



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

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

MINUTES

October 24, 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 L. Howard, County Administrator
Denise A. Dymond Lyn, County Attorney
Angela Vick, Clerk of the Circuit Court and
Comptroller**

A. CALL TO ORDER

October 24, 2023 Citrus County Courthouse
The meeting was called to order at 1:00 pm.

A.1. Invocation

Pastor Mike Kramer, from First United Methodist Church of Inverness, led the Invocation.

A.2. Pledge of Allegiance

U.S. Army Veteran, John McGee, led the Pledge of Allegiance.

A.3. Roll Call

Present: Holly L. Davis, Rebecca Bays, Jeff Kinnard D.C., Diana Finegan,
County Administrator Steve Howard, County Attorney Denise Lyn,
Deputy Clerk Amy Novinger

Absent: Ruthie Davis Schlabach, Clerk of the Circuit Court and Comptroller
Angela Vick

A.4. Approval of Agenda

County Administrator Steve Howard requested no changes.

Motion to approve item A4.

RESULT: Adopted

MOVER: Jeff Kinnard D.C.

SECONDER: Diana Finegan

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

B. CONSENT

Motion to approve the Consent Agenda.

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

Following the vote, Deputy Clerk Amy Novinger requested clarification of the motion.

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B.1. Minutes of the Board of County Commissioners

Approve the following minutes of the Board of County Commissioners:
October 3, 2023 Elected Officials Leadership Summit
October 10, 2023 Regular Meeting

Administration

No items.

Attorneys Office

No items.

Clerk

B.2. County Warrants

Accept the attached check registers outlining the County warrants.

B.3. SWFWMD 2024 Schedule of Meetings and Boundary Map

Acknowledge receipt of the schedule of meetings and boundary map from Southwest Florida Water Management District for the fiscal year 2024.

Community Services

No items.

Fire Services

B.4. Donation of Surplus Property Asset #53719

Approve donation of the following item from the inventory of fire rescue to Daystar Life Center of Citrus County and the removal of same item from the county's capital asset listing. Asset #53719 - Zoll AED Plus Defibrillator. **(Craig Stevens, Fire Chief)**

Human Resources

No items.

Management and Budget

No items.

Growth Management

No items.

Public Works

No items.

Systems Management

B.5. Revision and removal of Systems Management Administrative Regulations

Approve and authorize changes to the Systems Management Administrative Regulations **(Todd Dunn, Systems Management Director)**

Visitors and Convention Bureau

No items.

Water Resources

No items.

Set Public Hearings Workshops

No items.

C. PROCLAMATIONS, AWARDS & PRESENTATIONS

Motion to approve items C1, C2, and C3.

RESULT: **Adopted**

MOVER: Diana Finegan

SECONDER: Jeff Kinnard D.C.

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

NAY: None

C.1. Proclamation Veterans Appreciation Week and Day

Approve and authorize the Board to execute a Proclamation declaring the week of November 5 through November 12, 2023, as "Veterans Appreciation Week" in Citrus County, Florida and November 11, 2023, be designated as "Veterans Day" in Citrus County, Florida.

C.2. Proclamation - Support Operation Green Light for Veterans

Approve and authorize the Board of County Commissioners to execute a Proclamation to encourage citizens to display green lights in a window of their place of business or residence from November 6th through November 12, 2023 to honor the service of our Veterans.

C.3. Proclamation - Domestic Violence Awareness Month

Approve and authorize the Board to proclaim the month of October, 2023 as Domestic Violence Awareness month in Citrus County, Florida.

D. OPEN TO THE PUBLIC

County Attorney Denise A. Dymond Lyn addressed the Board regarding the Pine Ridge public hearing that will be rescheduled and reviewed quasi-judicial procedures.

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The following individuals addressed the Board on various issues:

*Rose Leonardis
Don Maycock
Ron Walser
Diane South
Violet Langieri
Marianne Wetherington
Lala Sanders
Roman Rudnicki
Donald Applegate
Steven Schwartz*

Clerk's Note: This item was paused at 1:35 pm, in order to go to the time certain public hearings, and resumed at 3:08 pm.

[Additional Information for Item D - Submitted by Roman Rudnicki](#)

[Public Speaker Forms for Item D](#)

E. REGULAR BUSINESS

E.1. Bids

Motion to approve items E1a through d.

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

E.1.a. QTE 22-138 Amendment No. 1; Mowing Services at Sheriff's Admin Building; Top Hat, Inc.

Approve and Authorize the Chairman to execute Amendment No. 1 to the Agreement between Citrus County, Florida and Top Hat, Inc. to renew the Agreement for an additional one (1) year term, extending the Agreement to November 7, 2024 for the mowing services at the Citrus County Sheriff's Administration Building. **(Eric Head, Community Services Director)**

E.1.b. ITB 23-031 Amendment No. 1; E. Dawson Dr. to Independence Hwy Water Main Interconnect Project; Art Walker Construction, Inc.

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Approve and Authorize the Chairman to execute Amendment No. 1 to the Agreement between Citrus County, Florida and Art Walker Construction, Inc. to amend the Agreement in order to ratify the terms of the Amended Notice to Proceed and extend the term of the Agreement to May 19, 2024.

(Ken Cheek, Water Resources Director)

E.1.c. SGS 23-089 Utility Billing and Customer Service; OPUS 21 Management Solutions, LLC

Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and OPUS 21 Management Solutions, LLC to provide utility billing and customer service for Citrus County. **(Ken Cheek, Water Resources Director)**

E.1.d. PB 24-002 Sourcewell Contract RFP #040920 Uniforms with Related Products and Services; UniFirst Corporation

Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and UniFirst Corporation for uniforms with related products and services. **(Erin Dohren, Director of Management & Budget)**

E.2. Budget Transfers

a. Approve budget transfers for Technical Services, Aviation, Stormwater, Land Development, Utilities (3), and Support Services for fiscal year 2022-2023

b. Approve budget transfers for Transit Services, Housing Services (2), Library Services and the Property Appraiser for fiscal year 2023-2024 **(Erin Dohren, Director Management & Budget)**

Motion to approve item E2.

Deputy Clerk Amy Novinger requested clarification of the motion.

The motion was amended to add: a and b.

RESULT: Adopted

MOVER: Diana Finegan

SECONDER: Rebecca Bays

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

NAY: None

E.3. Budget Resolutions

Adopt and authorize the Chairman to execute a resolution adopting/amending the Southwest Florida Water Management District (SWFWMD), Sugarmill Woods Golf Course Reuse Project, the Community Development Block Grant-

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Disaster Recovery (CDBG-DR) and the Transportation Block Grant- Fuel Tank Expansion Project grant budgets for fiscal year 2023-2024. **(Erin Dohren, Director Management & Budget)**

Motion to approve item E3.

Citizen Don Applegate commented.

Prior to the vote, Water Resources Director Ken Cheek responded to questions from the Board regarding the Golf Course Reuse Project.

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

Resolution Number 2023-086

Public Speaker Form for Item E3

E.4. Citrus Springs 2023 Assessment Area

- a. Approve and authorize the Chairman to execute a resolution to correct the Prepayment Amount for AKs 1318211, 2090499, 2907100, 2907134, 2907797, 2913223, 2913941, 3524513 and 3526296 from the Prepayment Amount for a single lot within the Citrus Springs 2023 Assessment Area.
- b. Authorize the Clerk of the Board to adjust the special assessment billing program as directed by the attached Resolution and record the Resolution in the Public Records of Citrus County, Florida. **(Carlton Hall, Interim Public Works Director)**

Motion to approve item E4a and b.

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

Resolution Number 2023-087

E.5. Cancellation of Veterans Village Memorandum of Understanding

Acknowledge and accept the request to cancel the Memorandum of Understanding for Veterans Village. **(Carlton Hall, Interim Public Works Director)**

Motion to approve item E5.

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

E.6. Veterans Administration Lease Amendment

Approve and authorize the Chairman to execute the Lease Amendment between Citrus County, Florida, a political subdivision of the State of Florida and the United States of America (Government) for FY24 Funding. **(Carlton Hall,, Interim Public Works Director)**

Motion to approve item E6.

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

E.7. Notice of Intent to Use the Uniform Method of Collecting Non-Ad Valorem Assessments

Set a Public Hearing on November 28, 2023, at 1:30 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, 2024. **(Carlton Hall, Interim Public Works Director)**

Motion to approve item E7.

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

E.8. ITB#21-137 CDBG-TCG Sewer Project Release of Retainage

Accept the completed CDBG-TCG Sewer Project and approve the release of retainage in the amount of \$31,445.00 to Daly & Zilch (Florida) Inc. **(Ken Cheek, Water Resources Director)**

Motion to approve item E8.

Board discussion ensued.

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

Following the vote, County Attorney Denise A. Dymond Lyn and Water Resources Director Ken Cheek addressed the Board regarding item E3.

E.9. MOU between Citrus County and the CORE Business Center, LLC. (CORE)

Approve and Authorize Chairman to execute the agreement **(Frank Calascione, Economic Development Director)**

Motion to approve item E9.

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

E.10. Forest Ridge Blvd. and C.R. 491 Intersection Access and Maintenance Agreements

- a. Approve and Authorize the Chairman to execute the Access and Maintenance Agreements between Citrus County, Florida and Beverly Hills Development Corporation, and Tuscany Ranch Partners, LLC.
- b. Authorize the Clerk to place the acceptance stamp on the agreements and record them in the Public Records of Citrus County, Florida. **(Carlton Hall, Interim Public Works Director)**

Motion to approve item E10a and b.

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

E.11. Consent to Assignment: Interfacility Transport Agreement, by and between Citrus HMA, LLC d/b/a Bravera Health Seven Rivers Hospital and Citrus County, Florida dated December 14, 2022 (the "Agreement")

Approve and authorize the Chairman to execute the Consent to Assignment.
(Craig Stevens, Fire Chief)

Motion to approve item E11.

RESULT: Adopted

MOVER: Rebecca Bays

SECONDER: Diana Finegan

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

NAY: None

E.12. Interlocal Agreement with the City of Crystal River for Disposal of Solid Waste

Approve and authorize Chairman to execute an Interlocal Agreement for the disposal of solid waste between Citrus County and the City of Crystal River through September 30, 2024. **(Carlton Hall, Interim Public Works Director)**

Motion to approve item E12.

RESULT: Adopted

MOVER: Rebecca Bays

SECONDER: Jeff Kinnard D.C.

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

NAY: None

E.13. Interlocal Agreement with the City of Inverness for Disposal of Solid Waste

Approve and authorize the Chairman to execute an Interlocal Agreement for the disposal of solid waste between Citrus County and the City of Inverness through September 30, 2024. **(Carlton Hall, Interim Public Works Director)**

Motion to approve item E13.

RESULT: Adopted

MOVER: Jeff Kinnard D.C.

SECONDER: Rebecca Bays

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

NAY: None

E.14. CoreCivic Contract Monitoring Update for September 2023

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

Motion to approve item E14.

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

E.15. Notice of Demolition to Heirs

Request the Board of County Commissioners determine whether Code Compliance should move forward with the demolition process regarding the property located at 1102 W. Noble Street, Lecanto FL 34461. **(Eric Landon, Growth Management Director)**

Motion to approve item E15.

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

E.16. Hurricane Idalia - Federal Funded Public Assistance Agreement

- a. Approve and authorize the Chairman to execute the Hurricane Idalia (FEMA-4734-DR-FL) Federally Funded Subaward and Grant Agreement with the State of Florida, Division of Emergency Management. This Agreement allows for payment of damages and emergency work resulting from Hurricane Idalia.
- b. Adopt the Resolution authorizing the Chairman to execute the Resolution for Hurricane Idalia Federally Funded Subaward and Grant Agreement, and any necessary documents associated with this funding.
- c. Approve the designation of the Management & Budget Director as primary agent and the Assistant Management & Budget Director as alternate agent to execute any Request for Advance or Reimbursement, Certification, or other necessary documentation. **(Erin Dohren, Management & Budget Director)**

Motion to approve item E16a, b, and c.

Citizen Steven Schwartz commented.

At the request of First Vice Chair Holly Davis, County Administrator Steve

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Howard provided clarification.

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

[Public Speaker Form for Item E16](#)

E.17. Appoint an Interim 911 Coordinator

Approve the Communications Manager, Mike Story, as the interim 911 Coordinator.

Motion to approve item E17.

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

E.18. Betz Farm Offers September 28, 2023

Discuss the pending offers and direct staff to begin negotiating a contract with the selected party.

County Attorney Denise A. Dymond Lyn and County Administrator Steve Howard provided the offers and responded to questions from the Board.

Motion to direct County Attorney Denise Lyn and County Administrator Steve Howard to continue negotiations with Bravo Group.

Citizen Tito Rubio commented.

Ms. Lyn and Mr. Howard addressed the Board prior to the vote.

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

[Additional Information for Item E18](#)

[Public Speaker Form for Item E18](#)

F. OUTSTANDING COMMISSION ITEMS

Update Outstanding Commissioners' List

County Administrator Steve Howard provided updates on items 8 and 10.

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

G. COUNTY ADMINISTRATOR - STEVE L. HOWARD

H. PRESENTATIONS/PUBLIC HEARINGS

H.1. 1:30 PM CHW (County Consultant) presentation re CR-486 IMA

Presentation and feedback on draft CR-486 Interchange Management Area standards

Ryan Thompson, Senior Project Manager with CHW Professional Consultants, provided the CR-486 IMA presentation and responded to questions from the Board.

[Public Speaker Business Card for item H1](#)

[Additional Information for Item H1](#)

[Item H1 Power Point](#)

H.2. 1:40 PM Petition-establish Comm Dev Dist Crystal Ridge

a. Review and approve the establishment of the Crystal Ridge Community Development District.

b. If approved, direct the Chair and Clerk to execute the Ordinance establishing the Community Development District, and place the Ordinance in the Citrus County Code of Ordinances. **(Growth Management Director, Eric Landon)**

Ryan Dugan, Associate with KUTAKROCK Attorneys at Law, provided the presentation and responded to questions from the Board.

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

Motion to approve item H2.

There were no citizen comments.

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

Following the vote, County Attorney Denise A. Dymond Lyn read the proposed ordinance title into the record.

Ordinance Number 2023-01

Public Speaker Business Card for Item H2

Item H2 Power Point

H.3. 2:00 PM Presentation - Transportation Concurrency

Provide staff with direction to determine the existing Level of Service (LOS) on roadways to determine the cost of traffic improvements necessary to implement traffic concurrency.

Growth Management Director Eric Landon provided the presentation and responded to questions from the Board.

Item H3 Power Point

H.4. 2:15 PM Presentation from the Sheriff's Office, Emergency Management Division, Chris Evans Hurricane Update

Presentation from the Sheriff's Office, Chris Evans, Director, Emergency Management Division - Hurricane Debrief.

Citrus County Sheriff's Office Emergency Management Director Chris Evans provided Hurricane Idalia and Crystal River tornado updates.

County Administrator Steve Howard added more information, followed by Board comments.

Additional Information for Item H4

Item H4 Power Point

I. ADVISORY BOARD ANNOUNCEMENTS, NOMINATIONS & APPOINTMENTS

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I.1. Water and Wastewater Authority Board Nomination and Appointment

Nominate and Appoint three (3) individuals to the Water and Wastewater Authority Board who will serve the following positions:

One (1) Technical Member - term expires on January 31, 2027

One (1) Lay Member - term expires on January 31, 2027

One (1) Alternate Member - term expires on January 31, 2024

(Cecilia Boehm, Executive Assistant II)

Motion to nominate and appoint Robert Haber as a Technical Member, Richard Matherson as a Lay Member, and Charles Moore as an Alternate Member to the Water and Wastewater Authority Board.

RESULT: Adopted

MOVER: Diana Finegan

SECONDER: Rebecca Bays

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

NAY: None

I.2. Affordable Housing Advisory Committee (AHAC) Board Vacancies

Announce terms of membership available, and the taking of applications on the Affordable Housing Advisory Committee (AHAC). The new terms will be for two (2) years, beginning on February 1, 2024 and ending on January 31, 2026.

Applications and resumes are requested by November 30, 2023. **(Michelle Alford, Housing Services Director)**

County Administrator Steve Howard provided the announcement.

Deputy Clerk Amy Novinger requested clarification on the motion for item I1, followed by Board discussion.

J. COMMITTEE REPORTS FROM COMMISSIONERS

First Vice Chair Holly Davis discussed the Advanced Commissioner Training that she and Second Vice Chair Rebecca Bays attended.

K. COMMISSIONER DIANA FINEGAN - DISTRICT 2

No items.

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

L.1. Discussion of Ft. Island Trail Park Boat Ramp and the cooperative effort with the City of Crystal River

Discussion of Ft. Island Trail Park Boat Ramp and the cooperative effort with the City of Crystal River

Commissioner Jeff Kinnard, D.C. provided the recommendation and Crystal River City Council Member Ken Frink provided a presentation.

Consensus of the Board was given to direct staff to develop a Memorandum of Understanding to give the City of Crystal River Manager the authorization to apply for grant money for engineering and design for the expansion of the county boat ramp.

Board discussion ensued with Mr. Frink.

[Item L1 Power Point](#)

M. 2ND VICE CHAIR REBECCA BAYS - DISTRICT 4

M.1. Special Master and Land Use Discussion

A discussion on the potential options to provide the BOCC with the best data available prior to making a land use decision.

Second Vice Chair Rebecca Bays provided the recommendation.

Board discussion ensued with County Attorney Denise A. Dymond Lyn, who discussed the quasi-judicial and party in opposition status procedures, and County Administrator Steve Howard, who recommended this subject can be addressed at the BOCC Strategic Planning Retreat in January 2024.

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

N.1. Update on Inverness Village IV

Update on Inverness Village IV

Growth Management Director Eric Landon provided updates on Inverness Village IV.

First Vice Chair Holly Davis addressed Don Maycock, followed by Board discussion with County Attorney Denise A. Dymond Lyn and County Administrator Steve Howard.

O. CHAIR RUTHIE DAVIS SCHLABACH - DISTRICT 3

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No items.

P. COUNTY ATTORNEY DENISE A. DYMOND LYN

No items.

Q. OPEN TO THE PUBLIC

The following individuals addressed the Board on various issues:

*Steve Schwartz
Diane South
Ron Walser
Paula Sutton
Dale Stefan*

County Attorney Denise A. Dymond Lyn addressed the Board regarding quasi-judicial and parties in opposition procedures.

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

Commissioner Diana Fingan discussed the Border Security Resolution with the Board.

[Public Speaker Forms for Item Q](#)

R. UPCOMING MEETINGS

1. Regular Meeting, November 14, 2023 at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
2. Regular Meeting, November 28, 2023 at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
3. Regular Meeting, December 12, 2023 at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450

S. UPCOMING WORKSHOPS AND SPECIAL MEETINGS

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No items.

T. PUBLIC HEARINGS

No items.

U. ADJOURN

The meeting was adjourned at 04:44 PM.

[Proof of Publication](#)