

**REGULAR MEETING
LEVY COUNTY BOARD OF COUNTY COMMISSIONERS
November 4, 2025**

The Regular Meeting of the Board of County Commissioners was held on November 4, 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. Hodge

PLEDGE OF ALLEGIANCE: Led by Comm. Kennedy

ROLL CALL:

COMMISSIONERS PRESENT:

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

ALSO PRESENT:

County Manager – Mary-Ellen Harper

APPROVAL OF AGENDA:

- **Action Taken:**
 - Amendments: Add letter of support as Item #13 to Williston Regional Airport for BoCC to consider.
 - Motion Comm. Kennedy motioned to approve amended agenda.
 - Second Comm. Hodge
 - Vote Outcome 3-0

RECOGNIZE ELECTED OFFICIALS: NONE

1. **PRESENTATION: The BoCC received Florida Department of Transportation Project Updates - Brian Brooker & David Crowder** (*Audio 5:49*)
 - A five-year work program public hearing was recently held and this sets the plan for the next five years. The new plan starts July 1, 2026 and the FDOT is still taking public comment.

PUBLIC COMMENT:

- Speaker One: Christine Switt (Morriston) commented on the SNAP program and the effect of the federal shutdown of the government.

Business or Informational Items

2. Approve a written order for a minor amendment to Petition No. SE 22-02. (Audio 21:14)

- **Presenter:** Bo Cox Development Services Director
- **Discussion:** Owner and Developer requests the approval of the BOCC to Amend Petition NO SE22-02 taking into consideration County Code SEC. 50-755 which states (e) "Amendments. (1)

Minor amendments. An amendment to an existing special exception shall be considered minor where it will not cause an expansion to the existing use, or additional impacts to surrounding properties, natural resources, or public infrastructure. A minor amendment does not require a planning commission public hearing and instead may proceed to the board for one hearing with a written order. (2) Major amendments. A major amendment to an existing special exception is any change that is not deemed to be a minor amendment. A major amendment to an existing special exception shall be reviewed using the same process as an initial application. Also the Owner and Developer ask the board to take into consideration that there was extended permitting and engineering reviews with the Suwannee River Water Management District that took well over a year to finalize prior to construction start. Unforeseen weather impacts from multiple hurricanes and tropical systems that caused site delays and material disruptions; and regional labor shortages among licensed trade, particularly in electrical, plumping and site work specialties.

- **Action Taken:** Consensus was given for staff to come back with a more detailed plan. A minor amendment was not approved.

3. Approve Modification #1 to the Subgrant Agreement between Levy County and the Florida Division of Emergency Management. (Audio 50:20)

- **Presenter:** Leatha Keene, Emergency Management Director
- **Discussion:** The Modification to the Subgrant Agreement, as requested by Levy County, is as follows: Levy County will utilize this funding to construct a new state-of-the-art Emergency Operation Center (EOC) and remodel the current EOC facility to meet the needs of the growing 911 Operations Center for the Levy County Sheriff's Office. The new state-of-the-art facility will directly benefit the wellbeing and safety of Levy County's emergency management team, dispatchers, citizens, and businesses, while also providing an adequate space for EOC activations, state mandated training, and exercise requirements. The construction of the new EOC will be at a separate location, not tied to the existing building for the current EOC. As a dual investment, building the new EOC and remodeling the current EOC for 911 dispatch will enhance day-to-day operations, long-term planning, and readiness for major disaster activations. Levy County is forward thinking, 20-30 years of growth, a new EOC will provide better services to all citizens and municipalities within Levy County.
- **Action Taken:**
 - Motion Comm. Kennedy motion to approve
 - Second Comm. Hodge
 - Vote Outcome 3-0 passed

4. Approve the Federally Funded Small Cities Community Development Block Grant (CDBG) Subgrant Agreement – FFY 2023 & FFY 2024 Funding Cycle between the State of Florida, Department of Commerce and Levy County in the amount not to exceed \$750,000 subject to the availability of funds. (Audio 52:47)

- **Presenter:** Brooke Smith, Legislative and Grants Coordinator
- **Discussion:** The Department of Commerce is authorized to distribute CDBG funds to the County for the County to develop and preserve affordable housing, provide services to communities, and create and retain jobs in the amount and manner set forth in this Agreement.
- **Action Taken:**
 - Motion Comm. Hodge motion to approve
 - Second Comm. Kennedy
 - Vote Outcome 3-0 passed

5. Approve the budget amendment for the RESTORE Act Grant, Spill Impact Component, of \$1.5 million for the funded Suwannee Sound/Cedar Key Oyster Restoration Project 12-2 per reimbursement through the Gulf Coast Consortium. (Audio 53:53)

- **Presenter:** Brooke Smith, Legislative and Grants Coordinator
- **Discussion:** The RESTORE Act funds are allocated for use to Levy County as a reimbursement grant process. The Project 12-2, Suwannee River/Cedar Key Oyster Restoration Project, was awarded to SWCA for \$1.5 million. The Gulf Coast Consortium is the funding source for the U.S. Treasury that is funding these grant projects.
- **Action Taken:**
 - Motion Comm. Kennedy motion to approve
 - Second Comm. Hodge

- Vote Outcome 3-0 passed

6. Approve Notice of Award to Anderson Columbia of Widening and Resurfacing of CR 330. The Contract Price of the Contract of \$4,299,833.40 for Contract No. 438170-1-54-01. (Audio 53:53)

- **Presenter:** Don Clifton, Road Department Director
- **Discussion:** To award the lowest bidder Anderson Columbia of Widening and Resurfacing of CR 330.
- **Action Taken:**
 - Motion Comm. Kennedy motion to approve
 - Second Comm. Hodge
 - Vote Outcome 3-0 passed

7. Adopt RESOLUTION 2025-65: A RESOLUTION OOF THE BOARD OF COUNTY COMMISSIONERS OF LEVY COUNTY, FLORIDA, REGARDING SOLID WASTE DISPOSAL: PROVIDING DEFINITION: PROVIDING A SCHEDULE OF RATES, FEES AND CHARGES; PROVIDING REGULATIONS FOR DISPOSSAL AND PAYMENT; PROVIDING FOR REPAL OF PRIOR RESOLUTIONS AND ACTION; AND PROVIDING AN EFFECTIVE DATE.

(Audio 56:33)

- **Presenters:** Travis Newsome, Assistant Director - Solid Waste
- **Discussion:** This is to replace Resolution Number 2025-38 that was approved on July 22, 2025. This is to eliminate the size of the trailer at the transfer station for residents to bring household garbage.
- **Action Taken:**
 - Motion Comm. Kennedy motion to approve
 - Second Comm. Hodge
 - Vote Outcome 3-0 passed

8. Approve a funding agreement by and between Levy County and The ARC of Levy County, Inc.

(Audio 57:42)

- **Presenters:** Mary-Ellen Harper, County Manager
- **Discussion:** Levy County budgeted funding for the Grantee in the County's Fiscal Year 2025-2026 Budget, subject to the terms and conditions of this Agreement and all applicable laws. \$82,000 was approved by the BoCC as part of the County's Fiscal Year 2025- 2026 Budget.
- **Action Taken:**
 - Motion Comm. Hodge motion to approve
 - Second Comm. Kennedy
 - Vote Outcome 3-0 passed

9. Award ITB111_2025_23 Levy County Government Center Entry Improvements to Payne Construction Group for \$113,758. (Audio 59:18)

- **Presenters:** Mary-Ellen Harper, County Manager
- **Discussion:** This project has been pending since 2023. The County initially hired a consultant to perform Landscape Design for the Government Center on June 6, 2023. Three bids were received for the project on August 27, 2024. The County and Consultant evaluated bids and determined the bids received were too high. The BoCC approved Task Assignment 2023-4 on March 4, 2025 to reduce the scope of work to include only construction of an accessible ramp, stairs, and entry courtyard. Payne Construction Group was the only bidder to submit a complete bid package. Their price was in line with staff estimates for the project.
- **Action Taken:**
 - Motion Comm. Kennedy motion to approve
 - Second Comm. Hodge
 - Vote Outcome 3-0 passed

10. Select a Firm to provide Interim County Attorney Services; and 2. Authorize the Chair to sign the proposed contract from the selected firm. (Audio 1:02:03)

- **Presenters:** Mary-Ellen Harper, County Manager
- **Discussion:** The BoCC terminated the employment of the County Attorney on October 21, 2025. This request is for the Board to select an Interim County Attorney. The former County Attorney's annual salary was \$177,611.20 (\$85.39 per hour). Gray Robinson & NGN submitted proposals for BoCC to consider. NGN submitted the lower bid of the two.
- **Action Taken:**
 - Motion Comm. Kennedy motion to approve NGN as the legal firm
 - Second Comm. Hodge
 - Vote Outcome 3-0 passed

11. Provide direction to staff on a long-term plan for the provision of County Attorney Services. (Audio 1:07:44)

- **Presenters:** Mary-Ellen Harper, County Manager
- **Discussion:** The BoCC terminated the employment of the County Attorney on October 21, 2025. This request is for the Board to make a plan for long-term County Attorney Services. Options include but are not limited to entering into a long-term contract with a law firm, recruiting for a new BoCC employee, or a combination of both of these options.
- **Action Taken:** Direction given to staff by BoCC to bring back RFP for outside firm and job description for possibly advertisement for in-house counsel.

12. To ratify the Severance Agreement and General Release between the Levy County Board of County Commissioners and Nicolle Shalley dated October 21, 2025 providing for 20 weeks of gross pay plus payout of accrued annual leave and ¼ of accrued but unused sick leave, minus all normal withholdings. (Audio 1:22:04)

- **Presenters:** Jacqueline Martin, Human Resources Director
- **Discussion:** The BoCC terminated the employment of the County Attorney on October 21, 2025. This request is for the Board to select an Interim County Attorney. The former County Attorney's annual salary was \$177,611.20 (\$85.39 per hour). Gray Robinson & NGN submitted proposals for BoCC to consider. NGN submitted the lower bid of the two.
- Nicolle Shalley, Former Attorney addressed BoCC and offered an alternative solution after having two weeks to reflect on her previous request.
- Madam Chair Mills requested the BoCC to consider pushing this item to a future special meeting when every single Commissioner is present.
- Discussion
- **Action Taken:**
 - Motion Comm. Kennedy motion to schedule a special meeting
 - Second Comm. Hodge
 - Vote Outcome 3-0 passed

13. Consider a letter of support to the City of Williston, Strategic Economic Development Plan for the Williston Regional Airport and Industrial Park (Audio 1:41:33)

- **Presenters:** Madam Chair, Desiree Mills
- **Discussion:** This letter of support would acknowledge emergency operations and the strategic economic development of the Williston Regional Airport and Industrial Park. This letter, if adopted, would be submitted with Williston's application to be transmitted to the Economic Development Administration.
- **Action Taken:**
 - Motion Comm. Kennedy motion to approve letter
 - Second Comm. Hodge
 - Vote Outcome 3-0 passed

PUBLIC COMMENT: (Audio 1:44:22)

- NONE

COMMISSIONER REPORTS: (Audio 1:44:39)

- Comm. Kennedy- Sees a need for a PIO and be able to get information out to the public. Wants County Manager to get with IT and see about getting live streaming going for meetings.
- Comm. Hodge- Wanted to know when the county auction was taking place and asked if another trimming crew could be put on with the money from auctions.
- Comm. Mills- Career center is hiring new positions in Levy County and we need to get the word out.

APPROVAL OF EXPENDITURES:

Request to approve county expenditures in the amount of **\$2,983,309.32**.

PAYMENT NUMBER	156778-156875/350-370
FUND	AMOUNT
GENERAL REVENUE	2,651,335.58
ROAD	40,936.26
TRANSPORTATION	3,060.16
911	20,197.66
COURT FACILITIES	2,368.64
MISC GRANTS	4,256.15
EMS	43,007.60
FIRE	143,242.09
TOURIST DEVELOPMENT	18,951.68
UTILITIES	428.86
BLDG INSPECT & SAFETY	13,273.70
CAPITAL PROJECTS	20,519.38
LANDFILL	21,731.56
TOTAL	\$ 2,983,309.32

- **Action Taken:**
 - Motion Comm. Kennedy motion to approve
 - Second Comm. Hodge
 - Vote Outcome 3-0 passed

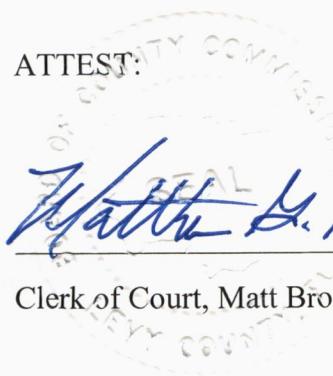
17. Requesting Approval of Previous Meeting Minutes - Clerk of Court, Matt Brooks

- Budget Meeting July September 2, 2025, Special Meeting September 9, 2025, Regular Meeting October 7, 2025, and Joint Workshop October 7, 2025.
- **Action Taken:**
 - Motion Comm. Kennedy motion to approve
 - Second Comm. Hodge
 - Vote Outcome 3-0 passed

ADJOURNMENT: 10:53AM

**THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE COMMISSION THE
MEETING WAS ADJOURNED AT 10:53AM**

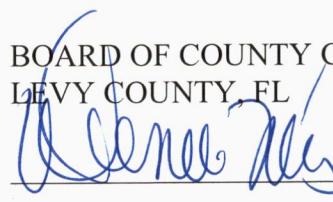
ATTEST:



Matt G. Brooks

Clerk of Court, Matt Brooks

BOARD OF COUNTY COMMISSIONERS
LEVY COUNTY, FL



Chairman, Desree Mills

Minutes Submitted by: Matt Brooks, Clerk of Court & Comptroller
Date Submitted: 11/04/2025