

**REGULAR MEETING  
LEVY COUNTY BOARD OF COUNTY COMMISSIONERS  
DECEMBER 16, 2025**

The Regular Meeting of the Board of County Commissioners was held on December 16, 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. Meeks

**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  
Comm. Rock Meeks

**ALSO PRESENT:**

County Manager – Mary-Ellen Harper  
Legal Counsel - NGN, Evan Rosenthal & Heather Ecinosa

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**APPROVAL OF AGENDA:**

- **Action Taken:**

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| <ul style="list-style-type: none"><li>○ Amendments:</li><li>○ Motion</li><li>○ Second</li><li>○ Vote Outcome</li></ul> | <p>Madam Chair Mills requested to add items 5a, 7a &amp; 7b.<br/>Comm. Kennedy motioned to approve<br/>Comm. Hodge<br/>5-0 motion passes</p> |
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**RECOGNIZE ELECTED OFFICIALS:**

- Matt Brooks, Clerk of the Circuit and Comptroller: Made a brief public service announcement about Property Fraud in Florida and his office offering a FREE Property Fraud Notification System to the public at [www.LevyClerk.com](http://www.LevyClerk.com).

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**PUBLIC COMMENT:** *(Audio A 8:00)*

- **Speaker One:** JD Holmes wants to make Levy County better. Concerned about county management of Shell Mound. County needs to address the needs and update the facilities. Says fire rings aren't safe for kids to even stand around. The county has the money, so why isn't the facility being maintained at the level it should be and what the taxpayers are paying for.

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**BUSINESS OR INFORMATIONAL ITEMS:****1. Receive a presentation from the Nabors, Giblin, and Nickerson: Public Records, Sunshine, Ethics & Meeting Procedures Overview** *(Audio A 12:52)*

- **Presenter:** Heather Encinosa & Evan Rosenthal - Nabors, Giblin & Nickerson
- **Discussion:** The BoCC received a presentation digitally on this topic as well as examples of government in the sunshine. Gave a history of public comment and how it came to be through the legislature. Why government in the sunshine is important? So the public has transparency and can see how decisions in the county are being made. Ethics are common sense but if there are any questions, reach out to the attorneys so it doesn't become an issue. Commissioners are required to take ethics training yearly for four hours. Explained the County Manager form of local government and that the Commissioners should tend to legislative and policy making while the County Manager should deal with day to day operations and carrying out the will of the BoCC following legislative and policy direction.
- **Action:** No action required on this item.

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**2. Approve Task Assignment 2025-13 to Dewberry Engineers Inc. for \$369,800.00 to develop an Adaption Plan..** *(Audio A 57:43)*

- **Presenter:** Mary-Ellen Harper, County Manager
- **Discussion:** The County has received \$369,800.00 from the Florida Department of Environmental Protection (FDEP) Resilient Florida Grant Program for an Adaptation Plan. Levy County previously completed a grant-funded county-wide Vulnerability Assessment. This second grant award will fund the development of an Adaption Plan which will establish Adaptation Strategies for the specific challenges that face Levy County in a timeframe that is applicable and

realistic. Dewberry Engineers completed the Vulnerability Assessment for Levy County and staff recommends that it makes sense to have them also complete the Adaption Plan.

- **Public Comment:**
    - Diane Garte (Morriston) commented on Dewberry and being involved in WC3 project and the vulnerability assessment. Indicated she had the opinion its a conflict for this firm to work on both county projects.
  - **Action:**
    - Motion: Comm. Hodge motioned to approve
    - Second: Comm. Hiers
    - Vote Outcome: 5-0 motion passed
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### **3. Appoint Layce Hallman to the Central Florida Community Action Agency Board of Directors for a term ending September 30, 2026. (Audio A 1:00:03)**

- **Presenter:** Mary-Ellen Harper, County Manager
  - **Discussion:** With the departure of recent staff, a replacement needed to come before the BoCC for consideration.
  - **Action:**
    - Motion: Comm. Hodge motioned to approve.
    - Second: Comm. Hiers
    - Vote Outcome: 5-0 motion passed
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### **4. Appoint Catrina Sistrunk to the Original Florida Tourism Task Force for a term of two years. (Audio A 1:01:33)**

- **Presenter:** Mary-Ellen Harper, County Manager
  - **Discussion:** Commissioners consider appointing Catrina Sistrunk to the Original Florida Tourism Task Force.
  - **Action:**
    - Motion: Comm. Hiers motioned to approve.
    - Second: Comm. Meeks
    - Vote Outcome: 5-0 motion passed
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### **5. Approve the scope of work for County Attorney Services. (Audio A 1:02:05)**

- **Presenter:** Mary-Ellen Harper, County Manager

- **Discussion:** During the December 2, 2025, the BoCC directed the Manager to draft a scope of work and bring it back to the Board for final review before issuing a solicitation for a County Attorney.
  - **Action:**
    - Motion: Comm. Kennedy motioned to approve.
    - Second: Comm. Hiers
    - Vote Outcome: 5-0 motion passed
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**5(a). Memorandum of Understanding with Florida Department of Commerce. (Audio A 1:05)**

- **Presenter:** Mary-Ellen Harper, County Manager
  - **Discussion:** BoCC is being asked to sign this agreement to show support for the Florida Department of Commerce. This is to formalize the relationship as they provide grant funding and partner on economic development items.
  - **Action:**
    - Motion: Comm. Meeks motioned to approve.
    - Second: Comm. Kennedy
    - Vote Outcome: 5-0 motion passed
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**6. Approve the Annual Software Subscription, Ongoing Support & Maintenance for OpenGov Enterprise Asset Management for \$24,431.00 for January 1, 2026 – September 30, 2026.**

*(Audio A 1:07:30)*

- **Presenter:** Donald Clifton, Road Department Director
  - **Discussion:** Approve the Annual Software Subscription, Ongoing Support & Maintenance for OpenGov Enterprise Asset Management for \$24,431.00 for January 1, 2026 – September 30, 2026. This item is being used to create a digital Asset Management System. This system will tie into GIS and add asset location services and make operations more efficient for asset management.
  - **Action:**
    - Motion: Comm. Hiers motioned to approve
    - Second: Comm. Kennedy
    - Vote Outcome: 5-0
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**7. Adopt RESOLUTION NUMBER 2025-75: A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEVY COUNTY, FLORIDA, AMENDING THE FINAL BUDGET FOR FISCAL YEAR 2025- 2026 TO APPROPRIATE FUNDING FROM RESERVES FOR**

**CONTINGENCIES AND RESERVE FOR FUTURE CONSTRUCTION AND IMPROVEMENTS; PROVIDING CERTAIN FINDINGS; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE. (Audio A 1:13)**

- **Presenter:** Jason Rivera, Finance and Administration Director
  - **Discussion:** This Resolution shall amend the FY25-26 Budget to appropriate funds from the reserve for contingencies and reserve for future construction and improvements to provide necessary project funding for the County's ongoing P25 communication radio system project. This project was swept into reserves and this action reallocates the funding to the proper line to complete this project in this current fiscal year.
  - **Action:**
    - Motion: Comm. Meeks motioned to approve.
    - Second: Comm. Kennedy
    - Vote Outcome: 5-0
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**7(a). Request approval a check in the amount of \$26,950 to Skyline Construction for SHIP funding for renovations completed. (Audio A 1:15:24)**

- **Presenter:** Jason Rivera, Finance and Administration Director
  - **Discussion:** 504 NE 4th Street, Chiefland FL is property that received renovations and has been signed off as meeting all criteria for completion and payment.
  - **Action:**
    - Motion: Comm. Hiers motioned to approve.
    - Second: Comm. Kennedy
    - Vote Outcome: 5-0
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**7(b). Request approval a check in the amount of \$30,000 to Skyline Construction for SHIP funding for renovations completed. (Audio A 1:16:05)**

- **Presenter:** Jason Rivera, Finance and Administration Director
  - **Discussion:** 12051 NE 12th Street, Williston FL is property that received renovations and has been signed off as meeting all criteria for completion and payment. Permits are all closed out
  - **Action:**
    - Motion: Comm. Hiers motioned to approve.
    - Second: Comm. Meeks
    - Vote Outcome: 5-0
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**8. PUBLIC HEARING: Ordinance Number 2025-14: AN ORDINANCE OF LEVY COUNTY, FLORIDA, AMENDING THE FUTURE LAND USE MAP OF THE LEVY COUNTY COMPREHENSIVE PLAN BY CHANGING THE LAND USE CATEGORY OF APPROXIMATELY 21.25 ACRES (PARCEL ID NUMBER 051500010A) LOCATED AT 21350 NE 30 ST, WILLISTON, FLORIDA, FROM URBAN LOW DENSITY RESIDENTIAL (ULDR) TO COMMERCIAL (C); PROVIDING DIRECTIONS TO THE COUNTY MANAGER; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A REPEALING CLAUSE; PROVIDING FOR EXCLUSION FROM CODIFICATION; PROVIDING DIRECTIONS TO THE CLERK AND PROVIDING AN EFFECTIVE DATE and transmit to the state pursuant to S. 163.3184 & 163.3187, Fla. Stat. (Audio A 1:17)**

- **Presenter:** Bernard Cox, Director of Development Services
- **Discussion:** An Ordinance of Levy County, Florida, amending the future land use map of the Levy County Comprehensive Plan by changing the land use category of approximately 21.25 acres (parcel ID number 051500010A) located at 21350 NE 30st, Williston, Florida, from urban low density residential (ULDR) to commercial (C); providing directions to the county manager; providing a severability clause; providing a repealing clause; providing for exclusion from codification; providing directions to the clerk and providing an effective date.
- Public participation was opened by Madam Chair Mills. Many speakers addressed concerns with this zoning on traffic, safety noise, dust and nuisance to the area of Williston.
- Applicant spoke to some concerns and added more details could be given in the future. Applicant stated the parcel is adequate and consistent with zoning in Levy County regulations.
- BoCC continued to discuss. Comm. Meeks explained the need for commercial business in Levy County. Comm.
- **Action:**
  - Motion: Comm. Meeks motioned to approve.
  - Second: No second was given, therefore motion died.
  - Vote Outcome: Motion died for lack of a second.

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**9. This item was stricken from the agenda due to Item #8 failing to pass.**

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*Comm. Kennedy recommended recess until 12:30pm. Madam Chair Mills recessed the meeting until 12:30pm.*

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*Madam Chair Mills reconvened the meeting at 12:30pm.*

**10. QUASI-JUDICIAL HEARING: PETITION NO SE 24-01: Jose Lopez of Kimley-Horn, agent for owners, Mildred Johns and June Stoeber, petitioning the Board of Levy County Commissioners for a Special Exception for a mining operation for parcel 0322100200 located at 11986 NE State Road 24 Archer, Fl. 32618. The parcel is approximately 99 acres and is located in Section 26, Township 11, and Range 17. (Audio B 4:15)**

- **Presenter:** Bernard Cox, Director of Development Services
- **Discussion:** Chapter 50 of the Land Development Code, Sec. 50-700 permits mining by Special Exception within the A/RR zoning district. Section 50-759 outlines criteria to be considered by County staff, The Planning Commission, and The Board of County Commissioners when reviewing such Special Exceptions.
- Legal asked for affected party status. There were findings that 4 parties were approved by the planning commission.
  - Comm. Kennedy motioned to accept the affected parties. Comm. Hodge seconded the motion. The motion passed unanimously.
  - Legal read names of 3 other parties that applied for affected party status. Comm. Kennedy motioned to accept all 3 additional affected parties. Comm. Meeks seconded the motion. The motion passed unanimously.
- Legal asked for ex-parte communication from the BoCC.
  - Comm. Kennedy disclosed e-mails received and forwarded to the BoCC office.
  - Madam Chair Mills disclosed e-mails, verbal conversations and phone calls.
  - Comm. Hodge disclosed e-mails received, verbal conversations and phone calls.
  - Comm. Meeks disclosed e-mails and text messages that were forwarded to the BoCC office.
  - Comm. Hiers disclosed e-mails, verbal conversations and phone calls.
  - All commissioners stated they could be fair and impartial in their decision-making on this item.
- Legal performed swearing in of all in attendance that would provide testimony.
- Applicants' representative, Jose Lopez of Kimley Horn gave a preview of the project to the BoCC.
- BoCC approved affected parties were heard on their concerns and issues with the request.
- Public participation was heard by the BoCC.
- BoCC deliberated and asked questions of the applicant.
- **Action:**
  - Motion: Comm. Kennedy motioned to deny the applicant's request.
  - Second: Comm. Hodge
  - Vote Outcome: 4-1 motion passes to deny applicant's request

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**PUBLIC COMMENTS:**

- Speaker 1: Linda Cooper (Williston) commented on the audio issues.

- Speaker 2: Jose Lopez (Kimley-Horn Engineering) commented about Item #10 on applicant objection to any testimony given consideration that wasn't sworn testimony or any hearsay by people that are not experts.
  - Speaker 3: Renate Cannon (Chiefland) commented on the BoCC not having to follow Robert's Rules of Order.
  - Speaker 4: Terry Witt (Bronson) inquired as to why Item #10 needed a second public hearing.
  - Speaker 5: Emily Casey (Gulf Hammock) commented on Gulf Hammock mailing and addressing issues since 2017.
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**COMMISSIONER'S REPORTS:** (*Audio:*      )

- Commissioners all commented on the need for staff to clean the planning and zoning process up for future meetings so we don't have same issues continuing. Well wishes for a Merry Christmas were made.
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**Requesting Approval of Expenditures:**

- Madam Chair Mills requested approval of expenditures in the amount of **\$755,160.23**.
  - **Action Taken:**
    - Motion                      Comm. Meeks motioned to approve
    - Second                      Comm. Kennedy
    - Vote Outcome              5-0 approved
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**11. Requesting Approval of Previous Meeting Minutes - Clerk of Court, Matt Brooks**

- Approval of minutes from September 16, October 21, & November 4, 2025.
  - **Action Taken:**
    - Motion                      Comm. Kennedy motion
    - Second                      Comm. Hodge
    - Vote Outcome              5-0 passed
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**ADJOURNMENT: 5:03PM**

**Minutes Submitted by:** Matt Brooks, Clerk of Court & Comptroller

**Date Submitted:** 12/16/2025