



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

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

MINUTES

May 23, 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

May 23, 2023 Citrus County Courthouse
The meeting was called to order at 1:01 PM.

A.1. Invocation

Mike Wright led the Invocation.

A.2. Pledge of Allegiance

David Halbstein, with the United States Marine Corps, 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, Clerk of the Circuit Court and Comptroller Angela Vick, Deputy Clerk Ashlyn Hunnicutt, Deputy Clerk Amy Novinger

Absent: None

Clerk's Note: Clerk of the Circuit Court and Comptroller Angela Vick arrived at 1:30 PM and departed following item H2 at 2:16 PM.

A.4. Approval of Agenda

County Administrator Steve Howard requested the addition of item E11.

Motion to approve the Agenda, with the addition of item E11.

RESULT: Adopted

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

B. CONSENT

Motion to approve the Consent Agenda, items B1 through 9.

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

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No items.

Administration

B.1. Extension of the Tax Roll

Approve a request from Janice A. Warren, Citrus County Tax Collector, to extend the tax roll pursuant to section 197.323, Florida Statutes.

Attorneys Office

No items.

Clerk

B.2. County Warrants

Accept the attached check registers outlining the County warrants.

Community Services

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No items.

Fire Services

No items.

Human Resources

B.3. Empower 457 Retirement Account

Approve and authorize the chairman to sign the CARES and SECURE Empower Retirement Plan documents.

Management and Budget

No items.

Growth Management

No items.

Public Works

B.4. Acknowledgement of Airport Hangar Lease Agreement(s) - Tesso's Air Service.

Staff requests that the Board of County Commissioners acknowledge the attached, executed T-Hangar lease agreement(s) with Tesso's Air Service, Inc. **(Mary C. Jensen, Public Works Director)**

B.5. Surplus Property

Authorize staff to sell equipment as listed through an online auction service and remove assets from the County's capital asset list. In the event an item does not sell, authorize staff to dispose of surplus property according to the County policy. **(Mary Jensen, Public Works Director, Carlton Hall, Assistant Public Works Director)**

Systems Management

No items.

Visitors and Convention Bureau

No items.

Water Resources

B.6. Release of Lien for Water and Wastewater Utility Services - Trout

Approve and authorize the Chairman to execute Release of Lien filed by and on behalf of the Citrus County Municipal Service Benefit Unit for Water and Wastewater Utility Services against property owned by Michael J Trout. **(Ken Cheek, Water Resources, Bernadine Flood-Nichols, Utility Billing & Customer Service Division Director)**

B.7. Release of Lien for Water and Wastewater Utility Services - Cochran

Approve and authorize the Chairman to execute Release of Lien filed by and on behalf of the Citrus County Municipal Service Benefit Unit for Water and Wastewater Utility Services against property owned by Donita Cochran. **(Ken Cheek, Water Resources, Bernadine Flood-Nichols, Utility Billing & Customer Service Division Director)**

Set Public Hearings Workshops

B.8. Citrus Elected Leadership Summit

Direct staff to schedule and coordinate the Community Elected Leadership Summit for October 3, 2023, from 9:00 a.m. to 1:00 p.m. at Withlacoochee Technical College.

B.9. Set two Workshops for Citrus County Impact Fee Ordinance

Set two public workshops to discuss Citrus County Impact Fee Ordinance
June 06, 2023 at 10:30 a.m.
June 20, 2023 at 9:00 a.m.
(Eric Landon, Growth Management Director)

C. PROCLAMATIONS, AWARDS & PRESENTATIONS

C.1. Proclamation - Emergency Medical Services (EMS) Week

Approve and authorize the Board to recognize the week of May 21 -- May 27, 2023 as Emergency Medical Services (EMS) Week in Citrus County, Florida.

Motion to approve item C1.

RESULT: Adopted

MOVER: Holly L. Davis

SECONDER: Jeff Kinnard D.C.

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:

Brad Bensen

Diane Liptak

Sabrina Watson, speaking for Xceptional Life Project

County Administrator Steve Howard responded to questions from the Board and Commissioners responded to comments from the public.

[Public Speaker Forms for item D](#)

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

E. REGULAR BUSINESS

E.1. Bids

Commissioner Jeff Kinnard, D.C. requested item E1c be pulled for discussion.

Motion to approve items E1a and b.

Michael Delgado, President of Pave Rite commented regarding item E1b.

Prior to the vote: Water Resources Director Ken Cheek responded to questions

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from the Board; Board discussion ensued with Mr. Cheek and Mr. Delgado; Second Vice Chair Rebecca Bays requested item E1b be pulled; and Board discussion continued with County Administrator Steve Howard, County Attorney Denise A. Dymond Lyn, who read a letter addressed to Pave Rite, Inc. into the record, Mr. Cheek, and Public Works Director Mary Jensen.

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

[Public Speaker Form for item E1b](#)

E.1.a. ITB 22-119, Amendment No. 1; Residential Road Resurfacing FY 2022/2023; Superior Asphalt, Inc.

Approve and Authorize the Chairman to execute Amendment No. 1 to the Agreement between Citrus County, Florida and Superior Asphalt, Inc. to extend the date for final completion to August 31, 2023. **(Mary Jensen, Public Works Director)**

Motion to approve item E1a.

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

E.1.b. ITB 23-028 Cardinal Street Force Main Project; Cathcart Construction Company-Florida, LLC

a. Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and Cathcart Construction Company-Florida, LLC to provide construction for the Cardinal Street Force Main project.

b. Approve related Budget Transfer
(Ken Cheek, Water Resources Director).

Motion to approve item E1b.

Michael Delgado, President of Pave Rite commented.

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

Board discussion ensued with County Attorney Denise A. Dymond Lyn.

Motion to deny item E1b.

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

Public Speaker Form for item E1b

This item was pulled for discussion.

E.1.c. SGS 22-017 Termination; Citrus County Visitor Guide; Akers Media Group, Inc.

Approve and authorize the Chairman to execute the Notice of Termination to terminate the agreement between Citrus County, Florida and Akers Media Group, Inc. as of June 22, 2023. **(John Pritcher, VCB Director)**

Motion to approve item E1c.

Prior to the vote, First Vice Chair Holly Davis commented.

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

This item was pulled for discussion.

E.2. Budget Transfers

Approve budget transfers for County Administrator, Technical Services, Code Compliance, Extension Services, Housing Services, Library Services, Parks and Recreation, Utility Regulation, Utilities (3), Visitor & Conventions Bureau, Urban Search & Rescue Sus and Fire Rescue (2) 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 adopting/amending the Meadowcrest Wastewater Treatment Facility Denitro Filters project, Library Services Budget, Imperial Gardens Plant Interconnection project and the Crystal River Airport Runway 9-27 Extension 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: Rebecca Bays

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

NAY: None

Resolution Number 2023-042

E.4. Commercial Property and Equipment Breakdown Insurance

a. Approve and authorize the annual renewal and payment of the County's Commercial Property and Equipment Breakdown Insurance through Preferred Governmental Insurance Trust, with a renewal date to begin June 1, 2023.

b. Approve and authorize the Chairman to execute all documents relating to the County's insurance renewal to include the Premium Recapitulation proposal between Citrus County, Florida, a political subdivision of the State of Florida, Preferred Governmental Insurance Trust and Brown and Brown, Inc., in the total premium amount, not to exceed \$1,957,495.

(Erin Dohren, Budget and Management Director)

Motion to approve item E4a and b.

RESULT: Adopted

MOVER: Jeff Kinnard D.C.

SECONDER: Holly L. Davis

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

NAY: None

E.5. IMP-20-02 Belmont Hills Unit 3

Approve the request from Citrus Hills Investment Properties, LLC to approve Belmont Hills Unit 3 subdivision for Perpetual Private Maintenance of subdivision improvements, roadways and stormwater facilities, with potable water improvements being publicly owned and maintained facilities. **(Mary Jensen, Public Works Director)**

Motion to approve item E5.

Prior to the vote, Second Vice Chair Rebecca Bays commented, followed by

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Board discussion with County Attorney Denise A. Dymond Lyn.

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 Disposal Account Agreement for Waste Pro of Florida, Inc.

- a. Approve and authorize the Chairman to execute a Waste Disposal Account Agreement between Citrus County and Waste Pro of Florida, Inc. for disposal fees up to \$135,000.00
- b. Authorize the Chairman to accept the Continuation Certificate for Endurance Assurance Corporation Bond No. EACX4018551 extending the period to January 13, 2024, and to be made part of the new agreement.
- c. Authorize the Chairman to accept the Increase Penalty Rider for Endurance Assurance Corporation for Bond No. EACX4018551 and to be made part of the new agreement.
- d. Approve termination of the existing Waste Disposal Account Agreement with Waste Pro of Florida, Inc., dated March 22, 2022. **(Mary Jensen, Public Works Director).**

Motion to approve item E6a, b, c, and d.

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

E.7. Sugarmill Woods Golf Course Reuse Project - Grant Agreement LPQ0030

Approve and authorize the Chair to execute the grant funding agreement between the Florida Department of Environmental Protection and Citrus County to provide \$3,918,000 in grant funding for the Sugarmill Woods Golf Course Reuse Project. **(Ken Cheek, Water Resources Director)**

Motion to approve item E7.

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

E.8. Citrus Springs 2023 Assessment Area – DVR 2023-002 & DVR 2023-003

- a. Approve and authorize the Chairman to execute the Permanent Reassignment of Development Rights Agreement for residential properties within

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the Citrus Springs 2023 Assessment Area for Douglas E. Clark & Carolee M. Reisinger, DVR 2023-002 & Gary M. Anderson, DVR 2023-003.

b. Authorize the Clerk to attest and record in Public Records of Citrus County, Florida (**Mary Jensen, P.E., Public Works Director**).

Motion to accept item E8a and b.

Prior to the vote, County Administrator Steve Howard, County Attorney Denise A. Dymond Lyn, and Public Works Director Mary Jensen provided clarification to Second Vice Chair Rebecca Bays.

RESULT: Adopted

MOVER: Jeff Kinnard D.C.

SECONDER: Diana Finegan

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

NAY: None

E.9. CoreCivic Contract Monitoring Update for April 2023

Concur with the recommended action of the non-performance assessment of \$30,000 against CoreCivic's April 2023 invoice. (**Erin Dohren, Director of Management & Budget/Erin Kluis, Contract Monitor**)

Motion to approve item E9.

RESULT: Adopted

MOVER: Rebecca Bays

SECONDER: Holly L. Davis

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

NAY: None

E.10. Jail Contract Monitor

Appoint Georgette Brock as the Jail Contract Monitor effective May 27, 2023. (**Erin Dohren, Management and Budget Director**).

Motion to approve item E10.

RESULT: Adopted

MOVER: Holly L. Davis

SECONDER: Jeff Kinnard D.C.

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

NAY: None

E.11. Office of Utility Regulation - Executive Director Consultant

a. Approve and authorize the Chairman to execute the agreement as soon as negotiations have been completed with the consultant and the County Attorney's Office has reviewed and approved the agreement, with signature from Charles J.

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Howard.

b. Approve related budget transfer

Motion to approve item E11a and b.

County Attorney Denise A. Dymond Lyn and County Administrator Steve Howard discussed this item.

RESULT: **Adopted**

MOVER: Rebecca Bays

SECONDER: Diana Finegan

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

NAY: None

This item was received after the agenda was published.

[Additional Item E11](#)

F. OUTSTANDING COMMISSION ITEMS

Outstanding Commissioners' List

County Administrator Steve Howard provided updates on item numbers 1, 5, and 10.

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

G. COUNTY ADMINISTRATOR - STEVE HOWARD

G.1. Dev Agmt Amend. - Crystal Pointe - BOCC accept to consider

Accept request for consideration of a Development Agreement Amendment with Edge Development Partners, LLC, for Crystal Pointe Phases II and III, and allow staff to proceed with review and public hearings. **(Eric Landon, Growth Management Director)**

Motion to approve item G1.

RESULT: **Adopted**

MOVER: Jeff Kinnard D.C.

SECONDER: Holly L. Davis

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

NAY: None

H. PRESENTATIONS/PUBLIC HEARINGS

H.1. 1:30 pm SV-22-02 Stillwell for Finegan-vacate roadway

- a. Conduct a public hearing 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 for the Clerk to record the Resolution, Utility Easement deed, and accompanying Lot Reconfiguration survey in the public records. **(Eric Landon, Growth Management Director, Joanna Coutu, Land Development Division Director)**

Commissioner Diana Finegan recused herself from item H1.

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

Land Development Director Joanna Coutu provided the staff presentation.

The following citizens addressed the Board: Jack Reiner; John Head; Pam Brooks; Hank Brooks; and Mark Tomlinson, Attorney at Dickinson & Gibbons, on behalf of the Brooks'.

Attorney Stillwell rebutted the public comments and responded to questions from the Board.

Motion to deny the SV-22-02 application.

Prior to the vote, Board discussion ensued.

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

[Item H1 Power Point](#)

[Public Speaker Forms for item H1](#)

[Additional Information for item H1](#)

[Additional Information for item H1 - Submitted by Attorney Clark Stillwell](#)

H.2. 1:35 2022-13 Parks & Recreation/Grounds Maintenance Audit

Presentation of the 2022-13 Parks & Recreation/Grounds Maintenance Audit

Clerk of the Circuit Court and Comptroller Angela Vick and Chief Audit Officer Robin Barclay provided the presentation.

I. ADVISORY BOARD ANNOUNCEMENTS, NOMINATIONS & APPOINTMENTS

No items.

J. COMMITTEE REPORTS FROM COMMISSIONERS

Commissioner Jeff Kinnard, D.C. discussed the Withlacoochee Regional Water Supply Authority Board meeting. Water Resources Director Ken Cheek provided an update, followed by Board discussion with County Attorney Denise A. Dymond Lyn.

First Vice Chair Holly Davis shared information from the Medical Examiner's Office Board meeting.

K. COMMISSIONER DIANA FINEGAN - DISTRICT 2

No items.

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

No items.

M. 2ND VICE CHAIR REBECCA BAYS - DISTRICT 4

Second Vice Chair Rebecca Bays announced that the invitations were mailed out to committee members as well as the public to observe the Behavioral Health Symposium to be held on June 16, 2023. To register: doug.wright@citrusbocc.com.

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

N.1. Update on Inverness Village 4

Update on Inverness Village 4

At the request of First Vice Chair Holly Davis, Land Development Director Joanna Coutu provided an update on Inverness Village 4.

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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 public comments.

R. UPCOMING MEETINGS

1. Regular Meeting, **June 6, 2023 at 1:00 PM**, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
2. Regular Meeting, **June 20, 2023 at 1:00 PM**, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
3. Regular Meeting, **July 11, 2023 at 1:00 PM**, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450

S. UPCOMING WORKSHOPS AND SPECIAL MEETINGS

1. Workshop: Airports-Crystal River and Inverness Airports **Tuesday, June 6, 2023, at 9:00AM**, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
2. Preliminary Budget Hearing: **Wednesday, July 26, 2023, at 9:00AM**, 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 9:00 AM

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3. Strategic Planning Status Update: **Tuesday August 15, 2023, at 10:00AM**, Lecanto Government Building, 3600 W. Sovereign Path, Room #166, Lecanto, Florida, 34461
4. Tentative Budget Hearing: **Thursday September 7, 2023, at 5:01 PM**, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
5. 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: This meeting went into recess at 3:36 PM and resumed at 5:01 PM.

T.1. AA-23-02 Daisy Landes for Maronda Homes, LLC

- a. Conduct a public hearing on May 23, 2023, to review and consider application AA-23-02, Daisy Landes for Maronda Homes, LLC.
- b. If approved, direct the Chair and Clerk to execute the ordinance for AA-23-02. **(Eric Landon, Growth Management Director, Joanna Coutu, Land Development Division Director)**

County Attorney Denise A. Dymond Lyn polled the Board for ex parte communications and read the proposed ordinance title into the record.

Daisy Landes, with Maronda Homes provided the applicant information and responded to questions from the Board.

Land Development Planner Jennifer Perkins provided the staff presentation.

Ms. Landes responded to questions from the Board.

There were no citizen comments.

Motion to deny application for AA-23-02.

RESULT: Adopted

MOVER: Rebecca Bays

SECONDER: Diana Finegan

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

NAY: None

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[Item T1 Power Point](#)

[Public Speaker Form for item T1](#)

U. **ADJOURN**

The meeting was adjourned at 05:09 PM.

[Proof of Publication](#)