



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

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

MINUTES

May 14, 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

May 14, 2024 Citrus County Courthouse
The meeting was called to order at 1:30 PM.

A.1. Invocation

Pastor Danny Slater, First Christian Church of Inverness led the Invocation.

A.2. Pledge of Allegiance

Frank Scarlata, a U.S. Army 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, Deputy Clerk Ashlyn Russ

Absent: Clerk of the Circuit Court and Comptroller Angela Vick

A.4. Approval of Agenda

County Administrator Steve Howard requested the addition of item C8 and submitted additional information for item E7.

Motion to approve item A4, the Agenda, with the additions.

RESULT: Adopted

MOVER: Rebecca Bays

SECONDER: Jeff Kinnard D.C.

Minutes

Board of County Commissioners Meeting - May 14, 2024

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

Minutes

B.1. Minutes of the Board of County Commissioners

Approve the following minutes of the Board of County Commissioners:
April 23, 2024 Regular Meeting
April 29, 2024 Budget Collaboration Session

Administration

No items.

Attorneys Office

No items.

Clerk

B.2. Disposal of Surplus Property

Approve donation of the following item from the inventory of the Citrus County Health Department to the Hernando County Health Department and the removal of the same item from the county's capital asset listing. Asset # 51526 - Exam Table

B.3. Clerk Records Disposition #2230

Minutes

Board of County Commissioners Meeting - May 14, 2024

Approve and authorize the Chairman to execute the Clerk's Records Disposition Documents #2230 for disposal of records that have met their assigned retention periods.

Community Services

No items.

Fire Services

No items.

Human Resources

B.4. Memorandum of Understanding (MOU) with the 5th Judicial Circuit State Attorney's Office.

Approve and authorize the Chairman to execute a Memorandum of Understanding (MOU) with Citrus County, Florida, and the 5th Judicial Circuit State Attorney's Office. **(June Randall, Human Resources Director).**

Management and Budget

No items.

Growth Management

B.5. RPLT2024-00002 Richie Subdivision

- a. Review RPLT2024-00002 (aka PLT-22-28), Richie 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)**

Public Works

B.6. Florida Express Environmental, LLC Security Bond Verification Certificate for Bond No. GM226709

Authorize Chairman to accept Verification Certificate for Great Midwest Insurance Company Bond No. GM226709 extending the period to May 25, 2025, and to be made part of Florida Express Environmental, LLC's Waste Disposal Account Agreement dated September 13, 2022. **(Marcello Tavernari, P.E., Public Works Director/County Engineer)**

B.7. Waste Management Security Bond Continuation Certificate for Bond No. 5010030

Authorize Chairman to accept Continuation Certificate for Bond Safeguard Insurance Company Security Bond No. 5010030 extending the period to May 11, 2025, and to be made a part of Waste Management Inc. of Florida's Waste Disposal Account Agreement dated September 9, 2022. **(Marcello Tavernari, P.E., Public Works Director/County Engineer)**

B.8. Resolutions - FDEP, FDOT & SWFWMD

Adopt and authorize the Chairman to execute Resolutions and Certificates of Incumbency and Authority on behalf of Citrus County for the Florida Department of Environmental Protection, the Florida Department of Transportation and Southwest Florida Water Management District. **(Marcello Tavernari, P.E., Public Works Director/County Engineer)**

Resolution Numbers 2024-034, 2024-035, and 2024-036

Systems Management

B.9. 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-0437 Animal Services **(Todd Dunn, Chief Information)**

B.10. 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-0436. **(Todd Dunn, Chief Information)**

Visitors and Convention Bureau

No items.

Water Resources

B.11. Release of Lien Water and Wastewater Utility Services - Howington

- a. 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 Frankie Howington.
- b. Authorize the Clerk to record Release of Lien in the Public Records of Citrus County, Florida. **(Ken Cheek, Water Resources Director, Bernadine Flood-Nichols, Utility Business Services Director)**

B.12. Release and Satisfaction of Lien Water and Wastewater Utility Services - Yarber

- a. Approve and authorize the Chairman to execute Release and Satisfaction of Lien filed by and on behalf of the Citrus County Municipal Service Benefit Unit for the following Connection Charge Installment Lien Agreements: Lester D. Yarber.
- b. Authorize the Clerk to record Release and Satisfaction of Lien in the Public Records of Citrus County, Florida. **(Ken Cheek, Water Resources Director, Bernadine Flood-Nichols, Utility Business Services Director)**

B.13. Release and Satisfaction of Lien Water and Wastewater Utility Services - Coelho

- a. Approve and authorize the Chairman to execute Release and Satisfaction of Lien filed by and on behalf of the Citrus County Municipal Service Benefit Unit for the following Connection Charge Installment Lien Agreements: John & Dorothy Coelho.
- b. Authorize the Clerk to record Release and Satisfaction of Lien in the Public Records of Citrus County, Florida. **(Ken Cheek, Water Resources Director, Bernadine Flood-Nichols, Utility Business Services Director)**

B.14. Release and Satisfaction of Lien Water and Wastewater Utility Services - Klements Inv

- a. Approve and authorize the Chairman to execute Release and Satisfaction of Lien filed by and on behalf of the Citrus County Municipal Service Benefit Unit for the following Connection Charge Installment Lien Agreements: Klement's Investment Properties, LLC.
- b. Authorize the Clerk to record Release and Satisfaction of Lien in the Public Records of Citrus County, Florida. **(Ken Cheek, Water Resources Director, Bernadine Flood-Nichols, Utility Business Services Director)**

B.15. Release and Satisfaction of Lien Water and Wastewater Utility Services - Means (2)

- a. Approve and authorize the Chairman to execute Release and Satisfaction of Lien filed by and on behalf of the Citrus County Municipal Service Benefit Unit for the following Connection Charge Installment Lien Agreements: Charles R Means & Loretta Means.
- b. Authorize the Clerk to record Release and Satisfaction of Lien in the Public Records of Citrus County, Florida. **(Ken Cheek, Water Resources Director, Bernadine Flood-Nichols, Utility Business Services Director)**

B.16. Release and Satisfaction of Lien Water and Wastewater Utility Services - Backes

- a. Approve and authorize the Chairman to execute Release and Satisfaction of Lien filed by and on behalf of the Citrus County Municipal Service Benefit Unit for the following Connection Charge Installment Lien Agreements: Joseph P Backes Jr.
- b. Authorize the Clerk to record Release and Satisfaction of Lien in the Public Records of Citrus County, Florida. **(Ken Cheek, Water Resources Director, Bernadine Flood-Nichols, Utility Business Services Director)**

B.17. Release and Satisfaction of Lien Water and Wastewater Utility Services - Sylvester

- a. 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 John Sylvester.
- b. Authorize the Clerk to record Release of Lien in the Public Records of Citrus County, Florida. **(Ken Cheek, Water Resources Director, Bernadine Flood-Nichols, Utility Business Services Director)**

B.18. Release and Satisfaction of Lien Water and Wastewater Utility Services - Kennedy

- a. Approve and authorize the Chairman to execute Release and Satisfaction of Lien filed by and on behalf of the Citrus County Municipal Service Benefit Unit for the following Connection Charge Installment Lien Agreements: Carmen Cherie Kennedy.
- b. Authorize the Clerk to record Release and Satisfaction of Lien in the Public Records of Citrus County, Florida. **(Ken Cheek, Water Resources Director, Bernadine Flood-Nichols, Utility Business Services Director)**

B.19. Connection Charge Installment Lien Agreement - Parker

- 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 Kristen J Parker; F/K/A Kristen J Otero.
- 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).**

B.20. Connection Charge Installment Lien Agreement - McDonnell

- 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 Sean P. McDonnell.
- 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).**

B.21. Connection Charge Installment Lien Agreement - McCollum

- 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 Priscilla S. McCollum.
- 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

C. PROCLAMATIONS, AWARDS & PRESENTATIONS

Motion to approve items C1 through 8.

RESULT: Adopted

MOVER: Diana Finegan

SECONDER: Davis Schlabach

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

NAY: None

Minutes

Board of County Commissioners Meeting - May 14, 2024

C.1. Proclamation - National Abduction Awareness Week

Approve and authorize the Board to execute a proclamation for National Abduction Awareness Week.

C.2. Proclamation - National Emergency Medical Services (EMS) Week

Approve and authorize the Board to execute a Proclamation declaring May 19 - May 25, 2024, as National Emergency Medical Services (EMS) Week in Citrus County, Florida.

C.3. Proclamation - Girl Scouts Medal of Honor, Elizabeth Fiore

Approve and authorize the Board to recognize and celebrate the awarding of the Girls Scout Medal of Honor to Elizabeth Fiore

C.4. Proclamation - Memorial Day, National Day of Mourning

Approve and authorize the Board to proclaim May 27, 2024, to honor our fallen soldiers and memorialize the veterans who made the ultimate sacrifice for their country.

C.5. Proclamation - Mental Health Month in Citrus County

Approve and authorize the Board to Proclaim May as Mental Health Month in Citrus County, Florida.

C.6. Proclamation - Water Safety

Approve and authorize the Board to proclaim Water Safety Month in Citrus County, Florida.

C.7. Proclamation -- A Tribute to American WWII Veteran

Approve and authorize the Board to recognize U.S. Veteran Sgt. Ernest Scango to receive the highest French distinction award, the French Legion of Honor.

C.8. Proclamation -- International Beef Month

Approve and authorize the Board to proclaim the month of May 2024 as International Beef Month in Citrus County, Florida.

Minutes

Board of County Commissioners Meeting - May 14, 2024

[Additional Item C8](#)

This item was received after the agenda was published.

D. OPEN TO THE PUBLIC

The following individuals addressed the Board on various issues:

Bob Rutemiller, representing TOO FAR Water & Natural Resource Foundation

Robert Croft, President of Citrus County Historical Society

Ken Marotte, Vice President of the Citrus County Historical Society

Patty Adams

Dr. Carmen Koubicek

Steven Schwartz

Janet Barek

Citrus County Sheriff Mike Prendergast

Commissioners responded to comments from the public.

[Public Speaker Forms for Item D](#)

[Additional Information for Item D - Submitted by Bob Rutemiller](#)

[Additional Information for Item D - Submitted by Robert Croft](#)

E. REGULAR BUSINESS

E.1. Bids

Motion to approve items E1a through o.

Citizen Janet Barek commented.

RESULT: Adopted

MOVER: Jeff Kinnard D.C.

SECONDER: Diana Finegan

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

NAY: None

[Public Speaker Form for Item E1](#)

**E.1.a. SGS 21-075 Amendment No. 1; Satellite Imaging Water Leak Detection;
Utilis, Inc**

Minutes

Board of County Commissioners Meeting - May 14, 2024

Approve and Authorize the Chairman to execute Amendment No. 1 to the Agreement between Citrus County, Florida and Utilis, Inc. to extend the duration of the Agreement to May 24, 2027. **(Ken Cheek, Water Resources Director)**

E.1.b. RFP 24-015 Hazardous Household Waste Collection, Transportation, & Disposal Services; Clean Harbors Environmental Services, Inc.

Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and Clean Harbors Environmental Services, Inc. for the purpose of Hazardous Household Waste Collection, Transportation, & Disposal Services. **(Marcello Tavernari, P.E., Public Works Director/ County Engineer)**.

E.1.c. RFQ 24-061 Residential Construction/Rehabilitation General Contractors- Qualified Contractor List of Continuing Services for SHIP, CDBG NSP and HUD; Multiple Contractors Awarded

Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and Donle Enterprises, Inc., between Citrus County, Florida and New Roots Construction Inc., between Citrus County, Florida and Patriot Response Group, LLC, between Citrus County, Florida and S. Culp Enterprises, Inc. dba Property Services GC, between Citrus County, Florida and Builder Boys of Inverness Inc. and between Citrus County, Florida and Lewis Brothers, Inc. for the Residential Construction/Rehabilitation General Contractors Qualified Contractor List of Continuing Services. **(Eric Head, Community Services Director)**

E.1.d. ITB 22-076 Amendment No. 3; Business Industrial Park at Inverness Airport; Commercial Industrial Corp.

Approve and Authorize the Chairman to execute Amendment No. 3 to the Agreement between Citrus County, Florida and Commercial Industrial Corp., to extend the date for final completion to May 31, 2024. **(Carlton Hall, Assistant Director Public Works/Marcello Tavernari, P.E., Director of Public Works/County Engineer)**

E.1.e. ITB 24-084 Mowing for the Fire Training Center, Fire Stations, and Well Sites; Paff Services, LLC

Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and Paff Services, LLC for the mowing of the Fire Training Center, Fire Stations and Well Sites. **(Craig Stevens, Fire Chief)**.

E.1.f. ITB 24-011 (RE-BID) Brentwood Wastewater Treatment Facility Upgrades Project; L7 Construction, Inc.

Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and L7 Construction, Inc. for the Brentwood Wastewater Treatment Facility Upgrades Project. **(Ken Cheek, Director of Water Resources)**

E.1.g. ITB 24-076 REBID Citrus County Central Landfill Leachate Tank Lining; Razorback LLC

a. Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and Razorback LLC for the purpose of repairing and re-coating the lining of the two Leachate tanks at the Citrus County Central Landfill.

b. Approve the transfer of the savings of \$630,000 excess money to other non-budgeted projects throughout the Solid Waste Management Division. **(Marcello Tavernari, P.E., Public Works Director/County Engineer)**.

E.1.h. RFQ 21-136 Work Authorization; Professional Services and Consulting Services for the Proposed Homosassa Springs Septic Phase Out Project; Jones, Edmunds & Associates, Inc.

Approve and Authorize the Chairman to execute a Work Authorization between Citrus County, Florida and Jones, Edmunds & Associates, Inc. for the Old Homosassa Rooks-Cedar Lakes Mobile Home and RV Park Sewer Interconnection Project at a cost of \$269,900. **(Ken Cheek, Director of Water Resources)**

E.1.i. ITB 22-044 Notice of Termination; Rebid Contract Mowing District 11; MWM Lawn and Landscape, LLC

Approve and Authorize the Chairman to execute the Notice of Termination between Citrus County, Florida and MWM Lawn and Landscape, LLC as of June 13, 2024. **(Marcello Tavernari, P.E., Director of Public Works, County Engineer)**

E.1.j. RFP 21-050 Work Authorization; General Contractor-Construction Continuing Services; Stokes Construction & Maintenance, LLC

a. Approve and Authorize the Chairman to execute a Work Authorization between Citrus County, Florida and Stokes Construction & Maintenance, LLC for the purchase and installation of the Fire Services generator at a cost of \$167,300.

b. Approve the Related Budget Transfer.
(Chief Craig Stevens, Fire Services)

E.1.k. ITB 22-030 Notice of Termination; Contract Mowing and Trimming of Median/Curbed Roadways with Litter Pickup (Sections G & M); MWM Lawn and Landscape, LLC

Approve and Authorize the Chairman to execute the Notice of Termination between Citrus County, Florida and MWM Lawn and Landscape, LLC as of June 13, 2024. **(Marcello Tavernari, P.E., Director of Public Works/County Engineer)**

E.1.l. RFP 20-043 Amendment No. 3 and Business Associate Agreement; Third Party Claims Administration; Davies Claims North America, Inc. f/k/a Johns Eastern Company Inc.

a. Approve and Authorize the Chairman to execute Amendment No. 3 to the Agreement between Citrus County, Florida and Davies Claims North America, Inc. f/k/a Johns Eastern Company, Inc.

b. Approve and Authorize the Chairman to execute the Business Associate Agreement between Citrus County, Florida and Davies Claims North America, Inc. f/k/a Johns Eastern Company, Inc. **(Erin Dohren, Director of Management & Budget)**

E.1.m. AGR 20-046 Amendment No. 3; Save Crystal River-Kings Bay Restoration Project; Save Crystal River, Inc.

Approve and Authorize the Chairman to execute Amendment No. 3 to the Agreement between Citrus County, Florida and Save Crystal River, Inc. to extend the duration of the Agreement to June 11, 2025. **(Marcello Tavernari, P.E., Director of Public Works/County Engineer)**

E.1.n. ITB 24-095 REBID Mowing & Trimming of Median/Curbed Roadways, Zone 2; Calloway & Clark Enterprises LLC

Approve and Authorize the Chairman to execute the Agreement between Citrus County, Florida and Calloway & Clark Enterprises LLC for the mowing and trimming of medians/curbed roadways with litter pick up in Group 2. **(Marcello Tavernari, P.E., Public Works Director/County Engineer)**

E.1.o. RFQ 21-095 Work Authorization; Professional Services-Continuing Service Contract for Engineering-INF Design of 12,000 Sq. Ft. Corporate Box Hangar, and related Taxilane and Apron; Infrastructure Consulting & Engineering, PLLC, LLC.

Minutes

Board of County Commissioners Meeting - May 14, 2024

Approve and Authorize the Chairman to execute a Work Authorization between Citrus County, Florida, and Infrastructure Consulting & Engineering, PLLC for the design, permitting, construction documents, and bidding for a 12,000 sq. ft. Corporate Hangar, and related Taxilane and Apron at the Inverness Airport, at a total cost of \$347,644.09. **(Marcello Tavernari, P.E., Public Works Director/County Engineer)**

E.2. Budget Transfers

Approve the budget transfers for Housing Services (3), Library Services, Support Services, Citrus Springs MSBU, General Fund CIP, Road Maintenance, WRWSA Renewal & Replacement, American Rescue Plan Grant, Supervisor of Elections, Water Connection Fees, SCOP CR39A, Technical Services, Stormwater, Aviation, SCOP CR39 and Utilities (2), for fiscal year 2023-2024 **(Erin Dohren, Director Management & Budget)**

Motion to approve E2.

RESULT: Adopted

MOVER: Diana Finegan

SECONDER: Ruthie Davis Schlabach

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 Florida Department of Environmental Protection (FDEP) grant, Land Development and State Housing Initiatives Partnership (SHIP) grant budgets for fiscal year 2023-2024. **(Erin Dohren, Director Management & Budget)**

Motion to approve E3.

RESULT: Adopted

MOVER: Ruthie Davis Schlabach

SECONDER: Diana Finegan

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

NAY: None

Resolution Number 2024-037

E.4. Forest Ridge Blvd. and C.R. 491 Intersection Corrective Access Easement and Maintenance Agreements

a. Approve and Authorize the Chairman to execute two Corrective Access Easement and Maintenance Agreements between Citrus County, Florida, and Tuscany Ranch 491, LLC., and Tuscany Ranch Partners II, LLC. (The terms remain the same.)

- b. Authorize the Clerk to place the acceptance stamp on the agreements and record them in the Public Records of Citrus County, Florida. **(Marcello Tavernari, P.E., Director of Public Works / County Engineer / Walt Eastmond, Technical Services Director)**

Motion to approve item E4a and b.

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

E.5. Proposed Homosassa Phase 5 Sewer Project Assessment Area – Acceptance of Perpetual Utility & Access Easement(s)

- a. Authorize the Chairman to accept the Perpetual Utility and Access Easement from property owner(s) in the Proposed Homosassa Phase 5 Sewer Project Assessment Area to allow installation of the central sewer system, as part of the Homosassa Septic to Sewer Project.
- b. Authorize the Clerk of the Board to place Board of County Commissioner's acceptance stamp on the Perpetual Utility and Access Easement attached and record the easement and associated documents in the Public Records of Citrus County, Florida. **(Marcello Tavernari, PE, Dir of Public Works & County Engineer/Ken Cheek, P.E., Dir of Water Resources)**

Motion to approve item E5a and b.

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

E.6. Acceptance of a Perpetual, Non-Exclusive Utility and Access Easement from Play Ball FL, LLC (Glory Days Grille).

- a. Approve and authorize the Chairman to accept a Perpetual, Non-Exclusive Utility and Access Easement from Play Ball FL, LLC (Glory Days Grille). This easement shall be for, but not limited to, the purposes of reading and maintaining a potable water meter and the right of ingress and egress to same.
- b. Authorize Clerk to place the acceptance stamp on the easement and record it in the Public Records of Citrus County, Florida. **(Marcello Tavernari, P.E. Public Works Director/County Engineer - Ken Cheek, Water Resources Director)**

Motion to approve item E6a and b.

RESULT: Adopted

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

E.7. Transportation Disadvantaged Trip & Equipment Grant Application

- a. The Chairman, or 1st Vice Chairman, respectively, of the Board of County Commissioners of Citrus County, Florida, authorizes the Transit Services Director to sign and submit the application to the Florida Commission for the Transportation Disadvantaged Trip and Equipment Grant for SFY 2025 in the amount of \$715,662 with a required county match of \$71,561.
- b. The Chairman, or 1st Vice Chairman, respectively, of the Board of County Commissioners of Citrus County, Florida is authorized to sign the resulting contract with the Florida Commission for the Transportation Disadvantaged as required to obtain funding from the Florida Commission for the Transportation Disadvantaged for SFY 2025.
- c. The Chairman or Vice Chairman, respectively, is authorized to sign and submit the amendments to the application and/or executed contract, as necessary, after review by the County Attorney, without the need to bring the amendments before the Board of County Commissioners of Citrus County, Florida. **(Eric Head, Community Services Director).**

Motion to approve item E7a, b, and c.

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

Resolution Number 2024-038

[Additional Information for Item E7](#)

Additional information was submitted during this meeting.

E.8. 2nd Amendment to North Citrus Withlacoochee River Watershed Mgmt. Plan Agreement (N891)

Staff requests Board approval and authorization for the Chairman to execute the 2nd Amendment to the Agreement between the Southwest Florida Water Management District (SWFWMD) and Citrus County for the North Citrus Withlacoochee River Watershed Mgmt. Plan (N891). **(Marcello Tavernari, P.E., Public Works Director/County Engineer, Walt Eastmond, Technical Services Director)**

Motion to approve item E8.

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

E.9. Clear Channel Outdoor, LLC a Florida Limited Liability Company Sign Lease Agreement

Approve and authorize the Chairman to execute the Sign Lease Agreement between Citrus County, Florida, a political subdivision of the State of Florida and Clear Channel Outdoor LLC, a Florida Limited Liability Company for the premises located at 1473 N. Lecanto Hwy, Lecanto at the rate of \$650.00 per year. **(Marcello Tavernari, PE, Dir of Public Works & County Engineer/Walt Eastmond, Dir of Technical Services)**

Second Vice Chair Diana Finegan made a motion to deny item E9, which was seconded by Commissioner Jeff Kinnard, D.C.

Second Vice Chair Diana Finegan commented, followed by Board discussion.

Public Works Director Marcello Tavernari and County Attorney Denise A. Dymond Lyn responded to questions from the Board.

Motion and second were rescinded.

Motion to table item E9 until the next meeting.

Board discussion with Ms. Lyn prior to the vote.

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

E.10. Declaration of County Owned Residential Properties as Surplus and Accept Offer

- a. Approve the declaration of residential properties: NE 50 ft of Lot 7, Blk 15, Town of Homosassa, as surplus and authorize Land Section to proceed with the sale of said properties pursuant to Florida Statute 125.35, Chapter 2, Article IV.I of the Citrus County Code and Administrative Regulation 8.03-2.
- b. Approve the Purchase and Sale agreement with Gregory W. Greene and authorize Chairman to execute the same.
- c. Authorize staff to execute all other documents related to the closing of the property, with the exception of recordable documents; approve and authorize payment of related closing costs associated with these property acquisitions.

Minutes

Board of County Commissioners Meeting - May 14, 2024

- d. Approve and authorize Chairman to sign subsequent County Deed for the properties after the County Attorney has reviewed them.
- e. Authorize the Clerk to record said County Deed in the Public Records of Citrus County, Florida upon staff's receipt of payment.
- f. Authorize staff to deliver deed once the deed has been recorded in the Public Record.
- g. Authorize staff to earmark proceeds for infrastructure unless any of said properties were purchased with designated or restricted revenue. **(Marcello Tavernari, P.E., Director of Public Works and County Engineer/Walt Eastmond, Director of Technical Services)**

Motion to approve item E10a through g.

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

E.11. 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. **(Marcello Tavernari, P.E., Director of Public Works and County Engineer/Eric Head, Director of Community Services)**

Motion to approve E11.

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

E.12. Release of Retainage ITB 22-096 Northwest Quadrant Watermain Extension Project

Accept the completed IT 22-096 Northwest Quadrant Watermain Extension Project and approve the release of retainage in the amount of \$235,895.10 to Amici Engineering Contractors LLC. **(Ken Cheeck, Warer Resources Director)**

Motion to approve E12.

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

NAY: None

E.13. LPA0410 Old Homosassa North Septic to Sewer DEP Grant

Approve and Authorize BOCC Chairman to execute grant contract LPA 0410 between Citrus County, Florida and FDEP for the Old Homosassa North Septic to Sewer Project. **(Ken Cheek, Water Resources Director, Leonard Brown, Water Resources Project Manager)**

Motion to approve item E13.

Commissioner Ruth Schlabach and Chair Holly Davis recognized Water Resources Director Ken Cheek.

RESULT: Adopted

MOVER: Diana Finegan

SECONDER: Jeff Kinnard D.C.

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

NAY: None

E.14. 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, 2024.
- 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 of \$2,070,169.
- c. Approve related Budget Transfer from the insurance trust account for non-enterprise departments, in the amount of \$27,636. **(Erin Dohren, Management & Budget Director)**

Motion to approve item E14a through c.

RESULT: Adopted

MOVER: Diana Finegan

SECONDER: Jeff Kinnard D.C.

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

NAY: None

E.15. Citrus County Airports' Financial Analysis Study

Board approval and vote on each of the following recommended actions for the County's Airport Financial Analysis Study:

1. Preserve & enhance airport facilities by continuing to pursue grants for airfield and economic development improvements.
2. Enhance operational performance by adding a Aviation Director and

Minutes

Board of County Commissioners Meeting - May 14, 2024

supporting staff to establish & maintain a stronger county presence at both airports.

3. Enhance financial performance by adjusting accounting system to allocate airport expenses by establishing an airport enterprise fund separately for each airport.
4. Enhance financial performance by obtaining updated appraisals for Inverness & Crystal River airports.
5. Enhance financial performance by establishing County airport rates and charges for Inverness & Crystal River, to include annual adjustments based on flat percentage vs an Consumer Pricing Index.
6. Enhance financial performance by establishing a consistent airport lease/agreement that follows County policy.
7. Enhance financial performance by renegotiating Fixed Base Operator leases to approach Fair Market Value based on appraisals performed.
8. Enhance financial performance by adding an airport financial assistant to manage revenues, expenses, grants, etc.
9. Enhance financial performance by having the County assume all authority related to airport leases.
10. Establish/Enhance Policy Guiding Documents for enhancing governance of Inverness & Crystal River airports by establishing airport rules, regulations, policy manuals, and Standard Operating Procedures.
11. Establish/Enhance Policy Guiding Documents for enhancing governance of Inverness & Crystal River airport by reviewing & amending minimum design, construction, and safety standards.
12. Establish/Enhance Policy Guiding Documents for enhancing governance of Inverness & Crystal River by consolidating various airport policies, procedures, & practices into a cohesive document (ex., General Provisions).
13. Establish/Enhance Policy Guiding Documents for enhancing governance of Inverness & Crystal River airports by updating Airport Advisory Board (AAB) By-Laws.
14. Establish/Enhance Policy Guiding Documents for enhancing governance of Inverness & Crystal River by improving communications among BOCC, AAB, staff, tenants & community through use of BOCC Workshops, Committee Meetings, County held aviation events, FAA FAST Meetings, etc.
15. Prepare & promote aeronautical/non-aeronautical property for attracting new businesses by establishing a marketing plan for Airport Business Park.
16. Prepare & promote aeronautical/non-aeronautical property for attracting new businesses by creating a comprehensive development guide as resource, for prospective long-term leaseholders and establishing a development zone for each airport.
17. Prepare & promote aeronautical/non-aeronautical property by updating the County's lease/hangar pre-qualifying list, to include proof of ownership, insurance, and a deposit.
18. Prepare & promote aeronautical/non-aeronautical property by establishing Invitation to Negotiate policy document for marketing and managing airport commercial properties development for future tenant prospects.
19. Prepare & promote aeronautical/non-aeronautical property by re-evaluating vacant property near both airports with emphasis on non-aeronautical

Minutes

Board of County Commissioners Meeting - May 14, 2024

development (formal area/outside Business Park).

20. Prepare & promote aeronautical/non-aeronautical property by establishing County airports Property Development Guidelines.

(Carlton Hall, Public Works, Assistant Director, Todd Regan, Aviation Project Manager)

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

At the request of the commissioners, Daniel Elsea, of Infrastructure Consultant and Engineering (ICE), responded to questions from the Board.

First Vice Chair Rebecca Bays made a motion to have staff move forward with item E15, numbers 1, 3, and 4, which was seconded by Chair Holly Davis.

Board discussion ensued with Mr. Howard, Mr. Elsea, and Ms. Lyn.

The motion and second were rescinded.

Motion to approve item E15: Staff to move forward with items 1, 3, 4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, and 20; and seek outside Federal Aviation Administration (FAA) legal counsel.

The following individuals addressed the Board: Bob Rutemiller; Heiko Kallenbach, on behalf of the Aviation Advisory Board; Alonda McCarty; Andrew Chan, with Right Rudder Aviation; and James Chen, with Crystal Aero Group.

*Prior to the vote: Commissioners responded to comments from the public; Deputy Clerk Amy Novinger requested clarification of the motion; and **Consensus of the Board was given to direct staff to schedule another public workshop.***

RESULT: Adopted

MOVER: Rebecca Bays

SECONDER: Ruthie Davis Schlabach

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

NAY: None

[Public Speaker Forms for Item E15](#)

E.16. TDC Request for Unbudgeted Out-of-State Travel - STS Marketing College

Approve the Tourist Development Council's unanimous recommendation to send 2 staffers to the Southeast Tourism Society (STS) Marketing College happening June 2-7, 2024 in Macon, GA. **(Auviss Cole, Tourism Director, Visitors & Convention Bureau)**

Motion to approve E16.

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

E.17. TDC Request for Zartico Research Management

- a. Approve the Tourist Development Council's unanimous recommendation to fund the Zartico research management with Miles Partnership.
- b. Approve related budget transfer. **(Auviss Cole, Tourism Director. Visitor & Convention Bureau).**

Motion to approve E17a and b.

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

E.18. Set a Public Hearing on an Ordinance Pertaining to Law Enforcement Taxing District

Set a Public Hearing on June 11, 2024, at 1:35 PM on an ordinance of Citrus County, Florida adding Chapter 90, Article XXVII, entitled Law Enforcement Taxing District Ordinance to the Citrus County Code of Ordinances; providing for severability, providing for codification and inclusion into the code: providing for modifications that may arise at public hearing: providing for repeal of inconsistent provisions: and providing an effective date. **(Erin Dohren, Management & Budget Director)**

Motion to approve E18.

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

E.19. Propose to consider moving May 28 BOCC meeting

- Vote and approve one of the following options:
- a. Move the May 28 BOCC meeting to the week of June 3rd, (The Board Chamber is unavailable on June 3 & June 4).
- OR**
- b. Keep the May 28th BOCC meeting.

Motion was made by Commissioner Jeff Kinnard, D.C. to approve item E19a, to move the May 28th, 2024 BOCC meeting to June 5th, 2024 and seconded by First Vice Chair Rebecca Bays.

Board discussion ensued with County Administrator Steve Howard.

Motion and second were rescinded.

Motion to approve item E19b, to keep the May 28th, 2024 BOCC Board meeting.

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

F. OUTSTANDING COMMISSION ITEMS

Special Projects Manager Veronica Kampschroer demonstrated the Outstanding Commission Items on the County public portal and responded to questions from the Board.

Motion to remove the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSAA) Grant Funding and Inverness Village Unit 4 (IV4) from the Outstanding Commission Items list.

Citizen Janet Barek commented.

Chair Holly Davis commented prior to the vote.

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

[Public Speaker Form for Item F](#)

G. COUNTY ADMINISTRATOR - STEVE L. HOWARD

G.1. Confirmation of Economic Development Director, Steve Baham

Minutes

Board of County Commissioners Meeting - May 14, 2024

Confirmation of the appointment of Steve Baham as the Economic Development Director effective May 14, 2024. **(June Randall, Human Resources Director)**.

County Administrator Steve Howard provided the recommendation.

Motion to approve item G1.

Deputy Clerk Amy Novinger requested clarification of the motion.

Motion was amended to be effective May 28, 2024.

RESULT: Adopted

MOVER: Jeff Kinnard D.C.

SECONDER: Diana Finegan

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

NAY: None

G.2. Approve part-time Operator II position

Approve and authorize the creation of a part-time Operator II position at pay grade 110U. **(Ken Check, Water Resources Director)**.

Motion to approve item G2.

RESULT: Adopted

MOVER: Diana Finegan

SECONDER: Jeff Kinnard D.C.

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

NAY: None

G.3. New Position Request - Grant Mitigation

a. Approve the addition of the Housing Mitigation Grant Specialist at pay grade 110.

b. Approve related budget transfer. **(Eric Head, Community Resources Director, Michelle Alford, Housing Director)**.

Motion to approve item G3a and b.

Second Vice Chair Diana Finegan commented prior to the vote.

RESULT: Adopted

MOVER: Jeff Kinnard D.C.

SECONDER: Rebecca Bays

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

NAY: None

G.4. Agenda Software Update

Minutes

Board of County Commissioners Meeting - May 14, 2024

Informational Only, update by Veronica Kampschroer, Special Projects Manager

Special Projects Manager Veronica Kampschroer provided the presentation.

There was no action taken on this item.

H. PRESENTATIONS/PUBLIC HEARINGS

H.1. 1:30 p.m. Presentation - Legislative Wrap-Up from Sunrise Consulting Group: Gene McGee, Shawn Foster & Andrew Kalel

1:30 p.m. Presentation - Legislative Wrap-Up from Sunrise Consulting Group:
Gene McGee, Shawn Foster & Andrew Kalel

Gene McGee, Shawn Foster, and Andrew Kalel, Partners with Sunrise Consulting Group, provided the presentation and responded to questions from the Board.

There was no action taken on this item.

[Item H1 Power Point](#)

H.2. 1:45 p.m. Citrus County Sheriff's Office, COPS Grant

Approve the Sheriff's request to apply for the FY24 COPS Hiring Program grant.

Sheriff Mike Prendergast provided the recommendation and Sheriff Prendergast, Colonel Elena Vitt, and Sheriff's Office Senior Accountant Jennifer Saredy responded to questions from the Board.

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

There was no action taken on this item.

I. ADVISORY BOARD ANNOUNCEMENTS, NOMINATIONS & APPOINTMENTS

I.1. Beverly Hills Advisory Council - Accept resignation with regret and announce vacancy.

Accept with regret the resignation of Donald Slough from the Beverly Hills Advisory Council, effective April 7, 2024.

The Beverly Hills Advisory Council requests that the BOCC announce that a regular member position is available and applications will be received in the

Minutes

Board of County Commissioners Meeting - May 14, 2024

County Administrator's Office. The current membership term expires January 31, 2025.

Executive Administrator to the Board Cheryl Stanton provided the announcements.

Commissioner Ruthie Schlabach recognized Donald Slough.

J. COMMITTEE REPORTS FROM COMMISSIONERS

Chair Holly Davis shared information from the Medical Examiners Board and Citrus County Community Charitable Foundation (CCCCF) Board meetings, and announced the Tourist Development Council (TDC) / Citrus County partners inaugural event at the Monkey Bar tomorrow from 8:30 AM to 10 AM on Wednesday, May 15, 2024.

Board discussion ensued.

K. COMMISSIONER RUTHIE DAVIS SCHLABACH - DISTRICT 3

No items.

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

No items.

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

No items.

P. COUNTY ATTORNEY DENISE A. DYMOND LYN

No items.

Q. OPEN TO THE PUBLIC

Minutes

Board of County Commissioners Meeting - May 14, 2024

No items.

R. UPCOMING MEETINGS

1. Regular Meeting, May 28, 2024, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
2. Regular Meeting, June 11, 2024, at 1:00 PM, Citrus County Courthouse, Room 100, 110 N. Apopka Avenue, Inverness, FL 34450
3. Regular Meeting, July 9, 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 5:41 PM.

[Proof of Publication](#)