BOARD OF COUNTY COMMISSIONERS MEETING
TUESDAY, AUGUST 26, 2025
PUTNAM COUNTY, FLORIDA

The Board of County Commissioners convened in a regular session on Tuesday, August 26, 2025, at 9:00 a.m. in the Board of County Commissioners Meeting Room, located at 2509 Crill Avenue, Palatka, Florida.

Present were: Commissioner JR Newbold, District 1; Commissioner Leota Wilkinson, District 2; Commissioner Larry Harvey, District 4; Commissioner Walton Pellicer, District 5.

Absent were: Commissioner Josh Alexander, District 3.

Also present were: Terry Suggs, County Administrator; Julianne Young, Deputy County Administrator of Administration; Matt Reynolds, Clerk of Court and Comptroller; JR Grimes, Deputy County Administrator of Operations; Rich Komando, County Attorney; Laura Berardi, Staff Assistant; Ashley Beard, Deputy Clerk

---

CALL TO ORDER

Commissioner Wilkinson called the meeting to order at 9:00 a.m.

INVOCATION/PLEDGE OF ALLEGIANCE

Eddie Stith, Church of the Heights, led the Invocation, and Commissioner Pellicer led the Pledge of Allegiance.

APPROVAL OF MINUTES

On Motion of Commissioner Harvey, seconded by Commissioner Newbold, the Board unanimously approved the following minutes, as presented:

July 22, 2025, Board of County Commissioners Meeting.

(Visit main.putnam-fl.com for a copy of Minutes)

RECESS BOARD OF COUNTY COMMISSIONERS MEETING/ SOLID WASTE COLLECTION AND DISPOSAL DISTRICT

The Board of County Commissioners' regular meeting was recessed at 9:03 a.m., and Solid Waste Collection and Disposal District convened at 9:03 a.m.

_____

SOLID WASTE COLLECTION AND DISPOSAL DISTRICT/ RECONVENE BOARD OF COUNTY COMMISSIONERS MEETING

The Port Authority Meeting adjourned at 9:04 a.m. The Board of County Commissioners' regular meeting reconvened at 9:04 a.m.

_____

RECESS BOARD OF COUNTY COMMISSIONERS MEETING/ CONVENE PORT AUTHORITY MEETING

The Board of County Commissioners' regular meeting was recessed at 9:03 a.m., and the Port Authority meeting was called to order at 9:03 a.m.

_____

ADJOURN PORT AUTHORITY MEETING/ RECONVENE BOARD OF COUNTY COMMISSIONERS MEETING

The Port Authority Meeting adjourned at 9:04 a.m. The Board of County Commissioners' regular meeting reconvened at 9:04 a.m.

_____

PRESENTATIONS

KRAIG MCLANE, WATERWAYS AND TRAILS PRESENTATION

Sam Carr recognized Ken Mehaffney for his service to Putnam County. He was honored for his involvement with Waterways and Trails Committee, Bartram Trail Society, and many other activities.

_____

MIMI VASQUEZ, MERIDIAN HEALTHCARE; MERIDIAN ANNUAL REPORT AND FUNDING REQUEST

The speaker was not present. The item was tabled.

_____

LAURIE PARKER, HUMAN RESOURCES
EMPLOYEE OF THE MONTH (JUNE 2025) SHAWN SILVER, TRADESWORKER

Laurie Parker, Human Resources, recognized Shawn Silver, Tradesworker, as employee of the month of June 2025.

_____

PLANNING AND DEVELOPMENT

REZONE (PUD25-000001) "MINER DAVID J II + NATALIE LIVING TRUST" (ORDINANCE 2025-022)

Mikal Graves, Planning Development, reviewed the Rezone (PUD25-000001) "Miner David J II + Natalie Living Trust" (Ordinance 2025-022).

Commissioner Harvey asked when the acreage changed to more than 10 acres.

Mr. Graves explained the reason for the acreage change.

PUBLIC HEARING-PUBLIC COMMENT

David Miner, the Applicant, spoke of his request and the reasoning for the acreage change.

On a Motion by Commissioner Newbold, The Board unanimously approved to have the second meeting of the Rezone (PUD25-000001) "Miner David J II + Natalie Living Trust" (Ordinance 2025-022) as soon as possible by a vote of 4-0 with Commissioner Alexander absent.

(See Supplementary File for a copy of the Information)

_____

FUTURE LAND USE MAP AMENDMENT (CPA25-000004) "RETHA ADAMS" (ORDINANCE 2025-023)

Mikal Graves, Planning Development, reviewed the Future Land Use Map Amendment (CPA25-000004) "Retha Adams" (Ordinance 2025-023).

Commissioner Harvey spoke about the damage due to the hurricane.

Mr. Graves explained the damage and the reason for the rezone.

PUBLIC HEARING-PUBLIC COMMENT

The floor was open for public comment. There being none, public comment was closed.

On a Motion by Commissioner Harvey, Seconded by Commissioner Newbold, The Board unanimously approved the Future Land Use Map Amendment (CPA25-000004) "Retha Adams" (Ordinance 2025-023) by a vote of 4-0, with Commissioner Alexander absent.

(See Supplementary File for a copy of the Information)

REZONE (REZ25-000008) "RETHA ADAMS" (ORDINANCE 2025-024)

Mikal Graves, Planning Development, reviewed the Rezone (REZ25-000008) "Retha Adams" (Ordinance 2025- 024).

PUBLIC HEARING-PUBLIC COMMENT

The floor was open for public comment. There being none, public comment was closed.

On a Motion by Commissioner Harvey, Seconded by Commissioner Newbold, The Board unanimously approved the Rezone (REZ25-000008) "Retha Adams" (Ordinance 2025- 024) by a vote of 4-0 with Commissioner Alexander absent.

(See Supplementary File for a copy of the Information)

PUBLIC HEARING

SHERIFF'S OFFICE; SEX OFFENDER ORDINANCE (ORDINANCE 2025-021)

Commissioner Wilkinson gave a brief review of the Sex Offender Ordinance.

The Board spoke of their support.

PUBLIC HEARING-PUBLIC COMMENT

The floor was open for public comment. There being none, public comment was closed.

On a Motion by Commissioner Harvey, Seconded by Commissioner Pellicer, The Board unanimously approved the Sex Offender Ordinance (Ordinance 2025-021) by a vote of 4-0 with Commissioner Alexander absent.

(See Supplementary File for a copy of the Information)

PUBLIC COMMENT AGENDA ITEMS

Michael Woodward, A Citizen, spoke about his concerns regarding Tanglewylde Riverfront Project.

CONSENT AGENDA

On Motion of Commissioner Harvey, seconded by Commissioner Pellicer, the Board unanimously approved the Consent Agenda Items A, B, C, D, E, and F.

A.) ADMINISTRATION; 2023 UNCLAIMED MONIES LIST AND PROOF OF PUBLICATION

The Board unanimously approved the 2023 Unclaimed Monies List and Proof of Publication.

(See Supplementary File for a copy of Information)

_____

B.) ADMINISTRATION; BUDGET AMENDMENT- PURCHASE OF PROPERTY-WASTE WATER TREATMENT PLANT EXPANSION BUDGET AMENDMENT, $51,900.00 (RESOLUTION 2024-068

The Board unanimously approved the Budget Amendment – Purchase of property –WasteWater Treatment Plant Expansion Budget Amendment, $51,900.00 (Resolution 2024-068).

(See Supplementary File for a copy of Information)

_____

C.) ADMINISTRATION; FDEP RESILIENT FLORIDA GRANT CONTRACT AMENDMENT

The Board unanimously approved the FDEP Resilient Florida grant contract amendment.

(See Supplementary File for a copy of Information)

_____

D.) PUBLIC WORKS; FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION AGENCY PERMIT APPLICATION FEES REDUCTION (RESOLUTION 2024-069)

The Board unanimously approved the Florida Department of Environmental Protection Agency permit Application Fees Reduction (Resolution 2024-069).

(See Supplementary File for a copy of Information)

_____

E.) PUBLIC WORKS; RFQ 24-06 ADDENDUM #2- CDBG-DR GRANT APPLICATION SECOND PHASE & BUDGET RESOLUTION (RESOLUTION 2024-070)

The Board unanimously approved the RFQ 24-06 Addendum #2 – CDBG-DR Grant Application Second Phase & Budget Resolution (Resolution 2024-070).

(See Supplementary File for a copy of Information)

F.) SANITATION; FLORIDA AQUASTOR MODEL 2238 (109,762 GALLON LECHATE TANK) $365,450.00

The Board unanimously approved the Florida Aquastore Model 2238 (109,762 gallon leachate tank). $365,450.00.

(See Supplementary File for a copy of the Information)

CODE ENFORCEMENT

FINE REDUCTION REQUEST-CODES CASE NO. 222-002100

PUBLIC COMMENT

The floor was open for public comment. There being none, public comment was closed.

On a Motion by Commissioner Harvey, Seconded by Commissioner Pellicer, The Board unanimously approved a Motion in Codes Case No. 22-00211 reducing the code enforcement fines to a total of $1,587.00 to be paid within 180 days by a vote of 4-0 with Commissioner Alexander absent.

(See Supplementary File for a copy of the Information)

RECESS

The Board was recessed at 9:51 am and reconvened at 9:59 am.

UPDATES/DISCUSSION

PARKS & RECREATION; DUNNS CREEK BOAT RAMP UPDATE

Julianne Young, Deputy County Administrator, gave an overview of the Dunns Creek Boat Ramp. She said the plan includes a 2-boat lane launch, parking spots for boat/trailer parking, and additional parking spots for patrons, and a dedicated space for the development of the restroom facility. She said the BOCC directed staff to develop

the ramp and parking areas in phase 1, the restroom facilities are not included in phase 1 design or project activities. She said the Estimated Costs Schedule Phase 1 - Boat ramp and Parking $1,420,000 Phase 2 - Restroom $200,000

Commissioner Pellicer spoke about parking and expressed support.

Commissioner Harvey spoke about the restrooms and facilities.

Commissioner Newbold requested a timeframe for on-site activity.

Ms. Young said they are currently in the permitting phase.

Commissioner Wilkinson spoke about the boat launch.

Commissioner Harvey thanked the staff for their efforts with moving the project forward.

(See Supplementary File for a copy of the Information)

PARKS & RECREATION; GEORGTOWN RIVERFRONT PARK PROJECT

Julianne Young, Deputy County Administrator, said that in September 2023, CRG Architects was engaged to develop the conceptual site plan for Phase 1, which includes the boat ramp and related parking. They also developed construction plans, handled regulatory permitting with SJRWMD & ACOE, and provided geotechnical and survey services, including environmental services required for permitting and construction activities. The site topo survey and geotechnical report have been completed and are attached. The conceptual plan was approved by the BOCC in November 2024. The plan features a two-lane boat launch, parking spots for boats and trailers, additional parking for patrons, and a dedicated space for a restroom facility. The BOCC directed staff to develop the ramp and parking areas in Phase 1; the restroom facilities are not included in the Phase 1 design or project activities.

Commissioner Harvey spoke about the negotiating and the project thus far.

Commissioner Newbold spoke in favor of the design.

Commissioner Wilkinson spoke of her concerns regarding the cost.

Ms. Young explained the reasoning for the estimated cost and where the funds come from.

Commissioner Pellicer recommended looking into Browns Landing as a future project.

(See Supplementary File for a copy of the Information)

PARKS & RECREATION; TANGLEWYLDE RIVERFRONT PARK PROJECT UPDATE

Julianne Young, Deputy County Administrator, said Tanglewylde River Front Park was acquired by Putnam County through the Florida Communities Trust in August of 2002. The acquisition contained required stipulations that must be developed at the location for recreational purposes to serve Putnam citizens. The county installed a ramp with an ADA-compliant kayak (non-motorized) launch in 2019; however, no other activities have taken place at this location. The restrictive covenants required are detailed on the attached spreadsheet with details of projected costs.

Commissioner Wilkinson asked if Tanglewylde could be given back

Ms. Young said you would have to buy it back, but she advocated, although there may be some components that sound daunting, Tanglewylde is in a great location.

Discussion continued on the challenges with the property.

(See Supplementary File for a copy of the Information)

NEW BUSINESS

ADMINISTRATION; CRG PRESENTATION – GOVERNMENTAL COMPLEX

Joe, CRG, made a presentation on the potential uses/phase-out renovation for the vacant buildings at the Governmental Complex.

Following a lengthy discussion the Board agreed to have further discussion on this item at a future workshop meeting.

(See Supplementary File for a copy of the Information)

ADMINISTRATION; HUMAN RESOURCES POLICY PROPOSED UPDATES

Julianne Young, Deputy County Administrator, said Employee Retention is of utmost importance to Administration & to the BOCC, and said this year a retention committee was assembled with representation from county departments at all levels. She reviewed the proposed updates.

A brief discussion ensued on the subject of holidays and time off.

On a Motion by Commissioner Newbold, Seconded by Commissioner Harvey, the Board unanimously approved the Human Resources Policy Proposed Updates by a vote of 4-0 with Commissioner Alexander absent.

(See Supplementary File for a copy of the Information)

ADMINISTRATION; PROCUREMENT CODE REVISION

Julianne Young, Deputy County Administrator, said the BOCC directed staff to review the Procurement Policy with the specific intent of reviewing thresholds to make

the procurement process more efficient. Putnam County's thresholds have not been updated since 2019.

Commissioner Wilkinson spoke about the current thresholds and surrounding counties.

A lengthy discussion ensued on the recommended threshold.

On a Motion by Commissioner Harvey, Seconded by Commissioner Pellicer, the Board unanimously approved the Procurement Code Revision with the exception of the three quotes for $25,000 to $75,000 for the county administrator and the formal bid with start at $75,000 by a vote of 4-0 with Commissioner Alexander absent.

(See Supplementary File for a copy of the Information)

ADMINISTRATION; IMPACT FEE DISCUSSION ON REPLACEMENT STRUCTURES

Julianne Young, Deputy County Administrator, said Staff is finalizing details related to the go-live date for impact fees. Water/Wastewater Fees, where applicable, are already active; the general impact fees' active date is September 8, 2025. The question on replacement units has been asked and researched by staff, after consultation with staff from other jurisdictions imposing impact fees, the consultant and legal counsel.

A lengthy discussion followed on the subject of impact fees.

On a Motion by Commissioner Newbold, Seconded by Commissioner Pellicer, The Board unanimously approved a motion to set the date for the application for replacement of the structure to September 7, 2019 by a vote of 4-0 with Commissioner Alexander absent.

(See Supplementary File for a copy of the Information)

PUBLIC WORKS; REQUEST TO ADVERTISE FOR A PUBLIC HEARING TO VACATE TRADEWINDS COURT (RESOLUTION 2025-071)

JT Stout, Public Works Director, reviewed the Request to Advertise for a Public Hearing to Vacate Tradewinds Court (Resolution 2025-071).

PUBLIC COMMENT

The floor was open for public comment. There being none, public comment was closed.

On a Motion by Commissioner Harvey, Seconded by Commissioner Newbold, the Board unanimously approved the Request to Advertise for a Public Hearing to Vacate Tradewinds Court (Resolution 2025-071) by a vote of 4-0, with Commissioner Alexander absent.

(See Supplementary File for a copy of the Information)

PUBLIC WORKS; ROAD RESTRIPING FY25

JT Stout, Public Works Director, reviewed the Road Restriping FY25.

On a Motion by Commissioner Pellicer, Seconded by Commissioner Newbold, the Board unanimously approved the Road Restriping FY25 by a vote of 4-0 with Commissioner Alexander absent.

(See Supplementary File for a copy of the Information)

ADMINISTRATION; FY 2025-26 BUDGET

On a Motion by Commissioner Harvey, Seconded by Commissioner Pellicer, the Board unanimously approved a motion for BOCC Discretionary Project Funds at $250,000 per district by a vote of 4-0, with Commissioner Alexander absent.

(See Supplementary File for a copy of the Information)

FTE POSITIONS FOR VETERAN SERVICES, CODE ENFORCEMENT, PARKS & RECREATION, AND FIRE/RESCUE

On a Motion by Commissioner Harvey, Seconded by Commissioner Newbold, The Board unanimously approved a motion for FTE Positions for Veterans' Services, Code Enforcement, Parks & Recreation and Fire/Rescue.

See Supplementary File for a copy of the Information)

MILEAGE REDUCTION

Julianne Young, Deputy County Administrator, said during budget discussion, the board has discussed exploring mileage reductions up to and including hitting the rollback rate without any further adjustments to the constitutional offices.

The Board gave their support for staff to find the possible rollback number for millage for the BOCC Holdback Funds.

ADMINISTRATION; FY 2025-26 BUDGET DEVELOPMENT- CAPITAL IMPROVEMENT PLAN

Julianne Young reviewed the Capital Improvement Plan and stated that a final draft would be available soon.

Commissioner Wilkinson asked for an update on St. Johns Harbor Water Plant.

JR Grimes gave an update on St. Johns Harbor Water Plant.

Commissioner Wilkinson asked about the new roof on the FHP Building.

JR Grimes spoke about the FHP building.

Commissioner Harvey spoke about the possibility of putting that building out to bid.

Discussion ensued on the FHP building.

On a Motion by Commissioner Newbold, Seconded by Commissioner Harvey, The Board unanimously approved the FY 2025-26 Budget Development – Capital Improvement Plan by a vote of 4-0, with Commissioner Alexander absent.

(See Supplementary File for a copy of the Information)

ADMINISTRATION; FY 2025-26 BUDGET DEVELOPMENT- BETTER PLACE PLAN FUND PROJECT

Julianne Young, Deputy County Administrator, gave an overview of the Better Place Plan Fund.

On a Motion by Commissioner Harvey, Seconded by Commissioner Newbold, The Board unanimously approved the FY 2025-26 Budget Development – Better Place Plan Fund Project by a vote of 4-0, with Commissioner Alexander absent.

(See Supplementary File for a copy of the Information)

ADMINISTRATION; FY 2025-26 BUDGET DEVELOPMENT- FEE SCHEDULE (RESOLUTION 2025-072)

Julianne Young, Deputy County Administrator, gave an overview of the FY 2025-26 Budget Development – Fee Schedule

Commissioner Wilkinson discussed the possibility of cutting the rates for the water fee.

Ms. Young gave a breakdown on the cost to run the water plant and the fees associated with it.

Further discussion on the water system.

On a Motion by Commissioner Harvey, Seconded by Commissioner Newbold, the Board unanimously approved the FY 2025-26 Budget Development – Fee Schedule (Resolution 2025-072) by a vote of 4-0, with Commissioner Alexander absent.

(See Supplementary File for a copy of the Information)

PUBLIC COMMENT ON MISCELLANEOUS ITEMS

Francis Gasson, A Citizen, spoke about the need for additional roads to be paved in the St. Johns Harbor Unit 3 MSBU.

Commissioner Wilkinson asked Mr. Gasson to contact her regarding the roads.

Monica Weaver, A Citizen, spoke about the need for retention with fire rescue employees.

_____

APPOINTMENTS

The Board appointed Dustin Caison to the Constructor's Review Board as the Air Conditioning Contractor to serve the remainder of a term set to expire on December 31, 2025.

_____

CLERK OF COURT- MATT REYNOLDS

Matt Reynolds, Clerk of Court and Comptroller, had no remarks.

_____

COUNTY ATTORNEY- RICH KOMANDO

Rich Komando, County Attorney, had no remarks.

_____

COUNTY ADMINISTRATOR-TERRY SUGGS

Terry Suggs, County Administrator, stated that legislative discussions would be addressed at the next BOCC meeting.

_____

COMMISSIONER COMMENTS

Commissioner Pellicer recognized the building department for a job well done.

Commissioner Harvey thanked the staff for their hard work on the budget.

Commissioner Wilkinson said a discussion on wastewater will need to be had soon.

ADJOURNED

There being no further business, the Board of County Commissioners Meeting adjourned at 12:40 p.m.

_____

BOARD OF COUNTY COMMISSIONERS
PUTNAM COUNTY, FLORIDA

BY: _____
Leota D. Wilkinson, Chairman

ATTEST:

_____
Matt Reynolds, Clerk of Courts
And Comptroller

Minutes By: Deputy Clerk, Ashley Beard.