

**REGULAR MEETING  
LEVY COUNTY BOARD OF COUNTY COMMISSIONERS  
DECEMBER 02, 2025**

The Regular Meeting of the Board of County Commissioners was held on December 02, 2025 at 9:00 A.M. in the BoCC Meeting Room at the Levy County Government Center.

**CALL TO ORDER:** Madam Chair Mills called the Meeting to order at 9:00 A.M.

**INVOCATION:** Given by Comm. Hiers

**PLEDGE OF ALLEGIANCE:** Led by Comm. Hodge

**ROLL CALL:**

**COMMISSIONERS PRESENT:**

Madam Chair, Comm. Desiree Mills  
Vice Chair, Comm. Tim Hodge  
Comm. Charlie Kennedy  
Comm. Johnny Hiers  
*Absent* - Comm. Rock Meeks

**ALSO PRESENT:**

County Manager – Mary-Ellen Harper  
Legal Counsel - NGN Attorney, Heather Encinosa

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**APPROVAL OF AGENDA:**

● **Action Taken:**

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|----------------|-----------------------------------|
| ○ Amendments:  | No changes                        |
| ○ Motion       | Comm. Kennedy motioned to approve |
| ○ Second       | Comm. Hodge                       |
| ○ Vote Outcome | 5-0 motion passes                 |
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## RECOGNIZE ELECTED OFFICIALS/MUNICIPALTY REPRESENTATION:

- City of Williston, City Manager Sue Beaudet
  - New Winn-Dixie to open Saturday 7:30am (Ribbon Cutting), Christmas Parade is at 5:00PM and Winter Wonderland - Light-Up Williston (6:30-8:30pm) to follow the parade

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## PUBLIC COMMENT: *(Audio 4:40)*

- **Speaker One:** Maria Wise (Morriston)- Addressed Comprehensive Plan needing to represent maintaining the rural character we love in Levy County.
- **Speaker Two:** Steve McMillen (Williston)- Having issues with the submittal fees of subdivisions and its driving costs up from \$500 to \$4,210 and some clients cannot afford the submittals and everything else on top of that. Requested consideration for lowering the fees to help get these projects moving. Lot splits have gotten more smooth but the final product is not producing a parcel number for the customer/resident. Wants county to address this issue and find a fix for the residents of Levy County.
- **Speaker Three:** JD Holmes (Bronson) Wanted to bring awareness about Shell Mound and the need for improvements on facilities and not waiting on the grants to come in. Talked about, in the future, naming the facility after his Grandfather, Donald Holmes, but with the facility in bad condition he can't see putting anyone's name on it.
- **Speaker Four:** Diane Marchand (Williston) Has concerns about policies procedures and transparency at Levy County Animal Services. Covered different cases she has been following up on.

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## BUSINESS OR INFORMATIONAL ITEMS:

### 1. ADOPT RESOLUTION NO. 2025-73: A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEVY COUNTY, FLORIDA, AUTHORIZING THE EXECUTION AND SUBMISSION OF AN APPLICATION FOR A CAPITAL ASSISTANCE GRANT UNDER 49 U.S.C. SECTION 5339 GRANT FROM THE STATE OF FLORIDA, THE FLORIDA DEPARTMENT OF TRANSPORTATION; PROVIDING CERTAIN RECITALS; PROVIDING FOR CONFLICTS AND SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

*(Audio 21:51)*

- **Presenter:** Connie Conley/Community Services Division Director
- **Discussion:** 49 U.S.C. Section 5339, Capital Assistance Grant – Transit Vehicle \$168,337.00. Vehicles that are both 5 years of age and over 200,000 miles can be considered for replacement or put into a reserve as a backup vehicle. This vehicle will be placed into the reserve.
- **Action:**
  - Motion: Comm. Kennedy motioned to approve
  - Second: Comm. Hiers
  - Vote Outcome: 4-0 approved

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**2. ADOPT RESOLUTION NO. 2025-70: A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEVY COUNTY, FLORIDA, AUTHORIZING THE EXECUTION AND SUBMISSION OF AN APPLICATION FOR AN OPERATING ASSISTANCE GRANT UNDER 49 U.S.C. SECTION 5311 (FORMULA GRANTS FOR RURAL AREAS); FROM THE STATE OF FLORIDA, THE FLORIDA DEPARTMENT OF TRANSPORTATION; PROVIDING CERTAIN RECITALS; PROVIDING FOR CONFLICTS AND SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.** *(Audio 22:40)*

- **Presenter:** Connie Conley/Community Services Division Director
- **Discussion:** 49 U.S.C. Section 5311, Operating Assistance Grant. Requesting operational funding in the amount of \$1,002,301.00. Reimbursable at 50% with a 50% match. The reimbursable amount is \$501,150.50.
- **Action:**
  - Motion: Comm. Hiers motioned to approve
  - Second: Comm. Hodge
  - Vote Outcome: 4-0 approved

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**3. Approve the job description for the County Attorney and set the salary range.** *(Audio 23:30)*

- **Presenter:** Mary-Ellen Harper, County Manager
- **Discussion:** Direction of BoCC for advertising for in-house counsel. The County Manager requested direction for salary range and what the BoCC would like to do. Current description of the job was accepted and setting a salary range of \$100-175,000 plus normal county benefits
- **Action Taken:** Consensus given by BoCC for staff to move forward with seeing what attorneys would be interested in being in-house counsel.

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**4. Approve the job description for the County Attorney and set the salary range.** *(Audio 34:45)*

- **Presenter:** Mary-Ellen Harper, County Manager
- **Discussion:** To set a date for commissioners to provide written feedback to the County Manager as to services to be included in the solicitation for a County Attorney or to set a date for a Workshop for all commissioners to work together to reach consensus on solicitation terms.
- Gadsden County was again mentioned as a county that had a preferable RFP.
- **Action Taken:**
  - BoCC consensus was that they wanted to do both and seek in-house counsel and transmit an RFP for firms that may be interested. Gadsden County RFP will be used as a model for RFP.

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**5. To Approve Task Assignment 2025-14 with North Florida Professional Services Inc to provide professional planning services for the County on an as-needed basis. (Audio 39:25)**

- **Presenter:** Bernard Cox, Director Development Services
- **Discussion:** To ensure consistency with the County's Comprehensive Plan and Land Development Code. With not having JB Pro, we need a contractor to work with us on planning and zoning. After lengthy discussion on fees, a general BoCC consensus was given to do study and review fees. Bring back in January or February was recommended by Comm. Hiers.
- **Action:**
  - Motion: Comm. Hiers motioned to approve
  - Second: Comm. Kennedy
  - Vote Outcome: 4-0 approved

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**6. Approval of the Emergency Management Performance Grant Agreement - G0585 (Audio 1:00:44)**

- **Presenter:** Leatha Keene, Emergency Management Director
- **Discussion:** The FY 2025 EMPG Program has a cost-share requirement. Federal funds provided under the EMPG agreement shall be matched dollar-for-dollar totaling the award amount of \$52,268.60. The Emergency Management and Preparedness Assistance (EMPA) grant funds will be used as a match for EMPG funding.
- **Action:**
  - Motion: Comm. Kennedy motioned to approve
  - Second: Comm. Hiers
  - Vote Outcome: 4-0 approved

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**7. Approve RESOLUTION NUMBER 2025-72 A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEVY COUNTY, FLORIDA, AMENDING THE FINAL BUDGET FOR FISCAL YEAR 2025-2026 IN THE AMOUNT OF \$1,632,325 DUE TO RECEIPT OF ADDITIONAL GRANT REVENUE FROM MULTIPLE SOURCES; PROVIDING CERTAIN FINDINGS; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE. (Audio 1:02:20)**

- **Presenter:** Jason Rivera, Finance and Administration Director
- **Discussion:** This amendment recognizes revenue and appropriates expenditures for nine grants previously approved by the Board. During the FY26 budget process, the County was required to pause changes to budget figures to allow sufficient time for preparing agenda items, budget materials, and statutory advertisements. Because the grant awards were finalized after that cutoff

point, they could not be incorporated into the FY26 Adopted Budget and must now be added to the current fiscal year.

- **Action:**
    - Motion: Comm. Hiers motioned to approve
    - Second: Comm. Kennedy
    - Vote Outcome: 4-0 approved
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**8. Approval of the Deferred Payment Loan Agreements and Promissory Note in the Amount of \$30,000.00 Each to Total \$120,000.00 for the SHIP Housing Strategy of Purchase Assistance for Crystal Lara PA#003P to Cover Closing Costs or Down Payment Costs as Evidenced in the Approved Levy County Local Housing Assistance Plan 2025-2026. (Audio 1:03:55)**

- **Presenter:** Brooke Smith, Grants Coordinator
  - **Discussion:** SHIP Program Funds-Purchase Assistance Strategy for Closing Costs and Down Payment Assistance in the amount of \$30,000.00 each
  - **Action:**
    - Motion: Comm. Hiers motioned to approve
    - Second: Comm. Hodge
    - Vote Outcome: 4-0 approved
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**9. Approval of the Deferred Payment Loan Agreements and Promissory Note in the Amount of \$30,000.00 for the SHIP Housing Strategy of Purchase Assistance for Sara Toro Padron PA#001P to Cover Closing Costs or Down Payment Costs as Evidenced in the Approved Levy County Local Housing Assistance Plan 2025-2026. (Audio 1:04:45)**

- **Presenter:** Brooke Smith, Grants Coordinator
  - **Discussion:** SHIP Program Funds-Purchase Assistance Strategy for Closing Costs and Down Payment Assistance in the amount of \$30,000.00 each
  - **Action:**
    - Motion: Comm. Hiers motioned to approve
    - Second: Comm. Kennedy
    - Vote Outcome: 4-0 approved
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**10. Approval of the Deferred Payment Loan Agreements and Promissory Note in the Amount of \$30,000.00 for the SHIP Housing Strategy of Purchase Assistance for Rachel Ownby PA#002P to Cover Closing Costs or Down Payment Costs as Evidenced in the Approved Levy County Local Housing Assistance Plan 2025-2026. (Audio 1:05:19)**

- **Presenter:** Brooke Smith, Grants Coordinator

- **Discussion:** SHIP Program Funds-Purchase Assistance Strategy for Closing Costs and Down Payment Assistance in the amount of \$30,000.00 each
  - **Action:**
    - Motion: Comm. Kennedy motioned to approve
    - Second: Comm. Hodge
    - Vote Outcome: 4-0 approved
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**11. Approval of the Deferred Payment Loan Agreements and Promissory Note in the Amount of \$30,000.00 for the SHIP Housing Strategy of Purchase Assistance for Ashley Wilkerson PA#004P to Cover Closing Costs or Down Payment Costs as Evidenced in the Approved Levy County Local Housing Assistance Plan 2025-2026. (Audio 1:05:53)**

- **Presenter:** Brooke Smith, Grants Coordinator
  - **Discussion:** SHIP Program Funds-Purchase Assistance Strategy for Closing Costs and Down Payment Assistance in the amount of \$30,000.00 each
  - **Action:**
    - Motion: Comm. Hiers motioned to approve
    - Second: Comm. Hodge
    - Vote Outcome: 4-0 approved
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**12. PUBLIC HEARING: APPROVE ORDINANCE 2025-13; AN ORDINANCE OF LEVY COUNTY, FLORIDA, AMENDING THE CODE OF ORDINANCES OF LEVY COUNTY, FLORIDA RELATING TO FEES, RATES AND CHARGES; BY ADDING REVISED COUNTY WATER UTILITY FEES, RATES AND CHARGES TO APPENDIX B TITLED “SCHEDULE OF FEES, RATES AND CHARGES”; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR INCLUSION IN THE CODE AND PROVIDING DIRECTIONS TO THE CLERK AND AN EFFECTIVE DATE. (Audio 1:06:28)**

- **Presenter:** Matt Weldon, Public Works Division
  - **Discussion:** This item is a revision of rate schedule relating to fees, rates and charges. Public hearing was opened and closed with no public comment.
  - **Action:**
    - Motion: Comm. Kennedy motioned to approve
    - Second: Comm. Hodge
    - Vote Outcome: 4-0 approved
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**13. To declare 14 items of tangible property on “Surplus Property List - December 2, 2025” as surplus and to direct staff to dispose of this equipment at public auction. (Audio 1:10:36)**

- **Presenter:** Donald Clifton, Road Department Director
  - **Discussion:** Staff will dispose of all surplus equipment on compiled list at public auction.
  - **Action:**
    - Motion: Comm. Kennedy motioned to approve
    - Second: Comm. Hodge
    - Vote Outcome: 4-0 approved
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**14. Approve the purchase of a Caterpillar DPN25N5-D Pneumatic Tire Lift Truck for \$57,597.00 from Ring Power off Florida Sheriff’s Association Bid #FSA23-EQU21.0. (Audio 1:12:05)**

- **Presenter:** Travis Newsome, Assistant Director, Solid Waste
  - **Discussion:** This purchase is for our Recycling Partnership grant. To help move the recyclable materials in bins onto the correct trucks to be hauled away or unload incoming items needed here at the landfill.
  - **Action:**
    - Motion: Comm. Hodge motioned to approve
    - Second: Comm. Hiers
    - Vote Outcome: 4-0 approved
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**15. Approve the purchase of a 2026 Ford Transit 12-passenger Van for \$54,894.04 off of Bradford County Sheriff’s Contract 22-27-1.0. (Audio 1:12:37)**

- **Presenter:** Travis Newsome, Assistant Director, Solid Waste
  - **Discussion:** This purchase is to replace our aging Transit van used for transporting the inmates to the Solid Waste facility. Purchase funding comes from grant funding.
  - **Action:**
    - Motion: Comm. Kennedy motioned to approve
    - Second: Comm. Hodge
    - Vote Outcome: 4-0 approved
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**PUBLIC COMMENTS: NONE**

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**COMMISSIONER’S REPORTS:** *(Audio: 1:14:46)*

- Recognition of upcoming holiday events across the county.
- Praise for staff efforts in road maintenance, parks, recycling improvements, financial management, and first responder response (recent Raleigh wreck example).
- Legislative update: Continued discussion in Tallahassee regarding property taxes, rural Renaissance initiatives, and infrastructure funding for rural counties.
- General appreciation expressed for staff, first responders, and community spirit.

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**Requesting Approval of Expenditures:**

- Madam Chair Mills requested approval of expenditures in the amount of **\$2,527,253.92**.
- **Action Taken:**
  - Motion                      Comm. Hodge motioned to approve
  - Second                    Comm. Kennedy
  - Vote Outcome            4-0 approved

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**ADJOURNMENT: 10:21AM**

**Minutes Submitted by:** Matt Brooks, Clerk of Court & Comptroller  
**Date Submitted:** 12/02/2025