



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

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

MINUTES

April 11, 2023 - 1:00 PM

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

**Steve Howard, County Administrator
Denise A. Dymond Lyn, County Attorney
Angela Vick, Clerk of the Circuit Court and
Comptroller**

A. CALL TO ORDER

April 11, 2023 Citrus County Courthouse
The meeting was called to order at 01:00 PM.

A.1. Invocation

Chair Ruthie Schlabach requested a moment of silence for Lexington, Kentucky and led the Invocation.

A.2. Pledge of Allegiance

First Vice Chair Holly Davis led the Pledge of Allegiance.

A.3. Roll Call

Present: Ruthie Davis Schlabach, Holly L. Davis, Rebecca Bays, Jeff Kinnard D.C., Diana Finegan, County Administrator Steve Howard, Assistant County Attorney Beth Antrim, Clerk of the Circuit Court and Comptroller Angela Vick, Deputy Clerk Amy Novinger, Deputy Clerk Eric Sigler

Absent: County Attorney Denise A. Dymond Lyn

A.4. Approval of Agenda

County Administrator Steve Howard requested the addition of items G4 and G5 and submitted additional information for item G1.

Motion to approve the Agenda, with the addition of items G4 and G5 and the submission of additional information for item G1.

RESULT: Adopted

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

B. CONSENT

Motion to approve the Consent Agenda, items B1 through 8.

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

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B.1. Minutes of the Board of County Commissioners

Approve the following minutes of the Board of County Commissioners:

March 14, 2023 Public Workshop

March 14, 2023 Regular Meeting

Administration

No items.

Attorneys Office

No items.

Clerk

B.2. Clerk Records Disposition # 2078

Approve and authorize the Chairman to execute the Clerk's Records Disposition Documents #2078 for disposal of records that have met their assigned retention periods.

B.3. Release of Special Assessment

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Approve and authorize the Chairman to execute the Release of Lien for Special Assessments by and between Citrus County and certain property owners Citrus Springs Waterline Extensions, Crystal River Waste Water special assessment district.

Community Services

B.4. Deletion of Surplus Property

Approve deletion of the following item from the inventory of the Department of Community Services, Division of Animal Services and the removal of the same item from the County's capital asset listing. Asset #51749 - Seer A/C Unit

B.5. LIHEAP Compliance Monitoring 2023

Acknowledge the LIHEAP Monitoring Report, dated March 15, 2023, was reviewed in its entirety by the Board of County Commissioners of Citrus County, Florida. (Eric Head, Community Services Director)

Fire Services

No items.

Human Resources

B.6. Drug and Alcohol Rules for Commercial Driver License Holders

Authorize the Chairman to approve the Drug and Alcohol Rules for Commercial Driver License holders policy and remove the AR 7.02-2.

Management and Budget

No items.

Growth Management

B.7. PLT-23-04 Hoey Replat

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- a. Consider PLT-23-04, Hoey Replat.
- b. If approved, direct the Chair and Clerk to execute the plat, and the Clerk to record the plat in the public records of Citrus County, Florida. (**Joanna Coutu, Land Development Division Director**)

Public Works

No items.

Systems Management

No items.

Visitors and Convention Bureau

No items.

Water Resources

B.8. Proclamation - April is Water Conservation Month

Approve and authorize the Board to execute a Proclamation declaring April 2023 as Water Conservation Month in Citrus County. (Ken Cheek, Department of Water Resources Director)

Set Public Hearings Workshops

No items.

C. PROCLAMATIONS, AWARDS & PRESENTATIONS

Motion to approve items C1 through 6.

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

C.1. Proclamation - National Volunteer Week 2023

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Approve and authorize the Board to execute a Proclamation declaring April 16 through April 22, 2023 as "National Volunteer Week" in Citrus County, Florida.

C.2. Proclamation - National Public Safety Telecommunicators Week

Approve and authorize the Board to proclaim April 10-15, 2023 as National Public Safety Telecommunicators Week in Citrus County, Florida.

C.3. Proclamation - National Volunteer Appreciation Week

Approve and authorize the Board to proclaim April 16-22, 2023 as National Volunteer Appreciation Week in Citrus County, Florida.

C.4. Proclamation - National Animal Care and Control Appreciation Week

Approve and authorize the Board to proclaim the week of April 9-15, 2023 as National Animal Care and Control Appreciation Week in Citrus County, Florida.

C.5. Proclamation - Minority Health Month

Approve and authorize the Board to proclaim the month of April 2023 as Minority Health Month in Citrus County, Florida.

C.6. Proclamation - Fair Housing Month

Approve and authorize the Board to proclaim the month of April, 2023 as Fair Housing Month in Citrus County, Florida.

D. OPEN TO THE PUBLIC

The following individuals addressed the Board on various issues:

Dr. Paul John Reinhardt

Nathan Sharp

Sabrina Watson, speaking on behalf of Xceptional Life Project

Paul Catucci

Alice Weir

Diane Liptak

Brad Benson

Terry Weber

Gwen Martin

Commissioners responded to comments from the public.

[Public Speaker Forms for item D](#)

[Additional Information for item D - Submitted by Brad Benson](#)

Clerk's Note: This item was recessed at 1:32 PM, to go to item H1, and was resumed at 1:42 PM.

E. REGULAR BUSINESS

E.1. Bids

Motion to approve the Bids, items E1a through d.

RESULT: Adopted

MOVER: Diana Finegan

SECONDER: Holly L. Davis

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

NAY: None

E.1.a. ITB 21-063 Amendment No. 7; Sea Otter Path Sewer Addition Project; Constantine Constructors, LLC

Approve and Authorize the Chairman to execute Amendment No. 7 to the Agreement between Citrus County, Florida, and Constantine Constructors, LLC, to ratify the terms of the amended Notice to Proceed and extend the final completion date to June 28, 2023. **(Ken Cheek, Water Resources Director).**

E.1.b. ITB 23-031 E. Dawson Drive to N. Independence Hwy. Water Main Interconnect Project; Art Walker Construction, Inc.

Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and Art Walker Construction, Inc. to provide construction for the E. Dawson Dr. to N. Independence Highway Water Main Interconnect project. **(Ken Cheek, Water Resources Director).**

E.1.c. ITB 19-033 Amendments; Contract Mowing of Median/Curbed Roadways; Bunch Lawn Care, LLC and Gamco Properties III, Inc.

a. Approve and Authorize the Chairman to execute Amendment No. 4 to the Agreement between Citrus County, Florida and Bunch Lawn Care, LLC to extend the Agreement for the third renewal through April 13, 2024.

b. Approve and Authorize the Chairman to execute Amendment No. 3 to the

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Agreement between Citrus County, Florida and GAMCO Properties III, Inc. to extend the Agreement for the third renewal through April 13, 2024.

(Carlton Hall, Assistant Public Works Director).

E.1.d. ITB 22-142 Code Compliance Building Demolition and Unsafe Structure Securing Services- Alternate; Cross Construction Services, Inc.

Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and Cross Construction Services, Inc. to provide services for the boarding-up and securing of abandoned structures and demolition of unsafe structures on an "as needed basis". **(Eric Landon, Growth Management Director)**

E.2. Budget Transfers

Approve budget transfers for Veteran Services, Utilities (4) and Technical Services for fiscal year 2022-23. **(Erin Dohren, Director Management & Budget)**

Motion to approve item E2.

RESULT: Adopted

MOVER: Holly L. Davis

SECONDER: Jeff Kinnard D.C.

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

NAY: None

E.3. Budget Resolutions

Adopt and authorize the Chairman to execute a resolution amending the State Housing Initiatives Partnership (SHIP) and Cambridge Greens Septic and Sewer Project grant budgets for fiscal year 2022-2023. **(Erin Dohren, Director Management & Budget)**

Motion to approve item E3.

RESULT: Adopted

MOVER: Holly L. Davis

SECONDER: Diana Finegan

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

NAY: None

Resolution Number 2023-030

E.4. Belmont Hills Unit 3

Approve and authorize the Clerk to place an acceptance stamp on release of lien, bill of sale, warranty of materials or workmanship and Engineer's

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Certification of Construction Completion of the water mains in Belmont Hills Unit 3 and record in the Public Records of Citrus County Florida. **(Ken Cheek, Water Resources Director)**

Motion to approve item E4.

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

E.5. Deletion of Surplus Property

Approve an after the fact deletion of the following non-repairable item from the inventory of Citrus County Fire Rescue and the removal of the same item from the county's capital asset listing. Asset# 55605 -Mobile Voice & Data System SN#MM202800003706 **(Craig Stevens, Fire Chief)**

Motion to approve item E5.

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

E.6. Waste Management Inc. of Florida Security Bond Continuation for Bond No. 5010030

Authorize Chairman to accept Continuation Certificate for Bond Safeguard Insurance Company Security Bond No. 5010030 extending the period to May 11, 2024, and to be made part of Waste Management Inc. of Florida Waste Disposal Account Agreement dated September 27th, 2022. (Mary Jensen, Public Works Director)

Motion to approve item E6.

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

E.7. Fund Balance

Approve and authorize the Chairman to execute a budget resolution to recognize the actual fund balance brought forward from September 30, 2022. (Erin Dohren, Management & Budget Director)

Motion to approve item E7.

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

Resolution Number 2023-031

E.8. Grant Agreement LPS0099 Imperial Gardens Plant Interconnection

Approve and authorize the Chairman to execute Agreement LPS0099 between Citrus County, Florida and the Florida Department of Environmental Protection.

Motion to approve item E8.

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

E.9. Crystal River Airport Runway Extension FDOT Financial Assistance Agreement

- a. Approve and Authorize the Chairman to execute FPN: 449846-4-94-01, State of Florida, Department of Transportation, State Financial Assistance Agreement.
- b. Approve and Authorize the Chairman to execute the budget resolution. **(Mary C. Jensen, Public Works Director)**

Motion to approve item E9a and b.

Prior to the vote, Board discussion ensued.

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

Resolution Number 2023-032

E.10. CCSO - Resolution and Lease Agreement Renewal for the Inverness Airport Office Building owned by Citrus County, Florida.

- a. Discussion and consideration of a request from the Citrus County Sheriff's Office to renew the lease of the Inverness Airport Office Building for purposes related to public safety.

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- b. Adopt and authorize the Chairman to execute a Resolution of the Board acknowledging the request from Citrus County Sheriff's Office to renew their lease of property owned by the County.
- c. Approve and Authorize Chairman to execute a Lease Agreement between Citrus County, Florida, a political subdivision of the State of Florida and Mike Prendergast, as Sheriff of Citrus County, Florida. **(Mary C. Jensen, Public Works Director)**

Motion to approve item E10a, b, and c.

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

Resolution Number 2023-033

F. OUTSTANDING COMMISSION ITEMS

Outstanding Commissioners' List

County Administrator Steve Howard provided an update on Betz Farm and announced that Inverness Village would be added.

[Item F - Outstanding Commissioners List](#)

G. COUNTY ADMINISTRATOR - STEVE HOWARD

G.1. MOU with Historic Monkey Island, Inc for repairs and improvements to Monkey Island

Authorize the Chair to sign MOU with Historic Monkey Island, Inc for repairs and improvements to Monkey Island.

County Administrator Steve Howard provided the recommendation.

Motion to approve item G1.

Prior to the vote, Board discussion ensued.

Citizen John Ehlenbeck commented.

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RESULT: **Adopted**
MOVER: Diana Finegan
SECONDER: Jeff Kinnard D.C.
AYES: Davis, Kinnard D.C., Finegan
NAY: Davis Schlabach, Bays

[Public Speaker Form for item G1](#)

[Additional Information for item G1](#)

G.2. Staff Update Infor Public Sector Phase 2

Staff update to the Board regarding the Infor Public Sector, Community Development and Regulation (IPS/CDR) project that will go live on April 24, 2024 replacing the 20+ year old Hansen Permitting system.

Chief Information Officer Todd Dunn provided the update and the Board recognized Mr. Dunn, followed by Board discussion.

There was no action taken on this item.

G.3. Resolution Regarding Burn Ban

Approve and authorize the Chairman to execute a Resolution enacting a burn ban for the unincorporated areas of Citrus County. **(Craig Stevens, Fire Chief)**

Motion to approve item G3.

Prior to the vote, Fire Chief Craig Stevens provided an explanation.

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

Resolution Number 2023-034

G.4. Emergency Purchase SAFEbuilt LLC

- a. Approve an emergency purchase for the Citrus County Growth Management Department for services for a Certified Building Official, Remote Plan Review Services, and an on-site Inspection Services on an as needed basis with SAFEbuilt LLC.
- b. Approve related budget transfer

County Administrator Steve Howard provided the recommendation.

Motion to approve item G4.

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Prior to the vote, Mr. Howard and Growth Management Director Eric Landon provided an update and responded to questions from the Board.

Motion was amended to add: a and b.

RESULT: **Adopted**

MOVER: Diana Finegan

SECONDER: Holly L. Davis

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

NAY: None

Additional Item G4

This item was received after the agenda was published.

G.5. Executive Assistant II-Office of Utility Regulation

- a. Approve one (1) new position (Executive Assistant II-Office of Utility Regulation) in County Administration.
- b. Approve related budget transfer

County Administrator Steve Howard provided the recommendation.

Motion to approve item G5a and b.

RESULT: **Adopted**

MOVER: Holly L. Davis

SECONDER: Jeff Kinnard D.C.

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

NAY: None

Additional Item G5

This item was received after the agenda was published.

H. PRESENTATIONS/PUBLIC HEARINGS

H.1. 1:30pm GFOA Presentation

Presentation of the awards for Certificate of Achievement for Excellence in Financial Reporting and for Outstanding Achievement in Popular Annual Financial Reporting to Citrus County for its Popular Annual Financial Report by The Honorable Gregory C. Harrell, Esq., Marion County Clerk of the Circuit Court and Comptroller.

Marion County Honorable Clerk of Circuit Court and Comptroller, Gregory C. Harrell, presented the Certificate of Achievement for Financial Reporting and Outstanding Achievement in Popular Annual Financial Reporting to the Citrus

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County Clerk of Circuit Court and Comptroller, Angela Vick, who recognized the staff.

There was no action taken on this item.

I. ADVISORY BOARD ANNOUNCEMENTS, NOMINATIONS & APPOINTMENTS

No items.

J. COMMITTEE REPORTS FROM COMMISSIONERS

Commissioner Jeff Kinnard, D.C. provided an overview from the Hernando/Citrus Metropolitan Planning Organization (MPO) Board meeting.

First Vice Chair Holly Davis discussed the Tourist Development Council (TDC) meeting and provided information from the Medical Examiner's Office.

Chair Ruthie Schlabach discussed the MPO class she attended in Orlando.

K. COMMISSIONER DIANA FINEGAN - DISTRICT 2

Commissioner Diana Finegan discussed the signs in the Homosassa water that were approved at the last meeting, Board discussion ensued with Assistant County Attorney Beth Antrim, and Commissioner Finegan shared information from the discussion with Captain Travis Franklin from the Florida Fish and Wildlife Conservation Commission (FWC). . Board discussion continued.

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

No items.

M. 2ND VICE CHAIR REBECCA BAYS - DISTRICT 4

Second Vice Chair Rebecca Bays discussed the weeds in the lakes in District 4.

N. 1ST VICE CHAIR HOLLY L. DAVIS - DISTRICT 5

First Vice Chair Holly Davis announced the speaking engagement with Kyle Baltic, from Florida Chamber, at the National Association of Counties (NACo) Annual Conference in July presenting the Florida Scorecard and Florida Gap Map.

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O. CHAIR RUTHIE DAVIS SCHLABACH - DISTRICT 3

Chair Ruthie Schlabach discussed the development in District 3.

P. COUNTY ATTORNEY DENISE A. DYMOND LYN

No items.

Q. OPEN TO THE PUBLIC

There was no public comment.

R. UPCOMING MEETINGS

1. Regular Meeting, **April 25, 2023 at 1:00 PM**, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
2. Regular Meeting, **THURSDAY May 11, 2023 at 1:00 PM**, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
3. Regular Meeting, **May 23, 2003 at 1:00 PM**, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450

S. UPCOMING WORKSHOPS AND SPECIAL MEETINGS

1. **Workshop: Animal Shelter Tuesday April 25, 2023, at 9:00AM**, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
2. **Workshop: Pay and Class Study Thursday, May 11, 2023, at 10:00AM**, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450

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3. **Workshop: Airports; Crystal River and Inverness June 6, 2023 at 9:00AM**, , Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
4. BOCC Strategic Planning Retreat: **Wednesday, July 19, 2023, at 9:00AM**, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
5. Preliminary Budget Hearing: **Wednesday, July 26, 2023**, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
Governing Body of the Special Library District 8:30 AM
Fire Protection Special District 8:45 AM
BOCC at 9:00 AM
6. Tentative Budget Hearing: **Thursday September 7, 2023, at 5:01 PM**, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
7. Final Budget Hearing: **Tuesday, September 26, 2023, at 5:01 PM**, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450

T. PUBLIC HEARINGS

Clerk's Note: Meeting was recessed at 3:38 PM and resumed at 5:01 PM and First Vice Chair Holly Davis did not return after recess.

T.1. **5:01 p.m. PUD-22-06 McKenzie for McClellan**

1. Conduct a public hearing on April 11, 2023, to review and consider application PUD-22-06, Brenda McKenzie for Leon and Christopher McClellan.
2. If approved, direct the Chair and Clerk to execute the ordinance for PUD-22-06. (**Joanna Coutu, Director, Land Development**)

Assistant County Attorney Beth Antrim polled the Board for ex parte communications and read the proposed ordinance title into the record.

Brenda McKenzie, with McKenzie Permitting and Consulting provided the applicant information and responded to questions from the Board.

Land Development Planner Miranda Anaya provided the staff presentation.

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There were no citizen comments.

Motion to approve and direct the Chair and Clerk to execute the ordinance for PUD-22-06 with 4 conditions, based on confident and substantial evidence.

Clerk's Note: The motion was corrected and approved at the BOCC meeting of May 27, 2025, item C3.

RESULT: Adopted

MOVER: Rebecca Bays

SECONDER: Diana Finegan

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

NAY: None

Ordinance Number 2023-A14

Item T1 - Applicant Power Point

U. ADJOURN

The meeting was adjourned at 05:09 PM.

Proof of Publication