



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

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

AGENDA

October 7, 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**

MISSION

To manage growth and foster prosperity by prioritizing the protection of environmental assets, the development and maintenance of infrastructure, and the health, safety, and well-being of its citizens.

All persons desiring to address the County Commission will be asked to limit their comments to the specific subject being discussed. The Board gives citizens multiple opportunities for PUBLIC INPUT. All members of the public wishing to speak at the "Open To The Public" portion of a meeting will have three (3) minutes per person to make their request or presentation or five (5) minutes if they represent an organization with the appropriate documentation on file with the Clerk of Courts. If the request or presentation deals with a matter that requires investigation by County Staff, the Chairman will refer it to the County Administrator to follow-up with the person making the request. Any person who decides to appeal any decision of the Governing Body with respect to any matter considered at this meeting will need a record of the proceedings and for such purpose may need to provide that a verbatim record of proceeding is made which record includes testimony and evidence upon which the appeal is to be based. (Section 286.0105 Florida Statutes) Any person requiring reasonable accommodation at this meeting because of a disability or physical impairment should contact the County Administrator's Office, Lecanto Government Bldg., 3600 W. Sovereign Path, Suite 267, Lecanto, FL 34461 (352) 527-5210, If you are hearing or speech impaired, dial 7-1-1, 1-800-955-8771 (TTY) or 1-800-955-8770 (v), via Florida Relay Service at least two days before the meeting.

A. CALL TO ORDER

A.1. Invocation

A.2. Pledge of Allegiance

A.3. Roll Call

A.4. Approval of Agenda

B. PROCLAMATIONS, AWARDS & PRESENTATIONS

B.1. Proclamation -- National 4-H Week

Authorize and approve the Board to proclaim National 4-H Week in Citrus County, Florida.

(Marguerite Beckford - Extension Director)

B.2. Proclamation -- Kiwanis Club of Inverness

Authorize and approve the Board to announce the 100th Anniversary of the Kiwanis Club of Inverness.

(Hershel Hensley, Kiwanis Club of Inverness)

B.3. Proclamation -- Domestic Violence Awareness Month

Approve and authorize the Board to proclaim October 2025 as Domestic Violence Awareness Month in Citrus County, Florida.

(Rane Herzek, CASA)

B.4. Proclamation — National Service Dog Month

Approve and Authorize the Board to proclaim September 2025 as National Service Dog Month in Citrus County, Florida.

(Alexia Klopfenstein)

C. CONSENT

Minutes

C.1. Minutes of the Board of County Commissioners

Approve the following minutes of the Board of County Commissioners:

July 8, 2025 Regular Meeting

August 26, 2025 Regular Meeting

August 26, 2025 Public Workshop

September 9, 2025 Regular Meeting

September 11, 2025 Tentative Budget Hearing

September 23, 2025 Regular Meeting

Administration

C.2. Asset Deletion

Approve the deletion of the following item from the asset inventory of the office of the County Administrator, BOCC Admin, Asset 12902-062, AC Unit Chiller #1 & Asset 12902-029 Executive Chair.

Attorneys Office

Clerk

C.3. PRM Intergovernmental Cooperative Agreement Contract and By-Laws

Acknowledge of receipt of Contract and By-Laws for the Intergovernmental Cooperative Agreement received from Public Risk Management of Florida.

Community Services

Fire Services

Human Resources

Management and Budget

C.4. Budget Transfers

Approve the budget transfers for Land Development, Parks and Recreation and Extension Center for fiscal year 2024-2025. **(Tammy Wilson, Management & Budget Director)**

C.5. Budget Resolutions

a. Adopt and authorize the Chairman to execute a resolution amending/adopting Detention Services, the Low Income Home Energy Assistance Program (LIHEAP) grant, and the Duke Energy Foundation Economic Development grant budgets for fiscal year 2024-2025.

b. Adopt and authorize the Chairman to execute a resolution amending/adopting the Florida Division of Emergency Management (FDEM) Homeland Security Grant Program and the Florida Division of Emergency Management (FDEM) grant budgets for fiscal year 2025-2026. **(Tammy Wilson, Management & Budget Director)**

Growth Management

Public Works

C.6. Surplus Property

Approve and authorize staff to sell equipment as listed in the supporting backup documents through an online auction service. In the event an item does not sell, authorize staff to dispose of surplus property according to County policy. **(Carlton Hall, Public Works Director)**

C.7. Authorization to Execute an Intergovernmental Agreement with Florida Dept of Transportation for Disaster Debris Management Site (DDMS) Use.

It is recommended that the Board of County Commissioners approve and authorize the Chairman to execute the Non-Exclusive Debris Removal Equipment Staging Area Use License Agreement with the Florida Department of Transportation for the use of a county designated Disaster Debris Management Site (DDMS) during a declared state of emergency **(Carlton Hall, Public Works Director)**

Systems Management

Visitors and Convention Bureau

Water Resources

C.8. Connection Charge Installment Lien Agreement - Carlos R Diego

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 Carlos R Diego.

b. Authorize the Clerk to record Connection Charge Installment Lien Agreement in the Public Records of Citrus County, Florida. **(Ken Cheek, P.E., Water Resources Director/ Bernadine Flood-Nichols, Utility Business Services Director).**

C.9. Connection Charge Installment Lien Agreement - Benjamin J and Elizabeth Gavrun

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 Benjamin J and Elizabeth Gavrun.

b. Authorize the Clerk to record Connection Charge Installment Lien Agreement in the Public Records of Citrus County, Florida. **(Ken Cheek, P.E., Water Resources Director/ Bernadine Flood-Nichols, Utility Business Services Director)**

- C.10. Connection Charge Installment Lien Agreement - Marcia B and Louis S Wingett**
- 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 Marcia B and Louis S Wingett.
 - b. Authorize the Clerk to record Connection Charge Installment Lien Agreement in the Public Records of Citrus County, Florida. **(Ken Cheek, P.E., Water Resources Director/ Bernadine Flood-Nichols, Utility Business Services Director).**
- C.11. Connection Charge Installment Lien Agreement - Erna Anderson**
- 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 Erna Anderson.
 - b. Authorize the Clerk to record Connection Charge Installment Lien Agreement in the Public Records of Citrus County, Florida. **(Ken Cheek, P.E., Water Resources Director/ Bernadine Flood-Nichols, Utility Business Services Director).**

Set Public Hearings Workshops

C.12. Notice of Intent to Use the Uniform Method of Collecting Non-Ad Valorem Assessments

Set a Public Hearing on November 18, 2025, at 1:10 p.m. pursuant to Section 197.3632, Florida Statutes, for the purpose of hearing public comment on the utilization of the uniform method for the levy, collection and enforcement of non-ad valorem special assessments, throughout the unincorporated and all incorporated areas of the County for the cost of providing fire protection services and facilities; roadway maintenance, improvements, associated services and facilities; neighborhood beautification; bicycle and pedestrian facilities, improvements and associated services; potable water services and facilities; sanitary wastewater services and facilities; solid waste disposal services and facilities; street lighting services and facilities; property nuisance abatement services and facilities; water and wastewater availability, maintenance services, facilities and programs; and stormwater management services, facilities, and programs commencing with the Fiscal Year beginning on October 1, 2025. **(Carlton Hall, Public Works Director)**

D. OPEN TO THE PUBLIC

E. REGULAR BUSINESS

E.1. Bids

E.1.a. ITB 21-087 Amendment No. 5; Medical Supplies for Fire Rescue Purchase and Delivery; Henry Schein, Inc.

Approve and Authorize the Chairman to execute Amendment No. 5 of the Agreement between Citrus County, Florida and Henry Schein, Inc. to modify the Schedule of Fees to be paid to the Vendor, effective November 9, 2025, to those rates set forth in Exhibit "A" attached hereto; and to replace Section 18.11 Equal Employment Opportunity of the Agreement with modified language in accordance with Executive Order 14173. **(Craig Stevens, Fire Chief)**

E.1.b. ITB 25-023 Amendment No. 2; Citrus County Historic Courthouse Replacement of Exterior Windows; Timekey Enterprise LLC

Approve and Authorize the Chairman to execute Amendment No. 2 to the Agreement between Citrus County, Florida and Timekey Enterprise LLC, to ratify the terms of the Amended Notice to Proceed, extending the time for the final completion to October 17, 2025; and to modify Section 21.18 Equal Employment Opportunity in accordance with Executive Order 14173. **(Carlton Hall, Public Works Director)**

E.1.c. PB 26-003 Security, Availability and Confidentiality Report Acknowledgment

Approve and Authorize the Chairman to execute the SOC 2 Report Confidentiality Acknowledgment between Citrus County, Florida and Vendor listed on the Confidentiality Acknowledgment for the release of the Vendor's SOC 2 Part 2 report for County review. **(Joanne Granger, Transit Director/ Eric Head, Community Services director/ Louis Foltzer, Chief Information Officer)**

E.2. Crystal River FDOT Grant Agreement - Automated Weather Observing System (AWOS) Replacement

a. Approve and authorize the Chairman to execute FDOT Public Transportation Grant Agreement No. FM 457202-1-94-01 to secure state funding for the future replacement of the AWOS III system at Crystal River Airport. The total projected project cost is \$159,590, with funding provided as follows: FAA – \$151,609 (95%), FDOT – \$6,383 (4%), and Citrus County – \$1,598 (1%), with the County share to be incorporated into the FY26 Aviation Budget.

b. Authorize the Chairman to execute the attached agreement resolution included in the FDOT Public Transportation Grant Agreement No. FM 457202-1-94-01 "Exhibit D". **(Carlton Hall, Public Works Director/ Todd Regan, Aviation Project Manager)**

E.3. Crystal River Airport Airfield Lighting Replacement

a. Approve and authorize the Chairman to execute FDOT Public Transportation Grant Agreement No. FM 457353-1-94-01, Contract G3G29, to secure state funding for the replacement of airfield lighting and navigational aids at Crystal River Airport. Total project cost: \$200,000; FDOT share – \$160,000 (80%), Citrus County share – \$40,000 (20%)

b. Authorize the Chairman to execute the attached agreement resolution included in the FDOT Public Transportation Grant Agreement No. FM 457353-1-94-01 "Exhibit D." **(Carlton Hall, Public Works Director)**

E.4. Inverness Airport Rehabilitate Airfield Security Fencing & Gates

- a. Approve and authorize the Chairman to execute FDOT Public Transportation Grant Agreement No. FM 450280-1-94-01 (Contract No. G3G28) for the rehabilitation of security fencing and gates at Inverness Airport, with funding provided as follows: FDOT – \$409,600 (80%) and Citrus County – \$102,400 (20%), for a total project cost of \$512,000.
- b. Authorize the Chairman to execute the attached agreement resolution included in the FDOT Public Transportation Grant Agreement “Exhibit D.” **(Carlton Hall, Public Works Director)**

E.5. Release of Water Developer’s Agreement - Belmont Hills Unit 1

- a. Approve and authorize the Chairman to acknowledge receipt of release of agreement from Citrus Hills Investment Properties, LLC.
- b. Approve and authorize the Clerk to place an acceptance stamp on the release and record in the Public Records of Citrus County, Florida. **(Ken Cheek, Water Resources Director)**

E.6. Cambridge Greens Septic to Sewer Project ITB 23-002 Release of Retainage

Accept the completed Cambridge Greens Septic to Sewer Project and approve the release of retainage funds in the amount of \$487,209.89 (Four hundred eighty-seven thousand, two hundred nine dollars and eighty-nine cents) to Commercial Industrial Corp. **(Ken Cheek, P.E., Water Resources Director)**

E.7. Agreement for Recovering Off-site Utility Improvement Costs – Home Depot

- a. Approve and authorized the Chair to sign the agreement between Citrus County and Home Depot USA, Inc. for recovery of off-site utility improvement costs.
- b. Authorize the Clerk to place an acceptance stamp on the agreement and record in the Public Records of Citrus County, Florida. **(Ken Cheek, Water Resources Director, Bernadine Flood-Nichols, Utility Business Services Director)**

E.8. PGIT Insurance Claim 431796: Fort Island Gulf Beach Bathroom Construction

Approve and authorize the schematic and initial cost estimate to construct the bathroom, and grant authority to the County Administrator or his designee to manage the project and any future change orders, provided any additional cost is approved by Preferred Government Insurance Trust (PGIT) for payment, up to the predetermined insurable amount. **(Tammy Wilson, Management & Budget Director/ Ellen Nichols, Risk Manager)**

E.9. TDC Request for Updates to Grant Applications

Approve updates made to the Special Events Marketing Grant, Collateral Materials Grant, and Capital Projects Funding Grant applications. **(Avis Cole, Tourism Director)**

E.10. Letter of Support - City of Inverness

The Board of County Commissioners is requested to review and approve the submission of a letter of support to Representative Jeffery "J.J." Grow and the forthcoming District 11 Senator, endorsing the City of Inverness' legislative appropriations requests for the 2026 session. **(James Toy, Intergovernmental Affairs Manager)**

E.11. Local Option Sales Tax Ordinance Discussion

- a. Provide consensus on preferred use(s) and term/duration for the proposed referendum.
- b. Direct the County Attorney to prepare a draft ordinance for BOCC consideration. **(Veronica Kampschroer, Special Projects Manager)**

F. OUTSTANDING COMMISSION ITEMS

Outstanding Commission Items

Information only **(Veronica Kampschroer, PMP, Special Projects Manager)**
www.citrusbocc.com/departments/commissioners/commissioner_projects.php

G. COUNTY ADMINISTRATOR - STEVE L. HOWARD

H. PRESENTATIONS/PUBLIC HEARINGS

H.1. 1:15 PM Cooperative Lake Restoration projects with the Florida Fish and Wildlife Conservation Commission

- a. Approve and authorize the Division of Aquatic Services to partner with the Florida Fish and Wildlife Conservation Commission in the amount up to \$45,000 for the Lake Hernando restoration project.
- b. Approve and authorize the Division of Aquatic Services to partner with the Florida Fish and Wildlife Conservation Commission in the amount up to the available revenue in the Reserve for Lake Restoration account and Freshwater Fishing License fund for future lake restoration projects. **(Carlton Hall, Public Works Director, Mark Edwards, Aquatics Director)**

H.2. 1:20 PM Update on Ft. Island Trail Boat Ramp and Park

Provide direction for staff in the pursuit of a feasibility study to include preliminary concept plans for a full build out on the site at the Fort Island Trail Park facility. **(Eric Head, Community Services Director)**

I. ADVISORY BOARD NOMINATIONS & APPOINTMENTS

I.1. Beverly Hills Advisory Council - Nominate and Appoint 1 Member

Nominate and appoint one member to the Beverly Hills Advisory Council as a regular member to fill the term that will expire on January 31, 2027. **(Carlton Hall, Public Works Director)**

J. COMMISSIONER HOLLY L. DAVIS - DISTRICT 5

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

K.1. Potential Property Acquisition of Pirates Cove

- a. Discussion and direction to authorize Chairman to sign a Vacant Land Contract and Addendum to the Vacant Land Contract between Stacy N. Armstrong, Kim M. Duemier and Citrus County, Florida, regarding the potential property acquisition of Pirates Cove in advance of the Sellers.
- b. If "A" above is approved, approve and authorize the Chairman to execute the Vacant Land Contract and Addendum to Vacant Land Contract in advance of the Sellers.
- c. If the sellers accept this offer, upon the County's receipt of the fully executed contract and addendum, approve and authorize staff to proceed with the acquisition process as previously directed.

L. 2nd VICE CHAIR JANET BAREK- DISTRICT 3

M. 1ST VICE CHAIR DIANA FINEGAN - DISTRICT 2

N. CHAIR REBECCA BAYS - DISTRICT 4

O. COUNTY ATTORNEY DENISE A. DYMOND LYN

O.1. FDOT Request for Disclaimer of Interest

Informational only.

O.2. Quitclaim Deed Regarding Chassahowitzka Litigation

- a. Accept the QuitClaim deed between Southwest Florida Water Management District and Citrus County, Florida.
- b. Authorize the Clerk to sequentially record this deed and the quitclaim deed between Citrus County, Florida and the Southwest Florida Water Management District that was approved on August 26, 2025, in the Public Records of Citrus County, Florida.

P. OPEN TO THE PUBLIC

Q. ADVISORY BOARD ANNOUNCEMENTS

R. UPCOMING MEETINGS

- 1. Regular Meeting, October 7, 2025, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450

Board of County Commissioners Meeting - October 7, 2025

2. Regular Meeting, October 21, 2025, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
3. Regular Meeting, November 4, 2025, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450

S. UPCOMING WORKSHOPS AND SPECIAL MEETINGS

1. *Strategic Planning Retreat*: January 30, 2026, at 9:00AM, Lecanto Government Building, Room 166, 3600 W. Sovereign Path, Lecanto, FL 34461

T. PUBLIC HEARINGS

U. ADJOURN