



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

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

MINUTES

January 22, 2024 - 1:00 PM

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

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

A. CALL TO ORDER

January 22, 2024 Citrus County Courthouse
The meeting was called to order at 01:00 PM.

A.1. Invocation

Doug Alexander, Bishop of The New Church Without Walls, led the Invocation.

A.2. Pledge of Allegiance

Aaron Kincaid, U.S. Marine Corp Veteran, 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

County Administrator Steve Howard requested the addition of items E1k and G1 and the deletion of item E1c.

Motion to approve the Agenda, with the changes.

RESULT: Adopted

MOVER: Jeff Kinnard D.C.

SECONDER: Rebecca Bays

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

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NAY: None

B. CONSENT

Motion to approve the Consent Agenda.

RESULT: Adopted

MOVER: Jeff Kinnard D.C.

SECONDER: Rebecca Bays

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

NAY: None

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No items.

Administration

No items.

Attorneys Office

No items.

Clerk

B.1. County Warrants

Accept the attached check registers outlining the County warrants.

B.2. Clerk IT Equipment for Disposal

Approve and authorize removal of asset 1301, Viewscan II Microfilm scanner.

B.3. Clerk Records Disposition #2141

Approve and authorize the Chairman to execute the Clerk's Records Disposition Documents #2141 for disposal of records that have met their assigned retention periods.

Community Services

B.4. Library Services Furniture Asset Deletion

Approve deletion of the following items from the inventory of Library Services and the removal of said items from the county's Capital Asset listing: Assets numbers 002220, 002330, 002327, 002309, 002306, 002316, 002272, 002315, 18031-000, 002342, 002288, 000911, 002321, 08653-009, 002317, 002215, 002275, 002273, 002278, 002286, 002225, 002365, 002361, and 002320.

Fire Services

No items.

Human Resources

No items.

Management and Budget

No items.

Growth Management

No items.

Public Works

No items.

Systems Management

B.5. 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-0430, BOCC-0431, BOCC-0432 (**Todd Dunn, Systems Management, Chief Information Officer**).

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: Rebecca Bays

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

NAY: None

C.1. Present a check to the Board of County Commissioners from the Withlacoochee River Electric Cooperative, Inc.

Mr. Jamen Monbarren, District Manager of Withlacoochee River Electric Cooperative, Inc., Crystal River, will present the Board of County Commissioners with a capital credit check from the Withlacoochee River Electric Cooperative, Inc.

C.2. Proclamation Career and Technical Education Month

Approve and authorize the Board to proclaim February 1-29, 2024 as Career and Technical Education Month.

C.3. Proclamation -- National Certified Registered Nurse Anesthetist Week

Approve and authorize the Board to proclaim January 21-27, 2024 as National Certified Registered Nurse Anesthetist Week.

D. OPEN TO THE PUBLIC

The following individuals addressed the Board on various issues:

Janet Barek

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LeeAnne Boleware

Amy Penird

Community Services Director Eric Head addressed the Board regarding renaming Bicentennial Park, followed by Board discussion.

Public Speaker Forms for Item D

E. REGULAR BUSINESS

E.1. Bids

Commissioner Ruthie Schlabach made a motion to approve items E1a through E1j, in its entirety.

Prior to the second, Second Vice Chair Diana Finegan and Deputy Clerk Amy Novinger addressed the Chair regarding the motion.

Motion to approve items E1a, b, d, e, f, g, h, i, and j.

Deputy Clerk Amy Novinger addressed the Chair regarding clarification of the motion.

The motion was amended to add item E1k.

RESULT: Adopted

MOVER: Ruthie Davis Schlabach

SECONDER: Rebecca Bays

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

NAY: None

E.1.a. ITB 22-027 Consent to Assignment of Agreement; (RE-BID) Transportation and Disposal of Waste Tires at the Central Landfill; Liberty Tire Recycling, LLC

Approve and Authorize the Chairman to execute the Consent to Assignment of Agreement between Citrus County, Florida and Liberty Tire Recycling, LLC.
(Marcello Tavernari, Public Works Director, Carlton Hall, Interim Director of Public Works)

E.1.b. RFP 21-050 Work Authorization; General Contractor Continuing Services; Central Citrus Resource Center Exterior Painting of BLDG; Daly & Zilch (Florida), Inc.

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Approve and Authorize the Chairman to execute a Work Authorization between Citrus County, Florida and Daly & Zilch (Florida), Inc. for the exterior painting of the Central Citrus Resource Center at a total budgeted cost of \$130,000. **(Marcello Tavernari, Carlton Hall, Interim Public Works Director)**

E.1.c. AGR 21-028 Consent to Assignment Agreement; JustFOIA Records Request Solution for System Management; JustFOIA Inc.

Approve and Authorize the Chairman to execute the Consent to Assignment Agreement between Citrus County, Florida and JustFOIA, Inc. at no additional cost. **(Todd Dunn, Chief Information Officer)**

This item was pulled during the meeting.

[Additional Information for Item E1c](#)

E.1.d. AGR 24-065 Professional Services Agreement to Update the County's Local Mitigation Strategy (LMS); Tampa Bay Regional Planning Council (TBRPC)

Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and Tampa Bay Regional Planning Council to provide the service of updating the Citrus County Local Mitigation Strategy (LMS). **(Eric Landon, Growth Management Director)**

E.1.e. AGR 24-066 County's Vulnerability Assessment; Tampa Bay Regional Planning Council (TBRPC)

Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and Tampa Bay Regional Planning Council (TBRPC) to complete the Citrus County Vulnerability Assessment in compliance with the requirements of s.380.093 F.S. **(Erin Dohren, Management and Budget Director).**

E.1.f. QTE 24-023 Cleaning Services for East & West Citrus Community Centers; Thomas Four Inc.dba Servicemaster Professional Service

Approve and Authorize the Chairman to Execute the Agreement between Citrus County, Florida and Thomas Four Inc. dba Servicemaster Professional Service for Cleaning services at the East & West Community Centers. **(Eric Head, Community Services Director).**

E.1.g. ITB 22-096 Amendment No. 1; Northwest Quadrant Watermain Extension Project; Amici Engineering Contractors, LLC

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Approve and Authorize the Chairman to execute Amendment No. 1 to the Agreement between Citrus County, Florida and Amici Engineering Contractors, LLC to extend the time of final completion to February 27, 2024. **(Ken Cheek, Water Resources Director)**

E.1.h. ITB 22-098 Amendment No. 1; Northwest Quadrant Wastewater Extension Project; Amici Engineering Contractors, LLC.

Approve and Authorize the Chairman to execute Amendment No. 1 to the Agreement between Citrus County, Florida and Amici Engineering Contractors, LLC to extend the time for final completion to February 1, 2025. **(Ken Cheek, Water Resources Director)**

E.1.i. RFP 24-001 Fire Rescue Uniforms & Supplies; Galls, LLC, and North America Fire Equipment Co., Inc.

Approve and Authorize the Chairman to execute the Agreements between Citrus County, Florida and Galls, LLC and Citrus County, Florida and North America Fire Equipment Co., Inc. to provide a web-based store for on-line ordering of Fire Rescue and EMS uniforms and accessories on an 'as needed basis'. **(Craig Stevens, Fire Chief)**

E.1.j. RFQ 21-095 Work Authorization; Professional Services-Continuing Services Contract- Engineering; CIP U2023-02 Convert old EMS Bldg for Water Resources; DRMP, Inc.

Approve and Authorize the Chairman to execute a Work Authorization for DRMP, Inc. to provide architectural design for the old EMS Building for Water Resources at a proposed cost of \$40,880. **(Marcello Tavernari, Public Works Director, Carlton Hall, Assistant Director of Public Works) and (Ken Cheek, Director of Water Resources)**

k. PB 24-069 Software Licensing Renewal

The County desires to renew its software licenses. The license renewal allows the County to continue to use its existing software and receive all the updates to server and client software licenses at a fixed pricing level of \$259,176.20 annually through the 3-year enrollment period without having to buy updates. The renewal allows the County to have a more flexible licensing model and makes storage services available for all computer users.

Staff is advising the BOCC that, depending on the product purchased, the terms of purchase contain limitations of liability, limited warranties and disclaimers and indemnification limitations unfavorable to County.

All Documents are exempt from public records, Florida Statute 119.071.

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The Software Maintenance account is used by various departments throughout the County.

This item was received after the agenda was published.

[Additional Item E1k](#)

E.2. Budget Transfers

Approve the budget transfer for the Medical Examiner for fiscal year 2023-2024
(Erin Dohren, Director Management & Budget)

Motion to approve item E2.

RESULT: Adopted

MOVER: Diana Finegan

SECONDER: Rebecca Bays

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

NAY: None

E.3. CoreCivic Contract Monitoring Update for December 2023

Concur with the recommended action of the non-performance assessment of \$31,000 against CoreCivic's December 2023 invoice. **(Erin Dohren, Director of Management & Budget/Georgette Brock, Contract Monitor)**

Motion to approve item E3.

Citizen Janet Barek commented.

At the request of the Board, County Administrator Steve Howard responded to comments from Ms. Barek.

Board discussion ensued prior to the vote.

RESULT: Adopted

MOVER: Ruthie Davis Schlabach

SECONDER: Rebecca Bays

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

NAY: None

[Public Speaker Form for Item E3](#)

F. OUTSTANDING COMMISSION ITEMS

Update Outstanding Commissioners' List

County Administrator Steve Howard provided an update on number 3.

[Item F1 Outstanding Commissioners' List](#)

G. COUNTY ADMINISTRATOR - STEVE L. HOWARD

G.1. Heavy Equipment Operator Staff Request

- a. Approve the addition of one (1) Heavy Equipment Operator position for the Solid Waste Management Division
- b. Approve related budget transfer

County Administrator Steve Howard provided the recommendation.

Motion to approve item G1a and b.

RESULT: Adopted
MOVER: Diana Finegan
SECONDER: Rebecca Bays
AYES: Davis Schlabach, Davis, Bays, Finegan
NAY: None

Following the vote, Board discussion ensued with County Attorney Denise A. Dymond Lyn regarding Commissioner Jeff Kinnard, D.C. leaving the meeting.

This item was received after the agenda was published.

[Additional Item G1](#)

H. PRESENTATIONS/PUBLIC HEARINGS

H.1. 1:30 p.m. PV-2023-00004 Clyatt - Vacate easements

- a. Review and consider PV-2023-00004, Roy A. and Stacey L. Clyatt, to vacate the drainage and utility easements lying on the west lot line of Lot 9 and the east lot line of Lot 8, Block 5, Crystal Manor Unit 1.
- b. If approved, direct the Chair and Clerk to execute the Resolution and the Clerk to record the Resolution for application PV-2023-00004, Roy A. and Stacey L. Clyatt (**Eric Landon, Growth Management Director**)

Land Development Director Joanna Coutu provided the staff presentation.

Motion to approve PV-2023-00004, a and b.

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Citizen Janet Barek commented.

Board discussion ensued with Ms. Coutu prior to the vote.

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

Resolution Number 2024-008

Clerk's Note: Commissioner Jeff Kinnard, D.C. left following this item at 1:34 PM.

[Item H1 Power Point](#)

[Item H1 Proof of Publication](#)

[Public Speaker Form for Item H1](#)

I. ADVISORY BOARD ANNOUNCEMENTS, NOMINATIONS & APPOINTMENTS

I.1. Beverly Hills Advisory Council updated By-Laws

Approve the Beverly Hills Advisory Council updated By-Laws (**Marcello Tavernari, Public Works Director, Carlton Hall, Assistant Public Works Director**).

Motion to approve item I1.

Citizen Janet Barek commented.

At the request of the Board, Assistant Public Works Director Carlton Hall responded to comments from Ms. Barek.

County Attorney Denise A. Dymond Lyn addressed the Board regarding the By-Law amendment provisions.

RESULT: **Adopted**
MOVER: Ruthie Davis Schlabach
SECONDER: Rebecca Bays
AYES: Davis Schlabach, Davis, Bays, Finegan
NAY: None

Following the vote, Ms. Lyn addressed the Board regarding the typo's.

Public Speaker Form for Item I1

I.2. Beverly Hills Advisory Council - Nominate and Appoint

Nominate and appoint 2 individuals to the Beverly Hills Advisory Council as regular members to fill terms that will be for two years and will expire on January 31, 2026.

(Carlton Hall, Assistant Public Works Director).

Motion to nominate and appoint Constance Martin-Carter and Eileen Coates for the two individuals positions as regular members on the Beverly Hills Advisory Council.

RESULT: Adopted

MOVER: Ruthie Davis Schlabach

SECONDER: Rebecca Bays

AYES: Davis Schlabach, Davis, Bays, Finegan

NAY: None

I.3. Citrus Springs Advisory Council - Nominate and Appoint

Nominate and appoint 3 individuals to the Citrus Springs Advisory Council as regular members to fill terms that will be for two years and will expire on January 31, 2026.

(Marcello Tavernari, Public Works Director, Carlton Hall, Assistant Public Works Director)

Motion to nominate and appoint Joan Dias, Thomas Mize, and Wayne Nagel as regular members on the Citrus Springs Advisory Council.

RESULT: Adopted

MOVER: Ruthie Davis Schlabach

SECONDER: Rebecca Bays

AYES: Davis Schlabach, Davis, Bays, Finegan

NAY: None

I.4. Nominate and Appoint members to the Historical Resources Board

Nominate and appoint 5 regular members and 2 alternate members to the Historical Resources Advisory Board, for four-year terms commencing on January 31, 2024. **(Eric Landon, Growth Management Director).**

Motion to nominate and appoint Paul Grannan, Kandice Bellamy McPherson, Walter "Bud" Osborn, Judy DeBacco, and Katherine "Kathy" Turner Thompson as regular members, and appoint Melissa Bowermaster and Lynn Turck as alternate members to the Historical Resources Board.

Commissioner Ruthie Schlabach and Chair Holly Davis commented prior to the vote.

MOVER: Ruthie Davis Schlabach
SECONDER: Rebecca Bays
AYES: Davis Schlabach, Davis, Bays, Finegan
NAY: None

- I.5. Affordable Housing Advisory Committee (AHAC) Nominate and Appoint**
Nominate and appoint four (4) positions for membership on the Affordable Housing Advisory Committee (AHAC). The terms will be for two years, starting on January 31, 2024, and ending on January 31, 2026. **(Eric Head, Director of Community Services, Michelle Alford, Housing Services Director)**

Motion to nominate and appoint Kathi Anderson-Moore, Melissa Walker, Barbara Wheeler and Anne Marie Anzalone-Briercheck as four members on the Affordable Housing Advisory Committee.

Chair Holly Davis commented prior to the vote.

RESULT: Adopted
MOVER: Ruthie Davis Schlabach
SECONDER: Rebecca Bays
AYES: Davis Schlabach, Davis, Bays, Finegan
NAY: None

J. COMMITTEE REPORTS FROM COMMISSIONERS

Chair Holly Davis shared information from the Tourist Development Council (TDC) Board meeting.

K. CHAIR RUTHIE DAVIS SCHLABACH - DISTRICT 3

No items.

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

L.1. Discussion and vote on scheduled Board of County Commissioners board meeting on Tuesday, August 27, 2024

Discussion and vote on scheduled Board of County Commissioners board meeting on Tuesday, August 27, 2024

Chair Holly Davis provided the recommendation, followed by Board discussion with County Administrator Steve Howard.

This item was tabled during the meeting.

M. 2ND VICE CHAIR DIANA FINEGAN - DISTRICT 2

No items.

N. 1ST VICE CHAIR REBECCA BAYS - DISTRICT 4

No items.

O. CHAIR HOLLY L. DAVIS - DISTRICT 5

Chair Holly Davis provided information regarding Inverness Village IV.

[Inverness Village IV Q&A](#)

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 6, 2024, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
2. Regular Meeting, February 20, 2024, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
3. Regular Meeting, March 12, 2024 at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450

S. UPCOMING WORKSHOPS AND SPECIAL MEETINGS

T. PUBLIC HEARINGS

Clerk's Note: Meeting was recessed at 1:47 PM and resumed at 5:01 PM.

T.1. 5:01 pm PUD-23-02: Revise existing PUD for miniwarehouse

- a. Conduct a public hearing on January 22, 2024, to review and consider the application PUD-23-02 (aka PUD2023-00003), 2022 Lecanto Lecanto, LLC.
- b. If approved, direct the Chair and Clerk to execute the ordinance for PUD-23-02 (aka PUD2023-00003). (Eric Landon, Growth Management)

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

William Anderson, representing the applicant, addressed the Board.

Motion to allow the applicant to have a continuance for PUD-23-02.

Citizen Shauneen Moss commented.

Board discussion ensued prior to the vote.

RESULT: **Adopted**
MOVER: Ruthie Davis Schlabach
SECONDER: Rebecca Bays
AYES: Davis Schlabach, Davis, Bays
NAY: Finegan

[Item T1 Applicant Power Point](#)

[Item T1 Planner Power Point](#)

[Public Speaker Form for Item T1](#)

U. ADJOURN

The meeting was adjourned at 05:08 PM.

[Proof of Publication](#)

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