

Liberty County, FL

Liberty County Board of County Commissioners

Minutes

Thursday, February 6, 2025 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

<https://us02web.zoom.us/j/83442415227?pwd=3CgPVX16Q9BY67Fh6esX776uBmqISO.1>

Meeting ID: 834 4241 5227

Passcode: 132189

Dial by phone

• +1 305 224 1968 US

1. Call to Order

Minutes:

- Chairman Dewayne Branch called the meeting to order in person and via zoom at 6:00 P.M. Present at the meeting were Commissioners Hannah Causseaux, Jim Johnson, Doyle Brown, Derrick Arnold, County Attorney Ken Hosford, Clerk Jace Ford, Finance Officer Shaula Jerkins, and Deputy Clerk Jessica Conyers.

2. Invocation

Minutes:

- Invocation led by Commissioner Causseaux.

3. Pledge of Allegiance

Minutes:

- Pledge of Allegiance led by Sherriff Arnold.

4. Audience Concerns

Minutes:

- Glenn Lord had a audience concern regarding Evans Subdivision.
- The Board advised that this item is on the agenda under item number 18, and he will have an opportunity to speak during the hearing.

5. Awards and Recognitions

Minutes:

- Ben Guthrie addressed the Board to present Rhonda Lewis with an award for her 26 years of service.

COUNTY DEPARTMENT REPORTS

Monthly Department Briefing

- Brian Eddins – Fire Control Coordinator ** Brian is on the agenda under item number 21. ** Brian advised that they have started meeting this month and plan to meet every month.
- Marie Arick – Extension Director ** Marie was not in attendance.
- Tommy Duggar Jr – Recreation Director ** Tommy was not in attendance.
- Melissa Peddie – Ambulance Director ** Melissa had no business to discuss.
- Cole Maloy – Solid Waste Director ** Cole advised that there will be a Hazardous Waste Day on 03/29/2025 from 8:00 AM - 12:00 PM. It will be advertised in the paper and on the county website.
- Boo Bryant – Road and Bridge Superintendent ** Boo advised that he and another employee have started their classes for the Class A CDL. ** Boo asked the Board about stock piling dirt on Highway 12. The Board is ok with stock piling. ** Boo advised that he will be advertising to hire a General Laborer.
- Monica Welles – Transit Director ** Monica is on the agenda under item number 19.
- Katie Kellett – Housing Director ** Katie advised that the Civic Center has not had internet all day, so their phones and computers have not been working. ** Katie advised that they are working on getting answers regarding the jail and getting SHIP going.
- Ben Guthrie – Emergency Management Director ** Ben is on the agenda under item number 22. ** Ben advised that they are under compliance with Emergency Management Certification and the State.
- Teresa Stossel – Grants and Special Projects Coordinator ** Teresa advised that there is a Change Order for the Voting Precinct. They are getting a little over \$22,000.00 back because the contractor did not spend that. There is around \$55,000.00 left out of the grant and they are looking for more stuff for the voting precinct.
** Clerk Ford advised that the Board will need to amend the agenda to vote on this item.
- Noah Byler - County Engineer ** Noah advised that the permit for Aspalaga Road has been approved. The permit fee reduction is down from \$1,400.00 to \$100.00. Selena Potter is the Chief of permits, Nohas has asked her about the fencing, and she gave him the statute that states to keep people out, there were no details on what type of fence and what size it should be. ** The Board and Boo discussed hauling dirt. ** Noah advised that they are moving forward with advertising Ochlocknee River Bridge Phase 13 and Old Bristol Road phase 1 and 2 will be bid out next week. ** Noah advised that they are looking good on the CDBG roadway improvement. They did not spend enough money so there will be another project the Board can apply for. ** The Board and Noah discuss other projects and roads that could be done.

ACTION ITEMS

6. Motion to Amend Agenda

Minutes:

- Motion to amend the agenda to add the Change Order for the Voting Precinct

and to move discussion for item number 24 up made by Commissioner Johnson, seconded by Commissioner Causseaux, motion carried.

7. Adoption of the Agenda

Minutes:

- Motion to amend the agenda made by Commissioner Causseaux, seconded by Commissioner Brown, motion carried.

8. Motion to Approve Board Minutes

Minutes:

- Motion to approve Board Minutes made by Commissioner Johnson, seconded by Commissioner Arnold, 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 Arnold, motion carried.
- January 02, 2025 - January 31, 2025

Warrant List: Warrant Numbers: General 33691 - 33887 Ship No Disbursements HHRP - Account Closed Bank EFT Payments: January 02, 2025 - January 31, 2025

10. Letters of Support

Minutes:

- There were no letters of support.

11. Human Resource Management

Minutes:

- Shaula addressed the Board to discuss Human Resources. There is one new hire, David L Sims II as a Paramedic, hire date of 01/27/2025, full time, hourly rate of \$19.00 with full benefits.
- Shaula advised that they are still receiving applications for the Veterans Service Officer position. As of 02/04/2025, they have received two applications. She asked the Board for guidance on when to initialize the reviewing process.
- The Board would like to have a special workshop before the Regular Meeting on March 6, 2025, and have the applicants present. The Board will make a decision at the Regular Meeting as to who they will hire.
- Motion to approve new hire made by Commissioner Johnson, seconded by Commissioner Brown, motion carried.

12. Next month meeting schedule

Minutes:

- There will be a Special Meeting on March 06, 2025, at 5:30 PM and the Regular Meeting on March 06, 2025, at 6:00 PM.
- An employee with Culpepper addressed the Board to discuss revision to Change

Order #1 to correct PO. This Change Order is a corrective change to OCO # 1 for the Securitas Purchase Order Number PO003366. The PO value of materials deleted has been reduced by \$245,742.86, therefore the sales tax savings have been reduced from \$39,728.47 to \$24,983.89.

- Motion to approve Change Order made by Commissioner Causseaux, seconded by Commissioner Johnson, motion carried.
- Teresa addressed the Board to discuss Voting Precinct Change Order. The Contractor originally contracted \$408,00.00 and he did not spend a little over \$22,000.00 and is going back to the grant money. They are going to sue this money and what's left of the grant to do some more work on the precincts.
- Motion to approve change order made by Commissioner Johnson, seconded by Commissioner Arnold, motion carried.

13. LCSD: LC Football Banquet

Minutes:

- Clerk Ford advised that the School Board and Football Booster Club has requested the use of the large room at the Civic Center on February 12 - 13 and they are asking that the Board waive the fees.
- Motion to waive Civic Center Fees made by Commissioner Johnson, seconded by Commissioner Arnold, motion carried.

14. BFBSA: Rockbluff Community Center Bids

Minutes:

- Doug addressed the Board to discuss bids. They were four contractors who put in bids for this project. The low bidder is Riley Palmer Construction at \$999,906.00, this is over budget. Doug has talked with the contractor, and he gave some options for value engineering. Doug is requesting that the Board let Riley Palmer know they are the low bidder and enter into negotiations to get in budget.
- Commissioner Johnson discussed doing this project as Residential.
- Katie advised that they can be residential but has to have General Contractors Builders License.
- Motion to allow Doug to enter into negotiation with Riley Palmer made by Commissioner Brown, seconded by Commissioner Causseaux, motion carried.

15. Eng: CR 12 SCOP

Minutes:

- Noah advised that the Board had a separate agreement for the Chair to sign and that was not the correct way to do it. This change order involves the addition of paving Brinkley Lane, including 6" reclamation, 1.5" SP 12.5 asphalt, and a thermoplastic stop bar and message at the CR 379A intersection. This is to be paid with Liberty County funds and not associated with FDOT funds. The original contract price was \$2,722,173.50, Increase amount is \$60,000.00, and the contract price incorporating this change order is \$2,782,173.50
- Motion to approve made by Commissioner Johnson, seconded by Commissioner

Brown, motion carried.

16. Eng: CR 379 Mary's Branch Bridge

Minutes:

- Noah advised that this is a Bridge Repair SCOP project. This Task Order is for the purpose of Dewberry as the Engineer to provide pre-construction design services for the repairs of the County Road 379 bridge over Mary Branch (Bridge # 560033) project for Liberty County acting by and through its commission.
- Motion to approve Task Order in the amount of \$14,000.00 made by Commissioner Johnson, seconded by Commissioner Causseaux, motion carried.

17. Eng: FDOT Road Applications

Minutes:

- Noah advised that the FDOT Road Applications are due on 03/14/2025 and they are for the same roads from last year. Some designs were approved last year but not the construction. Now they will be applying for construction and no design. The roads included are as follows: CR 12 South Phase 3, CR 379 Phase 2, CR 333 Phase 2, CR 67 Phase 4, CR 67 Phase 5, and CR 12 over Little Gully Creek Bridge.
- Motion to approve Resolution 2025-03 made by Commissioner Johnson, seconded by Commissioner Arnold, motion carried.

18. ARPC: Board to consider Evans Subdivision

Minutes:

- The Board closed the Regular Board Meeting and opened the Quasi-Judicial Hearing.
- Attorney Hosford swore in all parties who wish to speak during hearing.
- Justin addressed the Board to discuss subdivision. The property owner are the trustee of the Richard H Evans and Victoria M Evans Revocable Living Trust. The Trustee is Duane Evans, and the applicant and agent is Wade Brown. The property is located north of Northeast Blue Creek Road and west of Duggar Farm Road. The Parcel ID Number is 032-1S-5W-00171000, future land use is agriculture, which allows 100 percent acreage, there are freshwater wetlands and storm water wetlands on the property, flood plain, mix zone x and a, and the description of product is a subdivision. The definition of a minor subdivision from the Liberty County Land Development Code is a subdivision of land into less than 15 lots of 10 acres or more that does not establish, create or change any of the roads or streets established, create or change a right of way for utility reasons. New subdivisions that include wetlands and flood plains cannot create any new lots which do not have enough uplands for development of footprint while structures and roadways, plus a minimum 50-foot natural vegetative buffer conservation element. New subdivisions shall be required to include buildable area outside the wetlands on each lot. If the lots obtained contain wetlands or floodplains and they must be at least 5 acres in size. All of the lots are greater than 10 acres and are all wetlands and floodplain parcels, but they meet all the

requirements of the buffer. In the situation of section 5.4, the county requires general requirements of design streets and roads, public or private, private streets shall normally be prohibited, however, in certain instances, they may be approved when the following conditions: exist on minor streets and minor subdivisions serving 15 or fewer lots, all of which must be 10 acres or larger, maybe private streets. All public or private streets or roadways, this shall be paved with private unpaved roadways approved by the Board of County Commissioners as part of a minor subdivision. Developer of the subdivision shall maintain the street for a period of 12 months from plat approval or until 50% of the lots have been filled. Due to this situation, they have requested that a Road Maintenance Agreement so that any private roads will be maintained by the property owners indefinitely and there will be no requirements for the county to do maintenance on the roads. There is an updated affidavit, ownership affidavit, after review by the county attorney that there were some deficiencies, the applicant did replace those, and the Commissioner have copies. There is also a notice from Dewberry saying that this is consistent with the requirements from Florida Statute and the title opinion. The Agent and the Applicant are both present at the meeting, based on review, this seems to be consistent with both Liberty County Land Development Code and Comp Plan and advertisement was made in the County Record.

- The Board, Agent Wade, and the property owner Duane Evans discussed comp plan, wetlands, flood areas, access to roads, and private roads.
- County Attorney advised the Board to get testing done on the land to tell them more about the wetlands.
- The Board adjourned the Quasi-Judicial Hearing and opened the Regular Board Meeting.
- Motion to table until further information can be gathered made by Commissioner Johnson, seconded by Commissioner Causseaux, motion carried.

19. Transit: Travel Request

Minutes:

- Monica advised that they are leaving Thursday to go to a competition in Gainesville and she is asking for the Board's approval to use personal vehicles to travel.
- Motion to approve made by Commissioner Causseaux, seconded by Commissioner Johnson.
- Chairman Branch would like travel requests and requests to use personal vehicles to be added into the policy.
- Motion carried.

20. Transit: Drug & Substance Policy Update

Minutes:

- Monica advised that Transit has a separate policy from the County because they fall under Federal Administration. This policy is established to comply with Federal Transit Administration regulations codified as 49 CFR Part 655, as

amended and USDOT regulations codified as 49 CFE Part 40, as amended.

- Monica is requesting HR Director Ramza Taylor to be her backup.
- Motion to approve made by Commissioner Johnson, seconded by Commissioner Arnold, motion carried.

21. Fire Coordinator: Position Restructuring

Minutes:

- Brian is asking permission from the Board to meet with Clerk Ford and HR about reclassifying his job title and coming off of contract to a part time employee.
- The Board is in agreement for Brian to meet with Clerk Ford and HR to present a plan at the March meeting.
- Brian also discussed Department Head having credit cards.

22. EM: State of Emergency

Minutes:

- Ben advised that Resolution is to declare a local state of emergency for gulf winter weather system.
- Motion to ratify Resolution 2025-02 made by Commissioner Causseaux, seconded by Commissioner Johnson.
- The Board thanked all individuals involved in keeping the roads safe and keeping the citizens informed.
- Chairman Branch asked if there will be any money coming from this.
- Ben advised that it would be best to get quotes for the work that was done by Road and Bridge. As far as he knows, there is no money coming.
- Motion carried.
- Clerk Ford asked Ben to set up a debrief.

23. ECR: Tabletop Exercise

Minutes:

- Charles advised that there will be a Cybersecurity tabletop exercise on March 19, 2025, from 8:30 AM to 12:30 PM and Department Heads will need to be present.

24. Culpepper: Change Order #2

Minutes:

- This item number was moved under item 12.

25. Civic Center: Cleaning Contract

Minutes:

- Clerk Ford advised that the cleaning services are on a year-to-year basis and there is no contract. There was a Bid that took place, and the Board awarded the low bid with no contract.
- Attorney Hosford advised that this is a policy decision by the Board.
- Chairman Branch discussed rental prices.

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The Board is in agreement to continue cleaning services.

DISCUSSION ITEMS

26. Dewayne Branch, Commissioner - District 1

Minutes:

- Chairman Branch advised that he recieved calls asking for something to be installed on Bob Sanders Road to slow down traffic,
- Boo advised that signs are being made and can be installed if that is the Boards desire.
- The Board is in agreement with signs to be installed. Boo will get with Sheriff Arnold about speed limit sign being installed.

27. Hannah Causseaux, Chairwoman - District 2

Minutes:

- Commissioner 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 discussed the Comp plan and electricity at subdivisions before selling property.
- Justin will draft some language regarding this and bring it before the Board.

30. Derrick Arnold, Commissioner - District 5

Minutes:

- Commissioner Arnold had no business to discuss.

31. Ken Hosford, County Attorney

Minutes:

- Attorney Hosford had no business to discuss.

32. Dusty Arnold, County Sheriff

Minutes:

- Sheriff Arnold advised that the Board had approved Land Development for a Gun Range, and the Governor has put that in his budget. It is between Liberty County and Polk County, and they will be splitting 9.2 million.
- Sheriff Arnold gave an update for the Sheriffs Department work.

33. Jace Ford, Liberty County Clerk of Court and Clerk to the Board

Minutes:

- Clerk Ford advised that there has been significant progress on the Jail Complex, and he is having discussions with different banks about a possible line of credit.
- There will be a Legislative Delegation tomorrow February 7, 2025, at 10:00 AM in the Courtroom.
- Clerk Ford would like to plan some workshops to discuss the comp plan.

34. Motion to Adjourn**Minutes:**

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

35. 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."