

December 18, 2007
Regular Session
Bonifay, Florida

The Holmes County Board of Commissioner met in a Regular Session on the above date with the following members present: Commissioner Kenneth Williams, Commissioner Monty Merchant, Commissioner Jim King, Commissioner Raymon Thomas, Chairman of the Board.

Mr. Greg Wood, County Administrator, was present.

Angie Jonas, Deputy Clerk, was present and kept the minutes.

Mr. Dinkins led the prayer.

Chairman Thomas opened the meeting with the pledge.

Pursuant to public notice, the Board held a public hearing to review the Community Budget Issue Requests (CBIR). Chairman Thomas read aloud the following list of requests:

<u>Project</u>	<u>Amount</u>
St. Johns Road resurfacing project, .65 miles	\$ 195,000.00
Son-In-Law Road resurfacing project, 1.0 mile	300,000.00
Sand Path Road resurfacing project, 1.803 miles	540,900.00
Hurricane Creek Evacuation Shelter/Community Center-construction	350,000.00
Holmes County Health Department-air conditioning system replacement	20,000.00
Holmes County Health Department-renovations	500,000.00
Holmes County Health Department-new construction	2,600,000.00
Gritney Community Shelter Project	100,000.00
Gritney Volunteer Fire Department	275,000.00
CR 183A resurfacing project, 3.7 miles	1,110,000.00
State Farmer's Market-renovations	72,000.00
CR 181 resurfacing project, 1.79 miles	537,000.00
CR 181 resurfacing project, 8.2 miles	2,460,000.00
CR 177 resurfacing project, 22.8 miles	3,146,400.00
CR 173S resurfacing project, 2.62 miles	786,000.00
CR 173 resurfacing project, 36.6 miles	3,623,400.00
CR 162W resurfacing project, 2.3 miles	690,000.00
CR 162E resurfacing project, 2.4 miles	720,000.00
CR 2A resurfacing project, 2.3 miles	690,000.00
Holmes County Courthouse Renovations-replacement windows	300,000.00

The Board discussed the Courthouse Renovations item. Commissioner King made a motion to change the CBIR from \$300,000.00 to \$750,000.00 to include air conditioning systems, boiler, windows for energy conservation, and renovations for areas that are health concerns. Commissioner Merchant seconded the motion. The motion passed unanimously.

Commissioner Merchant made a motion to approve the CBIR items. Commissioner Williams seconded the motion. The motion passed unanimously.

Chairman Thomas closed the public hearing.

Chairman Thomas stated that the Kiwanis Club membership consent item had been removed from the consent item list. Commissioner King made a motion to approve the following consent items:

- November 19, 2007 Special Session Minutes
- November 27, 2007 Regular Session Minutes
- November 27, 2007 Special Session Minutes
- December 4, 2007 Special Session Minutes

Commissioner Merchant seconded the motion. The motion passed unanimously.

Mr. Steve Christopher, Vice President of Peter Brown Construction, updated the Board regarding the progress of the Sheriff's Annex Project. He stated that the project was ahead of schedule and under budget. He stated that the roof had to be replaced because it had been saturated, and also that wall and window framing had begun. He also advised that inmate labor had saved the County a large amount of money during the demolition stages.

Mr. Christopher updated the Board regarding the Courthouse Renovation Project. He stated that the budget for the project is \$600,000.00 and that the bid for the project was slightly under budget at \$590,000. He stated that the base bid included ADA work, chiller, electrical and mechanical upgrades and project management fees. Chairman Thomas stated that the County has \$300,000.00 currently to dedicate to the project and that the State budget cuts coming in January 2008 will determine how much of the renovation the County will be able to do. Previously, the State had promised an additional \$300,000.00 for the project, but has not yet signed the contract. Mr. Christopher stated that this is a ninety day contract from the date that the equipment arrives. Commissioner King made a motion to approve the project contingent upon receiving the funds from the State and to order the plan for the chiller. Commissioner Williams seconded the motion. The motion passed unanimously.

Mr. Dave Rutledge of Teen Challenge asked that the building permit fee item be postponed until the next Board meeting because his contractor was not available to attend the meeting. The Board

discussed the issue and decided to proceed with the agenda item. Chairman Thomas stated that the building fees included building, electrical, plumbing and mechanical permit fees. The Board discussed whether to waive any of the fees. Mr. Roger Williams, Building Inspector, explained the fee sheet. He stated that the fee sheet presented only included the building fees, and that the additional fire inspection fees were not on this particular sheet. He also noted that the fire sprinkler permit fees were \$1.00 per sprinkler multiplied by 250 sprinklers, plus a \$10.00 base fee which should have totaled \$360.00 rather than the \$350.00 that was on the sheet. He also stated that the air conditioning section was not completed on the fee sheet because there was not yet a contractor on that phase of the building. Commissioner King stated that several churches and organizations in the area have paid all of their fees, and traditionally people who are building are subject to all of the associated fees. Commissioner King made a motion not to exempt Teen Challenge from paying the fees. Commissioner Merchant seconded the motion. The motion passed unanimously. Administrator Wood asked if the Board would allow Mr. Rutledge to pay for the fees on a payment plan. The Board was not agreeable to this, and asked that Mr. Rutledge pay the fees in total.

(Building Permit Fee Schedule)

The Board discussed the contract between Metric Engineering and the County for the CR 177A resurfacing project. Phillip Gainer, of Metric Engineering, stated that preparatory work for the project had begun. Commissioner Williams made a motion for the Chairman to sign the consultant agreement with Metric Engineering. Commissioner King seconded the motion. The motion passed unanimously.

(Consultant Agreement)

The Board discussed the engineering fee invoice from Hatch Mott MacDonald for the Emergency Operations Center (EOC). Commissioner King made a motion to pay the invoice in the amount of \$15,360.00. Commissioner Merchant seconded the motion. The motion passed unanimously.

Mr. Greg Wood, Administrator, asked whether the Board would be discussing the 911 addition to the EOC building. Chairman Thomas stated that this item would be on the January 8, 2008 meeting agenda.

Mr. Wood stated that since Mr. Clint Erickson, 911 Director, would be out of the office on leave, he would be instructed to complete the application for the project soon. The Board discussed 911 Department operation in Mr. Erickson's absence. Mr. Wood stated that Mrs. Wanda Stafford of the Emergency Management Office had staff that would be filling in as needed. He also stated that 911 funds would reimburse the cost of the Emergency Management Department staff to fill in.

Mr. Wood presented the first reading of the 911 ordinance regarding the Holmes County addressing policy. Previously, emergency responders had difficulty finding some addresses due to poorly marked or nonexistent address signs. He stated that since a policy was not enforceable by law, the ordinance was drafted. He stated that the ordinance was essentially the same as the existing policy, with the addition of penalties of \$25.00 and \$50.00 for noncompliance.

(Draft Ordinance)

Mr. Wood presented the Procurement Procedure and Policies Request section on behalf of Michele McDaniel, Planner. He explained that Ms. McDaniel's recommendation was for the Board to review the guide and to allow the Planner to hire a consulting firm in order to assist with the visioning project for the year 2020 Comprehensive Plan. He stated that grant funds in the amount of \$100,000.00 are available for application and asked for authorization to hire a consulting firm. He stated that the deadline for spending those funds is June 1, 2008, so immediate action was needed. He asked the Board to allow him to contact eight to ten consulting firms, get references from their last five projects, and bring back the ranking of those firms to the next meeting. Chairman Thomas clarified that this was not a rewrite of the Comprehensive Plan, just work leading up to the hearings. He stated that State law allows the Board to declare an emergency situation, which would allow the grant funds to be utilized for this process. Mr. Wood stated that he is simply conducting research at this time. Commissioner Williams made a motion to proceed to suspend the requirement for the request for quotes. Commissioner Merchant seconded the motion. The motion passed unanimously.

Chairman Thomas read proposed ordinance 07-17 regarding land use change for Stafford's Package Store. The store is located on 1.5 more or less acres on Highway 181. Since the store is being sold, the new owner would like to land classification to be changed from agricultural to commercial. The ordinance would amend Volume Three of the 2010 Comprehensive Plan future land use map series. No action was taken, as this was just a first reading and a public hearing would be held later for adoption.

Chairman Thomas read proposed ordinance 07-18 for Waites Crossing East. He stated that the ordinance would amend Volume Three of the Comprehensive Plan 2010 and would change the future land use category of a 9.97 acre parcel from agricultural to low density residential. He stated that this property was originally part of Jack's Creek and would be on the January 29, 2008 meeting agenda.

Chairman Thomas read proposed ordinance 07-19 for Waites Crossing West. He stated that the parcel is 9.6 acres and that the ordinance would change the land use designation from agricultural to low density residential. Ms. Michele McDaniel, Planner, stated that the applicant chose to do two separate land use changes rather than one large scale land use change. Chairman Thomas stated that this ordinance would be on the January 29, 2008 meeting agenda.

The Board discussed District Four's fencing and sealed bid item. Since no bids were received, Commissioner Williams suggested gathering two or three bids from area contractors and bringing those bids to the January 29, 2008 meeting. The Board agreed.

Chairman Thomas read the recommendation of the 12.50 Surcharge Committee which included the following: reimbursement of \$538.26 to the General Fund for additional expenses for the Prosperity Tower roof repair, a purchase of a thirty-two channel Motorola Radio for the Sheriff's Department in the amount of \$542.00, the purchase of two thirty-two channel radios, with amplifiers, broad band antennas and accessories for the EMS Department in the amount of \$2890.00, and the purchase of one Motorola hand held radio for Esto Fire Department in the amount of \$500.00. It was also the recommendation of the Committee for the Board to send a letter to the Westville Volunteer Fire Department asking that outdated and inoperable equipment be turned in to the Board before purchasing new equipment. The 12.50 Surcharge Committee asked that the Board require all requests to be forwarded to the Holmes County Fire Fighters' Association for consideration before reaching the 12.50 Surcharge Committee. The final request of the committee was that the Board purchase 12.50 Surcharge Committee stickers to be placed on all equipment purchased with these funds. Commissioner King made a motion to approve the purchase requests. 12.50 surcharge committee requests. Commissioner Merchant seconded the motion. The motion passed unanimously.

(Letter)

Commissioner King made a motion for Administrator Wood or the Attorney to write a letter that would inventory all of the equipment that the departments have, and also to check into the purchase of stickers to label the 12.50 surcharge purchased equipment. Commissioner Williams seconded the motion. The motion passed unanimously. Ms. Stafford stated that the requests of the 12.50 Surcharge Committee were made in an effort to keep a fair equipment distribution system among all of the departments.

The Board discussed radio etiquette for emergency responder frequencies. Administrator Wood suggested training courses for responders before radios are issued. Chairman Thomas suggested a radio etiquette course for the Road Department also. No action was taken on this item.

The Board discussed the Homeland Security Grant, Issue # 10. This grant, in the amount of \$31,851.00, would cover costs for planning, training, and exercises through the State Homeland Security. Commissioner Merchant made a motion for the Chairman to sign the grant agreement between the Florida Division of Emergency Management and the Board. Commissioner King seconded the motion. The motion passed unanimously.

(Homeland Security Grant)

Administrator Wood stated that the grader testing will conclude soon. He stated that the rankings for the equipment will be brought to either the first or second meeting in January.

Administrator Wood stated that the dump trucks at the road department were to be kept thirteen months and then turned in. Chairman Thomas stated that the 2008 models are on the dealer lots in the area and that the dump trucks will be discussed on the January agenda.

Mr. Wilfredo Morales of Ben's Place animal rescue presented his plan for 2008. He updated the Board regarding several projects he is currently working on, which included spay and neuter programs as well as a youth program to teach pet responsibility. He also stated that he is currently trying to build a facility to house five hundred animals. He asked the Board to support his efforts.

James Sapp, citizen, voiced his concerns regarding the Ben's Place animal rescue. He asked the Board not to allow the rescue to get any larger. He stated that animals from Ben's Place have become a nuisance and are not being properly cared for. Chairman Thomas stated that his dissatisfaction with his neighbor was a civil matter. Mr. Sapp asked the Board to consider writing an ordinance to control the situation. No action was taken on this item.

Commissioner King stated that Chris Johnson's dirt pit is in need of an easement because it is a hazard since the fence is falling in and people are trespassing. He asked that the Board allow him to work toward securing an easement. The Board agreed.

Commissioner King stated that shifts at the Road Department Shop will be covered during the holiday time by Ms. Cathy Britton and Mr. Jeff Good. Commissioner Williams stated that he had employees scheduled to work during that time as well.

Commissioner King asked the Board if it would be allowable for Administrator Wood to look into the possibility of getting a "borrow pit" on the land adjacent to Gilbert Pit. The Board agreed.

Administrator Wood stated that the Contractor Review Board is in need of one more member.

Commissioner King made a motion to adjourn the meeting. Commissioner Merchant seconded the motion. The meeting was adjourned.

Clerk

Chairman