



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

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

MINUTES

February 7, 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

February 7, 2023 Citrus County Courthouse
The meeting was called to order at 01:00 P.M.

A.1. Invocation

Senior Pastor Kevin Ballard of Calvary Church Inverness led the invocation.

A.2. Pledge of Allegiance

U.S. Air Force Veteran, Craig Pelletier, 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, County Attorney Denise Lyn, Deputy Clerk Amy Novinger

Absent: Clerk of the Circuit Court and Comptroller Angela Vick

A.4. Approval of Agenda

Chair Ruthie Schlabach requested to move item M1 to the beginning of the regular business and to add a Citrus County Hospital Board presentation, which is item H3, for a 3:00 P.M. time certain, and Commissioner Jeff Kinnard, D.C. requested modification to item L2.

Motion to approve the Agenda, with the two items that were mentioned (moving item M1 to the beginning of the regular business and the addition of item H3), as well as, the modification to item L2.

County Administrator Steve Howard requested the submission of additional

Minutes

Board of County Commissioners Meeting - February 7, 2023

information regarding items M1, M1b, M1c, M1d, and H1a, and the addition of items B11 and B12.

Motion was modified to include: additional information for items M1, M1b, M1c, M1d, and H1a; and the addition of items B11 and B12.

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

B. CONSENT

Motion to approve the Consent Agenda, including the addition of items B11 through B12.

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

Minutes

B.1. Minutes of the Board of County Commissioners

Approve the following minutes of the Board of County Commissioners: January 10, 2023 Regular Meeting

Administration

No items.

Attorneys Office

No items.

Clerk

B.2. Release of Special Assessment

Approve and authorize the Chairman to execute Releases of Lien for the completed special assessments by and between Citrus County and property owners in the Citrus Springs Waterline Extensions.

B.3. Release of Special Assessment

Approve and authorize the Chairman to execute the Release of Lien for Special Assessments by and between Citrus County and certain property owners 2022 Citrus Springs Waterlines, Chassahowitzka Water special assessment district.

B.4. Citrus County Mosquito Control District Meeting Dates

Acknowledge receipt of the meeting dates and times received from the Citrus County Mosquito Control District.

Community Services

No items.

Fire Services

No items.

Human Resources

No items.

Management and Budget

No items.

Growth Management

B.5. PLT-22-15 Peltier Subdivision

- a. Consider PLT-22-15, Peltier Subdivision, to combine two lots in the Crystal Manor Unit No. 2 subdivision.
- 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**)

B.6. PLT-22-33 Fournier-Graham Subdivision

- a. Consider PLT-22-33, Fournier-Graham Subdivision, to reconfigure three lots to two lots in the Hillside subdivision.
- 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

B.7. Acknowledgement of Airport Hangar Lease Agreement(s)

Staff requests that the Board of County Commissioners acknowledge the attached and executed T-Hangar lease agreement(s) with Dr. Milind Shastri. **(Mary Jensen, Public Works Director)**

Systems Management

B.8. Records Disposition

Approve and authorize the Chairman to execute the following Records Dispositions for the disposal of public records that have met legal retention: BOCC-0424, BOCC-0427, BOCC-0428 **(Nancy Kinch, Records Manager)**

Visitors and Convention Bureau

No items.

Water Resources

B.9. Connection Charge Installment Lien Agreement

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 Jamie St Clair Fehrenbach. **(Ken Cheek, Water Resources Director)**

Set Public Hearings Workshops

B.10. Set a Public Hearing on Street Vacation (SV) 21-01 Gaffney for Qualls

a. Set a public hearing on February 28, 2023 at 1:45 p.m. for Street Vacation (SV) 21-01, Karen O. Gaffney for James and Penny Qualls.

b. Approve and authorize the Chairman to execute the resolution setting the public hearing. **(County Attorney, Denise A. Dymond Lyn)**

Resolution Number 2023-007

B.11. Set a Public Hearing on an Ordinance for Historic Preservation-Chapter 101

Set a public hearing on February 28, 2023, at 1:35p.m. to consider an Ordinance entitled Historic Preservation in the County Code of Ordinances. **(Joanna Coutu, Land Development Division Director)**

This item was received after the agenda was published.

Additional Item B11

B.12. Set a Public Hearing on an Ordinance for HRAB - Chapter 101

Set a public hearing on February 28, 2023, at 1:40p.m. to consider an Ordinance for the Historical Resources Advisory Board (HRAB) in the County Code of Ordinances. **(Joanna Coutu, Land Development Division Director)**

This item was received after the agenda was published.

Additional Item B12

C. PROCLAMATIONS, AWARDS & PRESENTATIONS

C.1. Heart Health Awareness Month

Approve and authorize the Board to proclaim the month of February, 2023, as Heart Health Awareness Month in Citrus County, Florida.

Motion to approve item C1.

RESULT: Adopted

MOVER: Diana Finegan

SECONDER: Rebecca Bays

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

NAY: None

D. OPEN TO THE PUBLIC

The following individuals addressed the Board on various issues:

Gail Romiti

Sabrina Watson, on behalf of Xceptional Life Project

Joe Lese

Deb Spence

Joshua Hicks, owner of Handy Hicks Corp.

Commissioners responded to comments from the public.

[Public Speaker Forms for item D](#)

[Additional Information for item D](#)

E. REGULAR BUSINESS

E.1. Bids

Motion to approve items E1a through i.

RESULT: Adopted

MOVER: Jeff Kinnard D.C.

SECONDER: Holly L. Davis

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

NAY: None

E.1.a. AGR 19-108 Amendment No. 1; Hansen Upgrade; Infor Public Sector, Inc.

a. Approve and Authorize the Chairman to execute Amendment No. 1 to the Agreement, SaaS Order Form and the Multi-Year Commitment Renewal Form (Subscription Services) between Citrus County, Florida and Infor Public Sector, Inc.

b. Approve related Budget Transfer. **(Todd Dunn, Systems Management Director)**

E.1.b. RFQ 21-003 Amendment No. 2; Elder Affairs and Older Americans In-Home Health Services; Community Angels, LLC

Approve and Authorize the Chairman to execute Amendment No. 2 to the Agreement between Citrus County, Florida and Community Angels, LLC to add Personal Care Services to their list of program services and modify the fee

schedule to include the fees for this service. **(Eric Head, Community Services Director)**

E.1.c. RFP 19-060 Consent to Assignment of Agreement; Employee Benefit and Insurance Brokerage Services; RSC Insurance Brokerage, Inc.

Approve and Authorize the Chairman to execute the Consent to Assignment of Agreement between Citrus County, Florida and RSC Insurance Brokerage, Inc., as the provider for the County's Employee Benefit and Insurance Brokerage Services. **(June Randall, Human Resources Director)**

E.1.d. LOI 21-041, Amendment No. 2; Special Master for Building Division Compliance; R. Colt Kirkland

Approve and Authorize the Chairman to execute Amendment No. 2 to the Agreement between Citrus County, Florida, and R. Colt Kirkland to provide services to the County as the Building Division Licensing Compliance Special Master through February 22, 2024. **(Eric Landon, Growth Management Director)**

E.1.e. ITB 23-001 Bus Shelters; Tolar Manufacturing Company, Inc.

Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and Tolar Manufacturing Company, Inc. to provide bus shelters for various locations throughout Citrus County. **(Eric Head, Community Service Director)**

E.1.f. ITB 19-036, Amendment No. 1; Promotional Products and Logo Apparel; Nature Coast Sports & Apparel, Inc. dba Citrus Sports and Apparel.

Approve and Authorize the Chairman to execute Amendment No. 1 to the Agreement between Citrus County, Florida and Nature Coast Sports & Apparel dba Citrus Sports to continue to provide Promotional Products and Logo Apparel to the County. **(Erin Dohren, Management & Budget Director).**

E.1.g. RFP 22-065 Advanced Metering Infrastructure System (AMI); Core & Main LP

Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and Core & Main LP to provide Advanced Metering Infrastructure (AMI) system throughout the County. **(Ken Cheek, Director of Water Resources Department)**

E.1.h. ITB 22-142 Code Compliance Building Demolition and Unsafe Structure Securing Services; Southern Exposure Construction, Inc.

Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and Southern Exposure Construction, 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.1.i. SGS 23-004 Purchase & Delivery of Roll-Off Sludge-Mate Containers; Flo Trend, LLC

Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and Flo Trend, LLC for the purchase and delivery of Roll-Off Style Sludge-Mate. **(Ken Cheek, Water Resources Director)**.

E.2. Budget Transfers

Approve budget transfers for Visitors & Convention Bureau, Engineering, Aquatics and Housing (3) for fiscal year 2022-23. **(Erin Dohren, Director Management & Budget)**

Motion to approve item E2.

Commissioner Diana Finegan provided clarification from the Housing Services Director Michelle Alford regarding other contractual services for \$220,000.

RESULT: Adopted

MOVER: Jeff Kinnard D.C.

SECONDER: Holly L. Davis

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

NAY: None

E.3. Budget Resolutions

Adopt and authorize the Chairman to execute a resolution adopting/ amending the Crystal River Airport Fuel Tank Replacement project and State Housing Initiative Partnership grant budgets for fiscal year 2022-23. **(Erin Dohren, Director Management and Budget)**

Motion to approve item E3.

RESULT: Adopted

MOVER: Jeff Kinnard D.C.

SECONDER: Holly L. Davis

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

NAY: None

Resolution Number 2023-008

E.4. Site Access and Use Agreements (3) – Southwest Florida Water Management District.

a. Approve and authorize the Chairman to accept and execute three (3) Site Access and Use Agreements from Southwest Florida Water Management District for the purposes stated therein.

b. Authorize Clerk to place an acceptance stamp on the Agreements and record in the Public Records of Citrus County, Florida. **(Mary Jensen, Public Works Director)**

Motion to approve item E4a and b.

RESULT: Adopted

MOVER: Diana Finegan

SECONDER: Jeff Kinnard D.C.

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

NAY: None

E.5. Approval of Emergency Fleet Repairs Over \$35,000

Approve the equipment repairs with Cummins Sales and Service in the amount of \$42,626.76. **(Carl Hall, Assistant Director, Department of Public Works)**

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. FY22 Assistance to Firefighters (AFG) Grant

a. Adopt and authorize the Chairman to execute a Resolution authorizing an application for funding to The Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA) Fiscal Year (FY) 2022 Assistance to Firefighters Grant (AFG) Program for automated chest compression devices.

b. Approve and authorize the Chairman to execute the “Designation of Signature Authority”. **(Craig Stevens, Fire Chief)**

Motion to approve item E6a and b.

Prior to the vote, County Attorney Denise A. Dymond Lyn shared information from a discussion with the Fire Chief.

Minutes

Board of County Commissioners Meeting - February 7, 2023

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

Resolution Number 2023-009

E.7. Tana Compactor Rental Extension

- a. Approve and authorize the Tana Compactor Rental Extension for 3-months beginning February, 2023 through April, 2023, until the new leased equipment can be delivered.
- b. Approve related budget transfer. **(Carl Hall, Assistant Director, Department of Public Works)**

Motion to approve item E7a and b.

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

E.8. RESTORE Act - Barge Canal Boat Ramp (13-2) Subrecipient Addendum

Approve and authorize the Chairman to execute the addendum to the Gulf Consortium Subrecipient Agreement No. 200107132.01 to extend the period of performance to December 30, 2024. **(Erin Dohren, Management and Budget Director)**

Motion to approve item E8.

County Attorney Denise A. Dymond Lyn and County Administrator Steve Howard responded to the Board.

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

F. OUTSTANDING COMMISSION ITEMS

F.1. Update Outstanding Commissioners' List

Review of Outstanding Commissioners' List Items.

County Administrator Steve Howard requested the removal of item 8.

Motion to approve item F1, with the deletion of item 8.

RESULT: Adopted

MOVER: Holly L. Davis

SECONDER: Jeff Kinnard D.C.

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

NAY: None

[Item F1 - Outstanding Commissioners' List](#)

G. COUNTY ADMINISTRATOR - STEVE HOWARD

G.1. Presentation and Approval of Budget Hearing Dates

Set the dates and times for the FY 2023/2024 Budget Presentation March 28, 2023, and Budget Hearings: Library Special District Preliminary Budget Hearing on Wednesday, July 26, 2023 at 8:30 a.m., Fire Protection Special District Preliminary Budget Hearing on Wednesday, July 26, 2023 at 8:45 a.m., Board of County Commissioners Preliminary Budget Hearing on Wednesday, July 26, 2023 at 9:00 a.m., Tentative Budget Hearing on Thursday, September 7, 2023 at 5:01 p.m., and the Final Budget Hearing on Tuesday, September 26, 2023 at 5:01 p.m. at the Citrus County Courthouse, 110 North Apopka Avenue, Room 100, Inverness. **(Erin Dohren, Management and Budget Director)**

County Administrator Steve Howard introduced the Management and Budget Director Erin Dohren, who provided the staff presentation, and Ms. Dohren and Mr. Howard responded to questions from the Board.

Motion to approve item G1.

RESULT: Adopted

MOVER: Rebecca Bays

SECONDER: Diana Finegan

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

NAY: None

[Staff presentation for item G1](#)

G.2. Schedule Strategic Planning Retreat Followup

Approve setting the follow-up Strategic Planning Retreat on Wednesday July 19, 2023 from 9:00am - 12:00pm at the Citrus County Courthouse, 110 N. Apopka Avenue, Room 100, Inverness, FL. 34450.

Motion to approve item G2.

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

H. PRESENTATIONS/PUBLIC HEARINGS

H.1. 1:30 p.m. SV-22-02 Vacate portion of roadway

- a. Conduct a public hearing on February 7, 2023, at 1:30 p.m. to consider SV-22-02, Clark A. Stillwell, Esq. for Stephen and Diana Finegan.
- b. If approved, direct the Chairman to execute the Resolution and the Clerk to execute the Resolution, and for the Clerk to record the Resolution, Utility Easement deed, and accompanying Lot Reconfiguration survey in the public records. **(Joanna Coutu, Land Development Division Director)**

Commissioner Diana Finegan requested recusal of this item.

Attorney Clark Stillwell presented the applicant information and responded to questions from the Board.

Land Development Director Joanna Coutu provided the staff presentation and responded to questions from the Board.

Citizen Sabrina Watson commented.

Commissioners, followed by Board discussion with Ms. Coutu and the County Attorney Denise A. Dymond Lyn.

Consensus of the Board was given direction to staff to bring back this item with the requested back-up at the next possible meeting.

There was no action taken on this item.

[Staff presentation for item H1](#)

[Public Speaker Form for item H1](#)

[Additional Information for item H1](#)

[Public comment email for item H1 Part A](#)

Minutes

Board of County Commissioners Meeting - February 7, 2023

[Public comment email for item H1 Part B](#)

[Proof of Publication for item H1](#)

H.2. 1:35 p.m. PV-22-02 Vacate easement

- a. Conduct a public hearing on February 7, 2023, at 1:35 p.m. to consider PV-22-02, Brian and Jennifer Pollard.
- b. If approved, direct the Chairman and Clerk to execute the Resolution and the Clerk to record the Resolution in the public records. (**Joanna Coutu, Land Development Division Director**)

Applicant Jennifer Pollard addressed the Board.

Land Development Director Joanna Coutu provided the staff presentation.

There were no citizen comments.

Motion to approve PV-22-02.

RESULT: Adopted

MOVER: Jeff Kinnard D.C.

SECONDER: Holly L. Davis

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

NAY: None

Resolution Number 2023-010

[Staff presentation for item H2](#)

[Proof of Publication for item H2](#)

H.3. 3:00 P.M. presentation regarding CCHB partnership with the BOCC regarding the construction of a permanent Baker Act Facility

Chairman Dr. Fallows to speak on the CCHB partnership with the BOCC regarding the construction of a permanent Baker Act Facility for Citrus County.

William Grant, General Counsel on behalf of Chairman Dr. Fallows of the Citrus County Hospital Board, who could not be in attendance, provided the presentation and responded to questions from the Board.

This item was received after the agenda was published.

I. ADVISORY BOARD ANNOUNCEMENTS, NOMINATIONS & APPOINTMENTS

No items.

J. COMMITTEE REPORTS FROM COMMISSIONERS

Second Vice Chair Rebecca Bays shared information from the Hernando/Citrus Metropolitan Planning Organization (MPO) Board and Public Safety Coordinating Council meetings.

First Vice Chair Holly Davis announced that she attended the Citrus County Community Charitable Founding meeting and she met with the Clerk's office regarding the audits.

Chair Ruthie Schlabach gave an overview from the Veterans Advisory and the MPO Board meetings, and announced the Transportation Disadvantaged Coordinating Board that will be coming up soon.

K. COMMISSIONER DIANA FINEGAN - DISTRICT 2

No items.

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

L.1. Ozello Fishing Pier/aka John Brown Pier

a. Approve the replacement of the Ozello Fishing Pier, aka John Brown Pier, at an estimated cost of \$40,000.00 depending upon permitting cost; or

b. Approve the additional side railings for safety purposes at a cost of \$5,400.00.

Commissioner Jeff Kinnard, D.C. provided the recommendation.

Motion to direct staff to begin the process of permitting and replacing the John Brown Fishing Pier, look at options for adding boat slips, and to consider Tourist Development Council (TDC) funds.

Prior to the vote, Board discussion ensued with the County Attorney Denise A. Dymond Lyn.

RESULT: Adopted

MOVER: Jeff Kinnard D.C.

SECONDER: Rebecca Bays

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

NAY: None

L.2. Discussion on funding for a new Baker Act facility

Discuss funding for a new Baker Act facility

Minutes

Board of County Commissioners Meeting - February 7, 2023

Commissioner Jeff Kinnard, D.C. provided the recommendation.

Motion to approve item L2a, b, and c.

Board discussion ensued with County Attorney Denise A. Dymond Lyn and County Administrator Steve Howard.

Citizens Gail Romiti, Sabrina Watson, and Nicole Joyner commented.

Commissioners responded to comments from the public, followed by Board discussion with Ms. Lyn.

The motion was modified to change the date on part b to March 28, 2023.

RESULT: Adopted

MOVER: Jeff Kinnard D.C.

SECONDER: Diana Finegan

AYES: Davis, Kinnard D.C., Finegan

NAY: Davis Schlabach, Bays

Following the vote, Commissioner Jeff Kinnard, D.C. addressed the Board.

[Additional Information for item L2](#)

[Public Speaker Forms for item L2](#)

M. 2ND VICE CHAIR REBECCA BAYS - DISTRICT 4

M.1. Betz Farm Property

Vote to reconsider the motion made on January 10, 2023 and provide the buyer with a three-month extension to secure the Conceptual permit on Betz Farm with its associated expenses and fees in lieu of making additional escrow deposit.

Second Vice Chair Rebecca Bays and County Administrator Steve Howard provided the recommendation.

Betz Farm Buyer, Hamid Ashtari, responded to questions from the Board, followed by Board discussion with the County Attorney Denise A. Dymond Lyn and Mr. Howard.

Motion to provide the buyer to extend the due diligence period for 90 days from today's date.

There were no public comments.

Minutes

Board of County Commissioners Meeting - February 7, 2023

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

[Additional Information for item M1](#)

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

No items.

O. CHAIR RUTHIE DAVIS SCHLABACH - DISTRICT 3

No items.

P. COUNTY ATTORNEY DENISE A. DYMOND LYN

No items.

Q. OPEN TO THE PUBLIC

There were no citizen comments.

R. UPCOMING MEETINGS

1. Regular Meeting, February 28, 2023 at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
2. Regular Meeting, March 14, 2023 at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
3. Regular Meeting, March 28, 2023 at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450

S. UPCOMING WORKSHOPS AND SPECIAL MEETINGS

Minutes

Board of County Commissioners Meeting - February 7, 2023

No items.

T. PUBLIC HEARINGS

No items.

U. ADJOURN

The meeting was adjourned at 05:23 P.M.

[Proof of Publication](#)