

City of Live Oak
City Council Meeting Minutes
Tuesday, August 11, 2026

The Live Oak City Council met on Tuesday, August 11, 2026 at 5:30 p.m. in City Hall, located at 101 SE White Avenue, Live Oak, Florida 32064, for a regular monthly meeting. The following officials were present: Council President Vanessa Robinson, Councilmember Adam Collins, Councilmember Matt Campbell, Councilmember Gladys Owens, Councilmember David Alford, Mayor Frank Davis, City Clerk John Gill, City Manager Larry Sessions, and City Attorney Todd Kennon.

Council President Robinson called the meeting to order.

Mayor Davis led the invocation, which was followed by the Pledge of Allegiance to the Flag.

Approval of Agenda

Item 7N, concerning the ordinance related to the CRA expansion, was removed because of issues with statutory notices. Item 6B (annex renovation and generator) was also removed, with City Manager Sessions to review the matter discussed during the budget workshop. Councilmember Campbell made a motion to approve the agenda with the noted deletions, which Councilmember Alford seconded. The motion was seconded and carried.

Approval of Minutes

Councilmember Campbell made a motion to approve the July 14th regular monthly meeting minutes, the July 20th Council workshop meeting minutes, and the July 28th budget workshop meeting minutes which Councilmember Owens seconded. The motion carried unanimously.

Public Comments

Phyllis Rotolo spoke regarding community outreach for unhoused individuals.

Linda Williams spoke regarding homelessness, drugs, abandoned housing, safety concerns in District 2, the need for additional police patrol, and concerns regarding fire pits.

Cheryl Pruitt spoke regarding her prior experience operating a mission for unhoused individuals and asked the City to carefully consider how homelessness and related drug and property issues are addressed.

Moses Klepper spoke regarding employee pay, Flock cameras, road-patching practices, and possible consolidation of City and County services.

Addison Snyder spoke regarding the Flock camera system and urged the City to consider contract and deactivation issues if the cameras are discontinued.

Marion Gross spoke regarding Walker Street, homelessness, garbage-can service for her business, and concerns regarding her utility account.

Mayor Frank Davis – Matters of the City

Mayor Davis announced that Florida City Government Week would begin October 19th and stated that activities were being planned, including school visits, contests, and an event intended to promote goodwill between the City Council and County Commission.

Mayor Davis recognized Council President Vanessa Brown-Robinson for receiving a Level II Silver Certificate of Leadership from the Florida League of Cities.

City Council – Recreational Fire Pits

Councilmember Campbell requested clarification regarding recreational fire pits within the city limits and stated that there had been confusion regarding whether a permanent burn ban existed. City Attorney Kennon reviewed applicable law and recommended preparing an ordinance establishing common-sense safeguards for recreational fires, including restrictions during burn bans, approved containers and fuels, location and size requirements, fire-extinguishing equipment, weather restrictions, and nuisance provisions. Mr. Kennon stated that he would work toward presenting language in September.

City Manager Larry Sessions – Budget Hearing and Workshop Dates

City Manager Sessions reported that the tentative budget hearing would need to be moved to Thursday, September 10th. The Council also discussed an additional budget workshop and reached consensus to hold a budget workshop at 4:30 PM on August 25th, prior to the CRA meeting.

Planning and Zoning Board – Seat 5 Appointment

Development Manager George Curtis reported that two applicants, David Chandler and Tommie Jefferson, had applied to fill the vacancy in Seat 5 for the remainder of the term. Both applicants

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addressed the Council. The Council voted by ballot. David Chandler received three votes and Tommie Jefferson received two votes. Mr. Chandler was appointed to Seat 5 of the Planning and Zoning Board.

Planning and Zoning Board – Reappointment of Alicia Reddish

Councilmember Campbell made a motion to reappoint Alicia Reddish to Seat 2 of the Planning and Zoning Board, which Councilmember Alford seconded. The motion was carried unanimously.

Planning and Zoning Board – Reappointment of Jimmy Cherry

Councilmember Campbell made a motion to reappoint Jimmy Cherry to Seat 1 of the Planning and Zoning Board, which Councilmember Alford seconded. The motion was carried unanimously.

Assistant City Manager Position

City Manager Sessions requested authorization to create an assistant city manager position by assigning additional responsibilities to an existing department head. He explained that the position would assist with delegation, continuity of operations, succession planning, emergency operations, economic development, planning and zoning, public safety, and meetings that he could not attend because of scheduling conflicts. Councilmembers discussed the method of appointment, compensation, job duties, internal recruitment, succession planning, and the City Charter requirements for creation of the office.

The motion was modified to provide that the Council would create the assistant city manager position by resolution and would later approve the job description, salary, and method of appointment.

Councilmember Alford made a motion to approve Assistant City Manager position, which Councilmember Campbell seconded. A vote was taken with the motion carried 3-2, with Council President Robinson and Councilmember Owens opposed.

Resolution 2026-26 – CPH Consulting, LLC

Resolution No. 2026-26, accepting a bid from CPH Consulting, LLC for qualified professional engineering services for the design and construction phase of a groundwater storage tank and approximately 11,800 linear feet of water line, for a price not to exceed \$600,000, was presented. City Attorney Kennon read the title into the record. Councilmember Campbell made a motion to approve the bid award contingent upon completion of an acceptable contract, which Alford seconded. The motion was carried unanimously.

Resolution 2026-36 – CDBG Housing Assistance Plan

Resolution No. 2026-36, adopting a CDBG Housing Assistance Plan for the Florida Small Cities CDBG Program, was presented. Mr. Kennon reported that changes discussed at the prior meeting had been incorporated. He then read the title into the record. Councilmember Collins made a motion to approve Resolution 2026-36 which Councilmember Owens seconded. The motion carried unanimously.

Resolution 2026-32 – John Hale Park Grant Application

Resolution No. 2026-32 authorized Suwannee Parks and Recreation to submit an application on behalf of the City for a Florida Recreation Development Assistance Program grant for John Hale Park, for reimbursement not to exceed \$200,000, and authorized the mayor to sign grant documents and accept funds for renovations. Mr. Kennon read the title into the record. Councilmember Campbell made a motion to approve Resolution 2026-32, which Councilmember Alford seconded. The motion carried unanimously.

Resolution 2026-33 – Heritage Trail Grant Application

Resolution No. 2026-33 authorized Suwannee Parks and Recreation to submit an application on behalf of the City for a Florida Recreation Development Assistance Program grant for Heritage Trail, for reimbursement not to exceed \$200,000, and authorized the mayor to sign grant documents and accept funds for renovations. Mr. Kennon read the title into the record. Councilmember Campbell made a motion to approve Resolution 2026-33, which Councilmember Collins seconded. The motion carried unanimously.

Resolution 2026-34 – Retiree Participation in Group Insurance Plan

Resolution No. 2026-34, adopting a formal retiree participation in-group insurance plan policy for eligible City retirees and their eligible dependents, was presented. City Attorney Kennon reviewed the statutory requirements, eligibility, enrollment deadlines, premium obligations, payment methods, and administration of the policy. Eligible retirees would be responsible for 100 percent of applicable premiums.

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and permitted administrative fees unless otherwise provided. Mr. Kennon read the title into the record. Councilmember Campbell made a motion to approve Resolution 2026-34, which Councilmember Alford seconded. The motion carried unanimously.

Resolution 2026-35 – Longevity Pay Policy

Resolution No. 2026-35, updating the City's longevity pay policy for eligible employees, was presented. The Council discussed proposed revisions, including workers' compensation leave, eligibility upon separation or retirement, the ability to amend longevity amounts by resolution, and annual budget appropriation. HR Administrator Jessica Smith explained that the existing policy was outdated and that the proposed update was intended to improve employee retention and provide more meaningful longevity payments. Mr. Kennon read the title into the record. Councilmember Campbell made a motion to approve Resolution 2026-35 while retaining language allowing the governing body to amend the amounts by resolution and making longevity benefits subject to annual appropriation, which Councilmember Owens seconded. The motion carried 4 to 1, with Council President Robinson opposed.

Resolution 2026-37 – Heritage Square West

Resolution No. 2026-37, designating a portion of the City as Heritage Square West, was presented. CRA Director Nicholas Frigiola explained that the designation formalized an area already included within the CRA and was intended to support future planning similar to Heritage Square East. The Council discussed the boundaries, private property within the designated area, and the fact that the resolution itself did not authorize expenditures. Councilmember Alford recused himself from voting stating that he was employed by one of the landowners. Mr. Kennon read the title into the record. Councilmember Collins made a motion to approve Resolution 2026-37, which Councilmember Campbell seconded. The motion carried unanimously.

Resolution 2026-38 – Planning and Zoning Board Decision

Resolution No. 2026-38, reversing the decision of the Planning and Zoning Board regarding PZ DEV 26-02 and adopting findings of fact and conclusions of law, was presented as the formal documentation of the Council's prior action. Councilmember Collins recused himself from voting because he was the engineer of record for the development and had participated in the prior presentation. Mr. Kennon read the title into record. Councilmember Campbell made a motion to approve Resolution 2026-38, which Councilmember Alford seconded. The motion carried unanimously.

Final Reading of Ordinance 1563

Final reading of Ordinance No. 1563, application LDR 26-05, changing the assigned zoning district for approximately 0.64 acres at 1301 7th Street Southwest for Sweet Hope Missionary Baptist Church from Residential Single Family/Manufactured Home-3 to Office-Institutional, was presented. Mr. Kennon read the title into the record. The public hearing was opened and closed with no public comment. Councilmember Campbell made a motion to approve the final reading of Ordinance 1563, which Councilmember Owens seconded. The motion carried unanimously.

Final Reading of Ordinance 1564

Final reading of Ordinance No. 1564, application CPA 26-02, changing the future land use classification for approximately 0.51 acres for J&W Auto Repair from Residential Medium Density to Commercial, was presented. Mr. Kennon read the title into the record. The public hearing was opened and closed with no public comment. Councilmember Campbell made a motion to approve the final reading of Ordinance 1564, which Councilmember Alford seconded. The motion carried unanimously.

Final Reading of Ordinance 1565

Final reading of Ordinance No. 1565, application LDR 26-06, changing the assigned zoning district for approximately 0.51 acres for J&W Auto Repair from Residential Single Family-2 to Commercial-Intensive, was presented. Mr. Kennon read the title into the record. The public hearing was opened and closed with no public comment. Councilmember Owens made a motion to approve the final reading of Ordinance 1565, which Councilmember Alford seconded. The motion carried unanimously.

Final Reading of Ordinance 1566

Final reading of Ordinance No. 1566, application LDR 26-07, changing the assigned zoning district for approximately 0.39 acres at 713 Duval Street Northwest from Residential Single Family/Manufactured Home-2 to Residential-Office, was presented. Mr. Kennon read the title into the record. The public

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hearing was opened and closed with no public comment. Councilmember Alford made a motion to approve the final reading of Ordinance 1566, which Councilmember Campbell seconded. The motion carried unanimously.

Final Reading of Ordinance 1567

Final reading of Ordinance No. 1567, application CPA 26-03, changing the future land use classification for approximately 3.74 acres along Ranchera Street Northwest in Canyon Vistas Commercial Park from Residential High Density to Commercial, was presented. Darren Webb, CEO of GSMS Developers and Circle of Life Assisted Living, addressed the Council and invited members to visit the development. Mr. Kennon read the title into the record. The public hearing was opened and closed with no public comment. Councilmember Campbell made a motion to approve the final reading of Ordinance 1567, which Councilmember Collins seconded. The motion carried unanimously.

Final Reading of Ordinance 1568

Final reading of Ordinance No. 1568, application LDR 26-08, changing the assigned zoning district for approximately 3.74 acres along Ranchera Street Northwest from Residential Multiple Family-2 to Commercial-Intensive, was presented. Mr. Kennon read the title into record. The public hearing was opened and closed with no public comment. Councilmember Alford made a motion to approve the final reading of Ordinance 1568, which Councilmember Campbell Alford seconded. The motion carried unanimously.

With no further business, the meeting was adjourned.

Council President

Vanessa Brown-Robinson

Attest:

John Gill
City Clerk