



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

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

MINUTES

March 12, 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

March 12, 2024 Citrus County Courthouse
The meeting was called to order at 1:00 PM.

A.1. Invocation

Kevin Ballard, Pastor of Calvary Chapel Inverness provided the Invocation.

A.2. Pledge of Allegiance

Mark Acker, U.S. Army Veteran, provided the Pledge of Allegiance.

[Public Speaker Form for Item A2](#)

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 Amy Novinger

Absent: None

Clerk's Note: Clerk of the Circuit Court and Comptroller Angela Vick was only present for item H1, from 1:29 PM to 1:42 PM.

A.4. Approval of Agenda

County Administrator Steve Howard submitted additional information for item C2, requested to pull item E7, submitted additional information for item H2, and shared information regarding the addition of item L1, that will not be added to the agenda.

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Commissioner Jeff Kinnard, D.C. commented regarding item L1.

Motion to approve the Agenda, with the addition of item C2, pulling item E7, addition of item H2, and the deletion of item L1.

Deputy Clerk Amy Novinger requested clarification of the motion.

The motion was amended to: Approve the Agenda with the submission of additional information for item C2, pulling item E7, and the submission of additional information for item H2.

RESULT: Adopted

MOVER: Rebecca Bays

SECONDER: Ruthie Davis Schlabach

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

NAY: None

Following the vote, Chair Holly Davis commented.

B. CONSENT

Motion to approve the Consent Agenda, in its entirety.

Citizen Janet Barek commented and the Commissioners responded to comments from Ms. Barek regarding item B7.

RESULT: Adopted

MOVER: Diana Finegan

SECONDER: Ruthie Davis Schlabach

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

NAY: None

[Public Speaker Form for Item B7](#)

Minutes

B.1. Minutes of the Board of County Commissioners

Approve the following minutes of the Board of County Commissioners:
February 20, 2024 Regular Meeting

Administration

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No items.

Attorneys Office

No items.

Clerk

B.2. County Warrants

Accept the attached check registers outlining the County warrants.

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 Limerock Paving, Limerock N Linda Point Road Paving, Citrus Springs Waterlines special assessment district.

Community Services

No items.

Fire Services

B.4. Asset Disposal Motorola Portable Radio

Approve deletion of the following item from the inventory of Fire Rescue and the removal of same item from the county's capital asset listing. Asset 55996 - Motorola Portable Radio (**Craig Stevens, Fire Chief**)

Human Resources

No items.

Management and Budget

No items.

Growth Management

B.5. RPLT2023-00020 Shangri-La High (replat)

- a. Review RPLT2023-00020, Shangri-La High, to create four residential lots from Mayfair Garden Acres, Block F, Lot 9.
- b. If approved, direct the Chair to execute the plat and the Clerk to execute and record the plat in the public records **(Eric Landon, Growth Management Director)**

B.6. FPLT1411 - Pleasant Point Estates Subdivision

- a. Review FPLT1411, Pleasant Point Estates Subdivision.
- b. If approved, direct the Chair to execute the plat and the Clerk to execute and record the plat in the public records **(Eric Landon, Growth Management Director)**

B.7. Acknowledge receipt from the Citrus County School District - Impact Fee Funding for Growth Related Capital Projects

Acknowledge receipt from the Citrus County School District of the Impact Fee Funding for Growth Related Capital Projects listed in the 2023-2024 District Work Plan. **(Eric Landon, Growth Management Director)**

Public Works

B.8. Acknowledgement of Airport Hangar Lease Agreement – Morgan CGC 2-H (new)

Staff requests that the Board of County Commissioners acknowledge the attached, executed T-Hangar lease agreement(s) for CGC 2-H with Michael Morgan. **(Marcello Tavernari, P.E., Public Works Director/County Engineer)**

B.9. Ozello Brazilian Pepper Eradication - FY 23/24

Approve and authorize the Department of Public Works to provide support to the Ozello Civic Association for the Brazilian Pepper Eradication Program in the form of material pickup, transport, and tipping fees for FY 23/24. **(Marcello Tavernari, P.E., Public Works Director/County Engineer)**

B.10. Release of Lien

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- a. Approve and Authorize the Chairman to execute Releases of Lien for Property Abatement Assessment by and between Citrus County, Florida, and certain property owners.
- b. Authorize the Clerk to record the Releases of Lien in the Public Records of Citrus County, Florida. **(Marcello Tavernari, P.E. Public Works Director/County Engineer)**

Systems Management

No items.

Visitors and Convention Bureau

No items.

Water Resources

B.11. Connection Charge Installment Lien Agreement - Valerie Debay

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

Set Public Hearings Workshops

B.12. Set a Public hearing for Section 5307 FY24-25

Approve and authorize the setting of a public hearing for March 26, 2024 at 1:45PM to obtain public input regarding the Program of Projects for Citrus County Transit. **(Eric Head, Community Services Director)**

B.13. Set a Public Hearing for FTA Section 5339 Funding

Approve and authorize the setting of a public hearing for March 26, 2024 at 1:50PM to obtain public input regarding the Program of Projects for Citrus County Transit. **(Eric Head, Community Services Director)**

B.14. Set a Public Hearing on amending Chapter 46, Fire Prevention and Protection of the Code of Ordinances

Set a Public Hearing on March 26, 2024, at 1:30 PM to adopt an amendment to an ordinance of Citrus County, Florida, a political subdivision of the State of Florida, amending Chapter 46, Fire Prevention and Protection, Amending Article III, Section 46-73, entitled "Purpose, intent, and implementation"; providing for severability; providing for codification; providing for modification; providing for repeal of inconsistent provisions; providing for an effective date. **(Craig Stevens, Fire Chief)**

B.15. Set Public Hearing for street vacate SV-2023-00004 Thompson

- a. Set a public hearing on April 9, 2024, at 1:30 p.m. for SV-2023-00004, Thompson.
- b. Approve and authorize the Chairman to execute the resolution setting the public hearing. **(Eric Landon, Growth Management)**

Resolution Number 2024-014

B.16. Set Public Hearing for street vacate SV1274 DeFelippo

- a. Set a public hearing on April 9, 2024, at 1:35 p.m. for SV1274 (aka SV-22-04), DeFelippo.
- b. Approve and authorize the Chairman to execute the resolution setting the public hearing. **(Eric Landon, Growth Management)**

Resolution Number 2024-015

B.17. Set Public Hearing for street vacate SV2023-00005 Anderson/Downs

- a. Set a public hearing on April 9, 2024, at 1:40 p.m. for SV2023-00005, Anderson Specialty Services for Downs.
- b. Approve and authorize the Chairman to execute the resolution setting the public hearing. **(Eric Landon, Growth Management)**

Resolution Number 2024-016

C. PROCLAMATIONS, AWARDS & PRESENTATIONS

Motion to approve items C1, C2, C3, and C4.

Prior to the vote, Board discussion ensued with County Attorney Denise A. Dymond Lyn regarding the vote results for item C on the new voting system.

RESULT: Adopted

MOVER: Ruthie Davis Schlabach

SECONDER: Jeff Kinnard D.C.

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

NAY: None

Following the vote, Deputy Clerk Amy Novinger provided clarification regarding the vote results in the Clerk's records.

C.1. Proclamation - Colorectal Cancer Awareness Month

Approve and authorize the Board to proclaim March, 2024, as Colorectal Cancer Awareness Month in Citrus County, Florida.

C.2. Proclamation - 22nd Annual March for Meals Month

Approve and authorize the Board to proclaim the 22nd Annual March for Meals month in Citrus County, Florida.

[Additional Information for Item C2](#)

C.3. Proclamation - EPA Fix A Leak Week

Approve and authorize the Board to execute a proclamation declaring the week of March 18-24, 2024 as "Fix a Leak Week" in Citrus County, Florida. (Ken Cheek, P.E., Water Resources Director)

C.4. Proclamation - National Athletic Training Month

Approve and authorize the Board to proclaim the month of March as National Athletic Training month in Citrus County, Florida.

D. OPEN TO THE PUBLIC

The following individuals addressed the Board on various issues:

Wendell Oakes

Joshua Bethea

Dr. Bruce Bryn

Kathy Bryn

Jesse Rumson

Janeen Eddie

Ross Fredericksen

Bo Kroon

Dr. Carmen Koubicek

James Joseph

Joy Wilson

Steven Schwartz

Janet Barek

Charlotte Opall

Commissioners responded to comments from the public.

Clerk's Note: This item was paused at 1:29 PM to go to time certain presentations and was resumed at 3:23 PM.

[Public Speaker Forms for Item D](#)

E. REGULAR BUSINESS

E.1. Bids

Motion to approve items E1a through E1h.

Citizen Janet Barek commented and the Commissioners responded to comments from Ms. Barek regarding 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](#)

E.1.a. PB 24-017 State of Florida Department of Transportation RFP-21-9019-CA Airport Pavement Markings Condition Assessment Services and/or Airport Pavement Marking and Related Services; Florida Airfield Maintenance, JV
Authorize and Approve the Chairman to execute the agreement between Citrus County, Florida and Florida Airfield Maintenance, JV to provide maintenance and remarking of runway/taxiways at the Inverness Airport. **(Carlton Hall, Public Works Assistant Director)**

E.1.b. ITB 24-034 Portable Litter Fences; Metta Technologies, Inc.

Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and Metta Technologies, Inc. for the purpose of purchasing eight portable litter fences. **(Marcello Tavernari, P.E., Public Works Director/ County Engineer).**

E.1.c. ITB 24-020 Lakes Region Library Interior Painting; Five 12 Painting & Remodeling LLC

Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and Five 12 Painting & Remodeling LLC for interior painting services at the Lakes Region Library. (**Eric Head, Community Services Director**).

E.1.d. ITB 24-016 Mowing and Trimming of Median/Curbed Roadways Groups 1 & 3; Gamco Properties III, Inc.

Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and Gamco Properties III, Inc. for the mowing and trimming of medians/curbed roadways with litter pick up in Groups 1 & 3. (**Marcello Tavernari, P.E., Public Works Director/County Engineer**)

E.1.e. ITB 23-083 Amendment No. 1; CR 480 to SWRWRF Force Main Extension; Art Walker Construction, Inc.

Authorize and Approve the Chairman to execute Amendment No. 1 to the Agreement between Citrus County, Florida and Art Walker Construction, Inc. to ratify the Amended Notice to Proceed changing the date of commencement of the Work to March 21, 2024, and the date for final completion to September 17, 2024. (**Ken Cheek, Director of Water Resources**)

E.1.f. AGR 21-170 Notice of Termination; EMS Billing Service Company; EMS Management & Consultants, Inc. (EMS/MC)

Approve and Authorize the Chairman to execute the Notice of Termination between Citrus County, Florida and EMS Management & Consultants, Inc. (EMS/MC) as of May 11, 2024. (**Erin Dohren, Management and Budget Director**)

E.1.g. PB 24-086 City of North Port #RFB 2019-70 Biosolids Hauling, Disposal and Backup Dewatering; Synagro South, LLC

Authorize and Approve the Chairman to execute the Agreement between Citrus County, Florida and Synagro South, LLC to provide biosolids hauling, disposal and backup dewatering on an as-needed basis. (**Ken Cheek, Director of Water Resources**)

E.1.h. ITB 23-076 East Turner Camp Road Guardrail and Roadside Improvements; C.W. Roberts Contracting, Incorporated

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Approve and authorize the Chairman to execute the Agreement between Citrus County, Florida and C.W. Roberts Contracting, Incorporated to provide construction of Turner Camp Road guardrail and roadside improvements at a cost of \$601,361.50 which includes a \$30,000 contingency amount. **(Marcello Tavernari, P.E., Public Works Director/County Engineer).**

E.2. Budget Transfers

Approve the budget transfer for the Housing, Utilities, Communication Services (2), Aviation CIP, Old Homosassa E. Septic/Sewer, Beverly Hills MSBU, Citrus Springs MSBU, Aviation, Utility Fee Trust, Solid Waste Management, Stormwater, Land Development, Code Compliance, Building, Detention Services, Capital Improvement Program, County Court Mediation, Parks & Recreation (2), Grounds Maintenance, Emergency Medical Service and Solid Waste CIP for fiscal year 2023-2024 **(Erin Dohren, Director Management & Budget)**

Motion to approve item E2.

RESULT: Adopted

MOVER: Jeff Kinnard D.C.

SECONDER: Diana Finegan

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 FEMA Hurricane Idalia budget, the Florida Department of Transportation Aviation Development, the Older American's Act – Title III B, the Older American's Act – Title III C-1, the Older American's Act – Title III C-2, the Older American's Act – Title III E grant budgets for fiscal year 2023-2024. **(Erin Dohren, Director Management & Budget)**

Motion to approve item E3.

RESULT: Adopted

MOVER: Ruthie Davis Schlabach

SECONDER: Jeff Kinnard D.C.

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

NAY: None

Resolution Number 2024-017

E.4. The Craftsmans Guild, Resolution and Lease Agreement

a. Discussion and consideration of a request from Craftsmans Guild, Inc., a Florida Not for Profit Corporation, to lease the building located on the property

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known as the Central Ridge Community Park, located at 52 Civic Circle, Beverly Hills, Florida, for the purpose of providing a fully equipped woodworking workshop for members to meet and complete individual woodworking projects.

b. Adopt and authorize the Chairman to execute a Resolution of the Board acknowledging the request from Craftsmans Guild, Inc., a Florida Not for Profit Corporation, to lease property owned by the County.

c. Approve and authorize the Chairman to execute the Lease Agreement for a period of three (3) calendar years, beginning April 1, 2024, through March 31, 2027, at a rate of \$1.00 per year. **(Eric Head, Community Services Director)**

Motion to approve item E4a, b, and c.

RESULT: Adopted

MOVER: Diana Finegan

SECONDER: Rebecca Bays

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

NAY: None

Resolution Number 2024-018

E.5. MFAAA/Elder Options General Revenue Grant Application for Funding Years 2024-2027

Adopt and authorize the Chairman to execute a resolution authorizing an application for funding, execution of the resulting contract, amendments and necessary documents for the Mid-Florida Area Agency on Aging dba Elder Options General Revenue ADI, CCE, HCE and LSP programs for the period effective July 1, 2024 through June 30, 2027. Year 1 funding is expected to be \$1,389,251. The required match is \$92,236 (Cash of \$37,500 is already budgeted in FY 24, and \$54,736 In-Kind). **(Eric Head, Community Services Director)**

Motion to approve item E5.

RESULT: Adopted

MOVER: Diana Finegan

SECONDER: Jeff Kinnard D.C.

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

NAY: None

Resolution Number 2024-019

E.6. Memorandum of Understanding Between The City of Crystal River, Florida and Citrus County, Florida for Multi-Use trail between Jim LeGrone Memorial Park and Fredrick W. Copeland Park

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- a. Approve and Authorize the Chairman to execute the Memorandum of Understanding between The City of Crystal River, Florida and Citrus County, Florida for the Multi-use trail between Jim LeGrone Memorial Park and Fredrick W. Copeland Park.
- b. Approve related budget transfers. **(Erin Dohren, Director of Management & Budget)**

Motion to approve item E6a and b.

Commissioner Ruthie Schlabach commented and clarification was provided by Management and Budget Director Erin Dohren to the Board at the request of County Administrator Steve Howard.

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

- E.7. Barge Canal Boat Ramp - BOCC consensus to initiate the process of establishing a local ordinance for a Boating Restricted Area idle speed & no wake zone within 300 feet of the proposed boat ramp at this location.**
Approve and authorize the process of establishing a local ordinance for a Boating Restricted Area idle speed and no wake zone within 300 feet of a boat ramp. **(Marcello Tavernari, P.E., Public Works Director/County Engineer)**

This item was pulled during the meeting.

[Additional Information for Item E7](#)

F. OUTSTANDING COMMISSION ITEMS

Update Outstanding Commissioners' List

County Administrator Steve Howard provided an updates on items 8 and 9.

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

G. COUNTY ADMINISTRATOR - STEVE L. HOWARD

G.1. Two (2) New Position Requests

Approve the creation of a full-time Intergovernmental Affairs Manager at pay grade 207 and a full-time Digital Media Coordinator at pay grade 202.

County Administrator Steve Howard provided the recommendation.

Motion to approve item G2.

The motion was amended to change the item number to G1.

Citizen Janet Barek commented.

Mr. Howard provided clarification to Second Vice Chair Diana Finegan and Commissioner Ruthie Schlabach, followed by Board discussion with Mr. Howard.

RESULT: Adopted

MOVER: Jeff Kinnard D.C.

SECONDER: Rebecca Bays

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

NAY: None

[Public Speaker Forms for Item G1](#)

H. PRESENTATIONS/PUBLIC HEARINGS

H.1. 1:30 p.m. 2024-10 Boat Ramp Fees Collection Audit

Presentation of the BOCC Boat Ramp Fees Collection Audit Report (**Angela Vick, Clerk of the Circuit Court & Comptroller**)

Clerk of the Circuit Court and Comptroller Angela Vick and Chief Audit Officer Robin Barclay recognized staff, provided the presentation, and responded to questions from the Board.

There was no action taken on this item.

H.2. 1:45 PM FY 24/25 Budget Development Presentation

Conduct Budget Presentation to receive direction regarding the development of the 2024/2025 budget. (**Erin Dohren, Management & Budget Director**)

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Management and Budget Director Erin Dohren provided the presentation and Ms. Dohren and Chief Information Officer Todd Dunn responded to questions from the Board, followed by Board discussion with Ms. Dohren and County Administrator Steve Howard.

The consensus of the Board was given to direct staff regarding the following fiscal year 2024/2025 budget development: Potential Budget Impacts (Additional Homestead Exemption, Voting Requirement for Millage Increase, Health Insurance Premium, Florida Retirement System, Sovereign Immunity Cap Legislation, Virtual Machine Licensing, Judicial Service Renovation, Clerk's Office Article V Funding, Business Tax, Save Our Homes); and Budget Development Guidelines (millage rates, millage adjustments, cost of living increase, and health insurance subsidy).

Ms. Dohren announced the following important dates: Capital Improvement Program (CIP) Workshop is scheduled for April 23, 2024; Preliminary Budget Hearings are scheduled for July 24, 2024; Tentative Budget Hearing is scheduled for September 5, 2024, at 5:01 PM; and Final Budget Hearing is scheduled for September 24, 2024, at 5:01 PM.

[Item H2 - Staff Final Budget Power Point](#)

[Additional Information for Item H2](#)

I. ADVISORY BOARD ANNOUNCEMENTS, NOMINATIONS & APPOINTMENTS

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

Nominate and appoint two (2) individuals to the Water and Wastewater Authority Board who will serve the following positions:

One (1) Lay Member - term expires on January 31, 2028

One (1) Alternate Member - term expires on January 31, 2025

(Cecilia Boehm, Executive Assistant II)

Motion to nominate and appoint Marilyn Krause, as the regular lay member, and Mark Headquist, as the alternate member, to the Water and Wastewater Authority Board.

Prior to the vote, Board discussion ensued.

RESULT: Adopted

MOVER: Holly L. Davis

SECONDER: Ruthie Davis Schlabach

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

NAY: None

J. COMMITTEE REPORTS FROM COMMISSIONERS

No items.

K. COMMISSIONER RUTHIE DAVIS SCHLABACH - DISTRICT 3

No items.

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

Commissioner Jeff Kinnard, D.C. discussed the Memorandum of Understanding with the City of Inverness for \$150,000, that the Tourist Development Council (TDC) voted in favor of on February 14, 2024, followed by Board discussion with County Administrator Steve Howard and County Attorney Denise A. Dymond Lyn.

The consensus of the Board was to give direction to the County Attorney to draft a Memorandum of Understanding and to give authorization for the Chair to discuss the plan at the TDC meeting tomorrow.

Commissioner Kinnard shared information regarding the annual hatchery releases.

[Item L1](#)

Clerk's Note: Item L1 was received after the agenda was published but was not added to the agenda.

M. 2ND VICE CHAIR DIANA FINEGAN - DISTRICT 2

No items.

N. 1ST VICE CHAIR REBECCA BAYS - DISTRICT 4

First Vice Chair Rebecca Bays discussed the Outstanding Commissioners' List.

O. CHAIR HOLLY L. DAVIS - DISTRICT 5

No items.

P. COUNTY ATTORNEY DENISE A. DYMOND LYN

No items.

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Q. OPEN TO THE PUBLIC

The following individuals addressed the Board on various issues:

Janet Barek

Joy Wilson

Steven Schwartz

Commissioner Ruthie Schlabach responded to comments from Ms. Wilson.

[Public Speaker Forms for Item Q](#)

R. UPCOMING MEETINGS

1. Regular Meeting, March 26, 2024, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
2. Regular Meeting, April 9, 2024, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
3. Regular Meeting, April 23, 2024, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450

S. UPCOMING WORKSHOPS AND SPECIAL MEETINGS

No items.

T. PUBLIC HEARINGS

No items.

U. ADJOURN

The meeting was adjourned at 05:17 PM.

[Proof of Publication](#)

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