



**BOARD OF COUNTY COMMISSIONERS
CITRUS COUNTY, FLORIDA**

**Citrus County Courthouse
110 N. Apopka Avenue, Room 100
Inverness, FL 34450**

MINUTES

January 21, 2025 - 1:00 PM

**Rebecca Bays, Chairman, District 4
Diana Finegan, 1st Vice Chair, District 2
Janet Barek, 2nd Vice Chair, District 3
Jeff Kinnard D.C., Commissioner, District 1
Holly L. Davis, Commissioner, District 5**

**Steve L. Howard, County Administrator
Denise A. Dymond Lyn, County Attorney
Traci Perry, Clerk of the Circuit Court and
Comptroller**

A. CALL TO ORDER

January 21, 2025 Citrus County Courthouse
The meeting was called to order at 1:00 PM.

A.1. Invocation

Pastor Danny Slater, from First Christian Church of Inverness, gave the Invocation.

A.2. Pledge of Allegiance

Pastor Danny Slater, from First Christian Church of Inverness, led the Pledge of Allegiance.

A.3. Roll Call

Present: Holly L. Davis, Rebecca Bays, Jeff Kinnard D.C., Diana Finegan, Janet Barek, County Administrator Steve Howard, County Attorney Denise Lyn, Clerk of the Circuit Court and Comptroller Traci Perry, Deputy Clerk Amy Novinger, Deputy Clerk Ashlyn Russ

Absent: None

A.4. Approval of Agenda

County Administrator Steve Howard requested the addition of item B1, pulled item C3, and submitted additional information for items E9 and I2.

Motion to approve the Agenda, with the changes.

RESULT: Adopted
MOVER: Holly L. Davis

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SECONDER: Jeff Kinnard D.C.

AYES: Davis, Bays, Kinnard D.C., Finegan, Barek

NAY: None

B. PROCLAMATIONS, AWARDS & PRESENTATIONS

B.1. Major John K. McGee Day

Approve and authorize the Board to recognize February 7, 2025, as "Major John K. McGee Day" in Citrus County, Florida.

Motion to approve item B1.

RESULT: **Adopted**

MOVER: Diana Finegan

SECONDER: Jeff Kinnard D.C.

AYES: Davis, Bays, Kinnard D.C., Finegan, Barek

NAY: None

Following this item, Chair Rebecca Bays recognized the Citrus County Veterans.

Additional Item B1

This item was received after the agenda was published.

C. CONSENT

Motion to approve the Consent Agenda, in its entirety, which deleted item C3.

RESULT: **Adopted**

MOVER: Holly L. Davis

SECONDER: Janet Barek

AYES: Davis, Bays, Kinnard D.C., Finegan, Barek

NAY: None

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No items.

Administration

C.1. Public Official Surety Bond

Acknowledge receipt of the Public Official Surety Bond Certificate for David E. Vincent, Citrus County Sheriff.

Attorneys Office

No items.

Clerk

C.2. County Warrants

Accept the attached check registers outlining the County warrants.

C.3. 2024-06 Fleet Management/NAPA Billing Follow-up Audit

Receipt and Acknowledgement of the 2024-06 Fleet Management/NAPA Billing Follow-up Audit.

The Final Report will be available for public view on the Clerk's Website upon approval by the Board.

[Additional Information for Item C3](#)

This item was pulled during the meeting.

C.4. 2024-07 Records Management Audit

Receipt and acknowledgement of 2024-07 Records Management Audit.

The Final Report will be available for public view on the Clerk's Website upon approval by the Board.

C.5. Release of Special Assessment

a. Approve and authorize the Chairman to execute the Release of Lien for Special Assessments by and between Citrus County and certain property owners 2023 Citrus Springs waterlines and 2024 Citrus Springs waterlines special assessment district.

b. Authorize the Clerk to record the Releases of Lien in the Public Records of Citrus County, Florida

Community Services

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No items.

Fire Services

No items.

Human Resources

No items.

Management and Budget

No items.

Growth Management

No items.

Public Works

No items.

Systems Management

No items.

Visitors and Convention Bureau

No items.

Water Resources

C.6. Connection Charge Installment Lien Agreement - Virginia & Kyle Van Camp

- a. Approve and authorize the Chairman to execute Connection Charge Installment Lien Agreement by and between the Citrus County Municipal Service Benefit Unit for Water and/or Wastewater Utility Services for Virginia & Kyle Van Camp.
- b. Authorize the Clerk to record Connection Charge Installment Lien Agreement in the Public Records of Citrus County, Florida. **(Ken Cheek, Water Resources Director, Bernadine Flood-Nichols, Utility Business Services Director).**

C.7. Connection Charge Installment Lien Agreement - Shalik Hill

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- a. Approve and authorize the Chairman to execute Connection Charge Installment Lien Agreement by and between the Citrus County Municipal Service Benefit Unit for Water and/or Wastewater Utility Services for Shalik Hill.
- b. Authorize the Clerk to record Connection Charge Installment Lien Agreement in the Public Records of Citrus County, Florida. **(Ken Cheek, Water Resources Director, Bernadine Flood-Nichols, Utility Business Services Director).**

Set Public Hearings Workshops

C.8. Set Public Hearing for street vacate SV-2024-00005 Campbell

- a. Set a public hearing on February 25, 2025, at 1:30 p.m. for SV-2024-00005, Campbell.
- b. Approve and authorize the Chairman to execute the resolution setting the public hearing. **(Eric Landon, Growth Management)**

Resolution Number 2025-007

D. OPEN TO THE PUBLIC

The following individuals addressed the Board on various issues:

Dr. Carmen Koubicek

John Labriola

Deb Spence

Ron Thorpe, President of the Windermere Garden Villas Homeowners Association (HOA)

Stephen SantaFe

Allan Louis

Richard Fawcett

Public Speaker Forms for Item D

E. REGULAR BUSINESS

E.1. Bids

Motion to approve items E1a and b.

RESULT: Adopted

MOVER: Holly L. Davis

SECONDER: Diana Finegan

AYES: Davis, Bays, Kinnard D.C., Finegan, Barek

NAY: None

E.1.a. ITB 23-001 Amendment No. 2; Bus Shelters; Tolar Manufacturing Company, Inc.

Approve and Authorize the Chairman to execute Amendment No. 2 to the Agreement between Citrus County, Florida and Tolar Manufacturing Company, Inc., extending the duration of the Agreement to February 6, 2026; and amend the fee schedule to those rates set forth in "Exhibit B". **(Eric Head, Director of Community Services)**

E.1.b. AGR 21-045 Amendment No. 2; Internet Base Service-Voice and VoIP Services GSA Contract # GS-35F-208BA; Granite Telecommunications, LLC

Approve and Authorize the Chairman to execute Amendment No. 2 to the Agreement between Citrus County, Florida and Granite Telecommunications, LLC to amend the terms in Section 4.1 that the Agreement may be renewed for up to twenty-four months; and amend Section 4.2(a) to delete the last sentence and Section 4.2(b) to delete the sixth sentence providing penalties for early termination; and to renew the Agreement for up to twelve months, extending the duration of the Agreement to no longer than February 8, 2026 at no additional cost increase. **(Louis Foltzer, Chief Information Officer of Systems Management)**

E.2. Budget Transfers

Approve the budget transfers for the Supervisor of Elections, Utilities (4), Business Tax Fund, the Homeland Security Program, and Facilities Management for fiscal year 2024-2025. **(Erin Dohren, Director, Management & Budget)**

Motion to approve item E2.

RESULT: Adopted

MOVER: Diana Finegan

SECONDER: Holly L. Davis

AYES: Davis, Bays, Kinnard D.C., Finegan, Barek

NAY: None

E.3. Budget Resolutions

Adopt and authorize the Chairman to execute a resolution adopting/amending the HAVA Elections Security, the HUD Housing Choice Voucher Section 8, and the Older American's Act - Title III E grant budgets for fiscal year 2024-2025. **(Erin Dohren, Director Management & Budget)**

Motion to approve item E3.

RESULT: Adopted
MOVER: Holly L. Davis
SECONDER: Diana Finegan
AYES: Davis, Bays, Kinnard D.C., Finegan, Barek
NAY: None

Resolution Number 2025-008

E.4. Citrus County Children's Advocacy Center Inc., d/b/a Jessie's Place Lease Agreement

- a. Discussion and consideration of a request from Citrus County Children's Advocacy Center Inc., a Florida Not for Profit Corporation d/b/a Jessie's Place to lease the county-owned, Old Citrus County Transit Center, 1410 South Lecanto Highway, Lecanto, Florida, for the purpose of providing services to the community that are considered to be in the nature of public services.
- b. Adopt and authorize the Chairman to execute a Resolution of the Board acknowledging the request from Citrus County Children's Advocacy Center Inc., a Florida Not for Profit Corporation d/b/a Jessie's Place to lease property owned by the County.
- c. Approve and authorize the Chairman to execute a Lease Agreement for a term agreed upon by the Board. **(Eric Head, Community Services Director)**

Motion to approve item E4a, b, and c.

Second Vice Chair Janet Barek commented, followed by Board discussion prior to the vote.

RESULT: Adopted
MOVER: Diana Finegan
SECONDER: Holly L. Davis
AYES: Davis, Bays, Kinnard D.C., Finegan
NAY: Barek

Following the vote, Melissa Bowermaster, Executive Director of Jessie's Place, commented.

Resolution Number 2025-009

E.5. Bicentennial Park T-Ball Field Construction

Approve and authorize the use of Park Impact Fees to fund the construction of the Chandler Stalcup Memorial T-Ball Fields and approve related budget transfer. **(Eric Head, Community Services Director)**

Motion to approve item E5.

RESULT: **Adopted**
MOVER: Holly L. Davis
SECONDER: Janet Barek
AYES: Davis, Bays, Kinnard D.C., Finegan, Barek
NAY: None

E.6. 2024 Northwest Quadrant Wastewater System - Tampa General Hospital Easements

- a. Authorize the Chairman to accept the Utility and Access Easements from Tampa General Hospital Citrus LLC to allow installation of the wastewater pump station and forcemain as part of the Northwest Quadrant Wastewater Collection System project.
- b. Authorize the Clerk of the Board to place Board of County Commissioner's acceptance stamp on the Utility and Access Easement attached and record same in the Public Records of Citrus County, Florida. **(Ken Cheek, P.E., Water Resources Director)**

Motion to approve item E6a and b.

RESULT: **Adopted**
MOVER: Holly L. Davis
SECONDER: Diana Finegan
AYES: Davis, Bays, Kinnard D.C., Finegan, Barek
NAY: None

E.7. CoreCivic Contract Monitoring Update for December 2024

Concur with the recommended action of the non-performance assessment of \$155,000 against CoreCivic's December 2024 invoice. **(Joseph Whittick, Contract Monitor)**

Motion to approve item E7.

RESULT: **Adopted**
MOVER: Diana Finegan
SECONDER: Holly L. Davis
AYES: Davis, Bays, Kinnard D.C., Finegan, Barek
NAY: None

E.8. Systems Management Emergency Purchase

- a. Ratify Systems Management emergency purchases totaling \$903,591.
- b. Approve related budget transfer. **(Louis Foltzer, Chief Information Officer)**

Motion to approve item E8a and b.

RESULT: **Adopted**
MOVER: Holly L. Davis
SECONDER: Diana Finegan

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AYES: Davis, Bays, Kinnard D.C., Finegan, Barek
NAY: None

E.9. Request from the City of Inverness for a letter of support for the City's Legislative Priorities

Approve and authorize the Board to provide a letter of support to the City of Inverness on the Legislative priorities for the extension of Railroad Street and the development of an RV campground at Whispering Pines Park. **(James Toy, Intergovernmental Affairs Manager)**

Eric Williams, City of Inverness Manager, and Bob Plaisted, City of Inverness Mayor, addressed the Board with their recommendation and Mr. Williams and Mayor Plaisted responded to questions from the Board.

Motion to approve item E9, to support the two City of Inverness initiatives.

Commissioner Jeff Kinnard, D.C. commented, followed by Board discussion.

Citizens Stephen SantaFe, Deb Spence, Ron Thorpe, Julie Keiper, Allan Louis, and Richard Fawcett commented, followed by Mr. Williams providing rebuttal to public comments.

Commissioners responded to public comments, followed by Mr. Williams addressing the Board.

RESULT: Defeated
MOVER: Jeff Kinnard D.C.
SECONDER: Holly L. Davis
AYES: Davis, Kinnard D.C.
NAY: Bays, Finegan, Barek

Motion to approve item E9-2, legislative request for funding for the extension of Railroad Street in the City of Inverness, and the Board will sign a letter of support for that initiative.

Citizens Ron Thorpe and Richard Fawcett commented.

First Vice Chair Diana Finegan commented.

RESULT: Adopted
MOVER: Janet Barek
SECONDER: Diana Finegan
AYES: Davis, Bays, Kinnard D.C., Finegan, Barek
NAY: None

Following this item, Deputy Clerk Amy Novinger requested clarification of the motion and Board discussion ensued with County Attorney Denise A. Dymond

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Lyn.

Additional information was received during the meeting.

[Item E9 PowerPoint](#)

[Public Speaker Forms for Item E9](#)

[Additional Information for Item E9](#)

F. OUTSTANDING COMMISSION ITEMS

No items.

G. COUNTY ADMINISTRATOR - STEVE L. HOWARD

County Administrator Steve Howard commented.

H. PRESENTATIONS/PUBLIC HEARINGS

H.1. 1:15pm Citrus County Detention Facility (CoreCivic) Update

1:15pm Citrus County Detention Facility (CoreCivic) Update

Citrus County Detention Center Warden Jason Snow provided the update and responded to questions from the Board.

County Administrator Steve Howard introduced Contract Monitor Joseph Whittick, who responded to questions from the Board.

There was no action taken on this item.

I. ADVISORY BOARD NOMINATIONS & APPOINTMENTS

I.1. Planning and Development Commission (PDC) - select 3 regular members and 1 alternate member

Nominate and Appoint three regular members and one alternate member for terms on the Planning and Development Commission. Three new terms (two regular and one alternate) will expire 1/31/29 and one regular member term will expire on 1/31/27. **(Joanna Coutu, Director of Land Development, Growth Management)**

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Motion to nominate and re-appoint Richard Barmes, as a regular member, re-appoint Robert Bassas, as an alternate member, and appoint Stuart Bozeman, as a regular member, and appoint Jenette Collins, as a regular member, to the Planning and Development Commission.

RESULT: Adopted

MOVER: Holly L. Davis

SECONDER: Jeff Kinnard D.C.

AYES: Davis, Bays, Kinnard D.C., Finegan, Barek

NAY: None

I.2. Nominate and appoint three individuals to the Aviation Advisory Board to fill three (3) member positions that expire January 31, 2025:

Nominate and appoint three individuals to the Aviation Advisory Board to fill three (3) member positions that expire January 31, 2025 (**Carlton Hall, Interim Public Works Director**)

Motion to nominate and re-appoint Mark Klingel and Heiko Kallenbach, and appoint Kenneth Jaquith as members to the Aviation Advisory Board was made by Commissioner Holly Davis and seconded by Commissioner Jeff Kinnard, D.C.

Board discussion ensued.

Second was rescinded by Commissioner Jeff Kinnard, D.C., the motion died for lack of a second.

Motion to nominate and re-appoint Mark Klingel and Heiko Kallenbach and appoint Patrick A. Crippen as members to the Aviation Advisory Board.

Motion to nominate and re-appoint Mark Klingel and Heiko Kallenbach and appoint Kenneth Jaquith as members to the Aviation Advisory Board was made by Commissioner Holly Davis, which died for lack of a second.

Board discussion ensued with County Attorney Denise A. Dymond Lyn and Deputy Clerk Amy Novinger providing clarification of the motion.

RESULT: Adopted

MOVER: Diana Finegan

SECONDER: Janet Barek

AYES: Bays, Kinnard D.C., Finegan, Barek

NAY: Davis

[Additional Information for Item I2](#)

Additional information was received during the meeting.

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- I.3. Nominate and appoint 2 individuals to the Citrus Springs Advisory Council as regular members to fill the two-year positions that will expire on January 31, 2027.**

Nominate and appoint 2 individuals to the Citrus Springs Advisory Council
(Carlton Hall, Interim Public Works Director)

Motion to nominate and re-appoint Vince Micklem and appoint Tyler Thompson as regular members to the Citrus Springs Advisory Council.

RESULT: Adopted

MOVER: Janet Barek

SECONDER: Diana Finegan

AYES: Davis, Bays, Kinnard D.C., Finegan, Barek

NAY: None

- I.4. Affordable Housing Advisory Committee (AHAC) Nominate and Appoint**
Nominate and appoint five (5) positions for membership on the Affordable Housing Advisory Committee (AHAC). The terms will be for two years, starting on January 31, 2025, and ending on January 31, 2027. **(Eric Head, Director of Community Services, Michelle Alford, Housing Services Director)**

Motion to nominate and re-appoint Lorrie Houghtaling, Carmen Hernandez, Bruce Kaufmann, and Willie White and appoint Michael J. Tringal to the Affordable Housing Advisory Committee.

RESULT: Adopted

MOVER: Rebecca Bays

SECONDER: Janet Barek

AYES: Davis, Bays, Kinnard D.C., Finegan, Barek

NAY: None

J. COMMISSIONER HOLLY L. DAVIS - DISTRICT 5

Commissioner Holly Davis discussed the votes regarding the Medical Examiner Boards, County Attorney Denise A. Dymond addressed the Board.

Commissioner Davis shared information from the Florida Association of Counties, who asked Commissioner Davis to serve on the Strategic Planning Committee for leadership and governments.

At the request of Chair Rebecca Bays, Ms. Lyn provided clarification on the Medical Examiner Board, followed by Board discussion.

K. COMMISSIONER JEFF KINNARD D.C. - DISTRICT 1

No items.

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L. 2nd VICE CHAIR JANET BAREK- DISTRICT 3

Second Vice Chair Janet Barek announced that she and Commissioner Jeff Kinnard, D.C. attended a Withlacoochee Regional Water Supply Authority Board meeting.

M. 1ST VICE CHAIR DIANA FINEGAN - DISTRICT 2

First Vice Chair Diana Finegan gave an overview from the Veterans Advisory Board meeting.

N. CHAIR REBECCA BAYS - DISTRICT 4

No items.

O. COUNTY ATTORNEY DENISE A. DYMOND LYN

No items.

P. OPEN TO THE PUBLIC

There were no comments.

Q. UPCOMING MEETINGS

1. Regular Meeting, February 11, 2025, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
2. Regular Meeting, February 25, 2025, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
3. Regular Meeting, March 11, 2025, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450

R. UPCOMING WORKSHOPS AND SPECIAL MEETINGS

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1. Legislative Planning Retreat: **August 14, 2025, at 9:00AM**, Lecanto Government Building, 3600 W. Sovereign Path, Room 166, Lecanto Florida 34461

S. PUBLIC HEARINGS

No items.

T. ADJOURN

The meeting was adjourned at 03:18 PM.

[Proof of Publication](#)