewayne Branch, Jim Johnson, and Derrick Arnold.

5. Awards and Recognitions

Minutes:

- Sheriff Money addressed the Board to read aloud and present Outstanding Service Awards to Viral and Kinjal Patel and Tommy Duggar.

6. Audience Concerns

Minutes:

- Rachel Bryant addressed the Board to advise that the on-site sewage transfer will be effective 12/31/2024 and DEP will assume all of the responsibilities on 01/02/2025. DEP has set up a team's call that will take place on 12/12/2024 at 9:00 AM.

COUNTY DEPARTMENT REPORTS

Monthly Department Briefing

- Brian Eddins – Fire Control Coordinator
 - ** Brian addressed the Board to advise that the investigation for the Sumatra Volunteer Fire Department is over, action has been taken and he would like to reinstate the Volunteer Fire Department. Brian would also like to appoint a Fire Chief until they can hold a meeting to set up bi-laws and vote on a Fire Chief.
 - ** The Board will add this to the agenda.
- Marie Arick – Extension Director
 - ** Marie is on the agenda under item number 23.
- Tommy Duggar Jr – Recreation Director
 - ** Tommy had no business to discuss.
- Melissa Peddie – Ambulance Director
 - ** Melissa addressed the Board to discuss the purchase of two cardiac monitors. She would like to go ahead and place an order and use a trade in to get discount.
 - ** The Board will amend the agenda to add this discussion.
- Cole Maloy – Solid Waste Director
 - ** Cole is on the agenda under item number 25.
- Boo Bryant – Road and Bridge Superintendent
 - ** Boo addressed the Board to discuss CDL classes. He is asking for the Board to approve him, and Chris Peddie to take the course to get Class A CDL. The course is out of Midway and will be a total of \$10,000.00 for both to take the course. Chirs and Boo will sign the CDL agreement with the Board.
 - ** Clerk Stanley advised that this is underneath the purchasing threshold, so he does not have to have Board approval.
 - ** Boo discussed an individual clearing out land at the Bristol Boat Ramp in the amount of \$3,000.00. The Board will leave that decision for Boo to make as to if he approves the induvial to clear the land or if Road and Bridge will clear the land.
- Monica Welles – Transit Director
 - ** Monica is on the agenda under item number 24.

- Katie Kellett – Housing Director
 - ** Katie had no business to discuss.
- Ben Guthrie – Emergency Management Director
 - ** Ben is on the agenda under item numbers 17 and 19. He addressed the Board to discuss AC unit at the office. The AC unit has leaked and flooded the floors. It has been recommended that the Ac unit be replaced, and Ben has gotten quotes. They do not have the money in the budget and are requesting for the Board to pay for the new unit.
 - ** The Board will add this to the agenda.
 - ** The Board will table item number 18.
- Teresa Stossel – Grants and Special Projects Coordinator
 - ** Teresa is not in attendance.

ACTION ITEMS

7. Motion to Amend Agenda

Minutes:

- The Board needs a motion to amend the agenda to table item number 18, add the two HVAC Units at EOC to approve purchases, add change order #1, reinstatement of the Sumatra Volunteer Fire Department, and the life packs for EMS.
- Clerk Stanley asked Noah if there were any updates to Estiffanlugla Boat Ramp that needs to be added to the agenda.
- Noah advised that he has submitted for DEP permitting on the design process. There was an amendment to the permit that was submitted at the very beginning when it was built in 2000-2001, at that time the permit was designed to have gravel and parking. There was a new design sent in back in 2003, and it never got implemented. There have been some improvements implemented by DEP in order to move forward with any type of permitting in the future.
- Motion to approve amended agenda made by Commissioner Branch, seconded by Commissioner Johnson, motion carried.

8. Adoption of the Agenda

Minutes:

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

9. Motion to Approve Board Minutes

Minutes:

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

10. Motion for the Clerk to pay the bills

Minutes:

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

11. Letters of Support

Minutes:

- There were no letters of support.

12. Human Resource Management

Minutes:

- Clerk Stanley addressed the Board to discuss Human Resources. The Board needs to ratify action by Chairwoman Causseaux to give additional time off for November 27 following Governor DeSantis's announcement for state office closures.
- Motion to ratify action made by Commissioner Branch, seconded by Commissioner Brown, motion carried.

13. Next month meeting schedule

Minutes:

- Clerk Stanley advised that there will be a Special Meeting on December 19, 2024, at 6:00 PM for the Board to elect Chairman and Vice-Chairman for the next calendar year.
- There are several grant agreements, DOT, State Fire Marshall, and the fiscally constrained generator agreement.
- Liberty County Legislative Delegation Meeting will be held on January 29, 2025, at 11:00 AM at the Liberty County Courthouse.

14. Board to declare vehicles and equipment for surplus

Minutes:

- Clerk Stanley advised that there is a request from Supervisor Conyers. He has several older pieces of voting machines and is asking the Board to approve those for surplus. He will do a hard drive destruction, and the Board will remove those from the asset management.
- Motion to approve four pieces of equipment for the Supervisor of Elections Office for surplus made by Commissioner Branch, seconded by Commissioner Johnson, motion carried.

15. Board to consider iPad purchases and Cybersecurity Workshops

Minutes:

- Charles advised that he is not able to get warranties or insurance on the devices due to the state contract. He is asking the Board to approve the purchase of ipads in the amount of \$1,999.95.
- Clerk Stanley advised that there should be a total of 6 ipads.
- Charles asked for approval from the Board to adjust the quote to include the additional ipad.
- Motion to approve the ipad purchases pending the adjusted quotes made by Commissioner

Johnson, seconded by Commissioner Brown, motion carried.

- Charles advised that there are a couple of items coming up for compliance and they need to schedule a workshop with the Commissioners to discuss their roles and responsibilities regarding the Florida Cyber Security Act.
- The Board will have a workshop on 12/19/2024 at 5:00 PM.
- Charles advised that at the beginning of the year, the Board needs to have a tabletop exercise and is asking for them to waive the fee of the Civic Center fee for the meeting.
- Motion to approve waiver of the Civic Center fee made by Commissioner Johnson, seconded by Commissioner Arnold, motion carried.

16. Board to consider approval of Change Order #1 with Culpepper for 7G007 Liberty County Jail Complex Grant

Minutes:

- Clerk Stanley advised that as part of the maximum guaranteed price that the Board had with Culpepper for the construction of the jail, they allowed a direct purchase order process to take place to allow county funds to be purchased for materials. Representative from Culpepper and Clemmons Rutherford Architects will address what that is and how the reduction of the overall guaranteed maximum price is in the contract.
- Justin Barnette with Clemons Rutherford Architect advise that this instrument is taking the value of around 16 items that the county has purchased for this project and remove them from overall GMP. It is also identifying the anticipated tax savings. It is the recommendation that the Board approve this change order.
- Motion to approve Change Order #1 made by Commissioner Johnson, seconded by Commissioner Brown, motion carried.

17. Board to consider approval of Funding Agreement DR 4794 with the Florida Division of Emergency Management

Minutes:

- Ben advised that this is from the May storm where they worked on Porter Lake Bridge and this agreement is for funding to reimburse the county.
- Motion to approve funding agreement with Florida Division of Emergency Management made by Commissioner Johnson, seconded by Commissioner Arnold, motion carried.

18. Board to consider approval of Fiscally Constrained Generator contact with the Florida Division of Emergency Management

Minutes:

- Item number 18 has been tabled.
- Chairwoman Causseaux advised that the Board would discuss the HVAC units at the EOC at this time. This will come out of general fund maintenance of other buildings.
- Motion to approve purchase for a 4-ton and a 5-ton unit in the amount of \$15,528.00 made by Commissioner Branch, seconded by Commissioner Johnson, motion carried.

19. Board to consider approval of Grant Agreement 24-10-20 with the Florida Division of Management Services

Minutes:

- Ben advised that they are trying to assist the Sheriff's Department in getting compliance in some areas. This grant is to purchase license for each dispatcher so that call taker has their own log in.
- Motion to approve made by Commissioner Branch, seconded by Commissioner Johnson, motion carried.

20. Board to consider Grant Agreement 449886-1-54-01 with the Florida Department of Transportation**Minutes:**

- Noah advised that this is for Phase two of Old Bristol Road Construction Agreement and Resolution from Burnt Bridge to County Road 65.
- Motion to approve Grant Agreement and Resolution 2024-32 made by Commissioner Brown, seconded by Commissioner Branch.
- Commissioner Brown asked they will be doing the culverts with minor ends on the driveways.
- Noah advised that they will be. It was asked for deductive alternates to be included, but he is going to push back on that. The Board discussed last month that they would rather not do that.
- Commissioner Brown asked about culverts down 67 that got left out.
- Noah advised that this will be separate, and he will look into that.
- Motion carried.

21. Board to consider approval of Resolution 2024-34 to support design and re-construction of sidewalk project on CR 12**Minutes:**

- Noah advised that this is for a grant program. A resolution is needed for it, there was one approved last year for a sidewalk through the same program. There is a CTSD Committee that meets every quarter at Emergency Management. This program is allowable for a re-construction or replacement of sidewalk if it doesn't meet ADA compliance and that is going to be their argument due to it not meeting ADA compliance.
- The Board discussed applying for grants for lighting.
- Commissioner Branch discussed getting sidewalks in Rock Bluff going into the park.
- Motion to approve Resolution 2024-34 made by Commissioner Branch, seconded by Commissioner Johnson, motion carried.

22. Board to consider approval of Resolution 2024-35 Budget Resolution #3 for FY 2024-25**Minutes:**

- Clerk Stanley advised that this is a request from the Sheriff's Department as a result of their award of the Department of Justice Grant for body cameras. They are asking to increase their overall spending authority by \$335,000.00 and it is reflected in the budget resolution.
- Motion to approve Resolution 2024-35 Budget Resolution # 3 made by Commissioner Branch, seconded by Commissioner Brown, motion carried.

23. Board to consider travel approval for UF-IFAS County Extension Director Marie Arick

Minutes:

- Marie advised that she put in a request for four youth to go to a Conference in Washington D.C. and it was accepted. She is asking the Board to approve Cathia and Shelly to attend with them as chaperones. This will not cost the Board anything other than gas that is already in the budget.
- Motion to approve travel request made by Commissioner Branch, seconded by Commissioner Arnold, motion carried.

24. Board to consider approval of Transit 5311 Grant

Minutes:

- Monica advised that this is the annual Operations Grant. This is a vital program for the citizens of Liberty County. They provide the matches for the Liberty County Transit Program. The grant is for \$580,489.00 which is half with salaries and fringes covered and a resolution is needed as well.
- Motion to approve Transit 5311 Grant and Resolution 2024-36 made by Commissioner Johnson, seconded by Commissioner Branch, motion carried.
- Monica has policies that County Attorney Hosford needs to sign as well.

25. Board to consider approval of use of property at landfill for Rock Bluff VFD Training Event

Minutes:

- Cole was contacted by the Rock Bluff Volunteer Fire Department asking if they could use the landfill for their drill. He is asking that the Board approve this request.
- Motion to approve request made by Commissioner Branch, seconded by Commissioner Johnson, motion carried.
- Motion to reinstate the Sumatra Volunteer Fire Department under the direction of Chief Eddins and allow him to appoint Fire Chief made by Commissioner Branch, seconded by Commissioner Brown.
- Brian would like to appoint Bill Robertson as the temporary Fire Chief until bylaws are set up and can vote.
- Motion carried.

26. Board to consider portable building at Stan Whittaker's Office

Minutes:

- Commissioner Branch advised that Stan has requested for portable building to be put by his office to help out with space. Stan will be purchasing the building himself and is asking for permission to put it on the property.
- Motion to approve Stan to put the portable building on property made by Commissioner Branch, seconded by Commissioner Arnold.
- Clerk Stanley advised that they will check with the insurance about adding coverage for the building.
- Chairwoman advised that the Board would address the amended items added to the agenda.
- Supervisor Conyers addressed the Board to discuss Change Order #1 for the voting

precincts. Several months back, they entered into an agreement with Service Builders on Sumatra, Orange, and Telogia pole locations for renovations to become ADA compliant. All of these projects are complete, they went ahead and changed the lighting to led lights inside the precincts and on the porch. This is where the change order comes in because this is not something Service Builders included. There is around \$40,000.00 left in the grant, and he would like to forward that money to the Rock Bluff location.

- Commissioner Brown asked if Grant has gotten a bill from Mr. Fant for the work he done.
- Clerk Stanley advised that he has spoken with Mr. Fant, and he will try to get a bill to the Board this month.
- Motion to approve Change Order #1 in the amount of \$3, 325.81 made by Commissioner Johnson, seconded by Commissioner Brown, motion carried.
- Motion to authorize Melissa Peddie to order two life packs contingent upon canceling the order if funding is not available made by Commissioner Branch, seconded by Commissioner Arnold, motion carried.

27. Sheriff Buddy Money to address Board

Minutes:

- Sheriff Money addressed the Board to read a list of accomplishments from the Sheriff's Department in the last four years. This will be Sheriff Money's last meeting as Sheriff, and he thanked the Board for their work for the last four years.

DISCUSSION ITEMS

28. Dewayne Branch, Commissioner - District 1

Minutes:

- Commissioner Branch thanked Sheriff Money for his work during his time as Sheriff.
- Commissioner Branch spoke on opioid funding and grants.
- Commissioner Branch spoke on burials at Bristol Cemetary.

29. Hannah Causseaux, Chairwoman - District 2

Minutes:

- Chairwoman Causseaux advised that she has spoken with the individual in Hosford and Judge Hosford regarding alleyways. This discussion will be on the January agenda.

30. Jim Johnson, Vice Chairman - District 3

Minutes:

- Commissioner Johnson had no business to discuss.

31. Doyle Brown, Commissioner - District 4

Minutes:

- Commissioner Brown spoke about the Chamber of Commerce has requested drums from the landfill. He has spoken with Cole, and he has and 6 to 12 drums that he can give them for trash cans.

32. Derrick Arnold, Commissioner - District 5

Minutes:

- Commissioner Arnold had no business to discuss.

33. Ken Hosford, 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 Branch, seconded by Commissioner Johnson, motion carried.

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."