

May 25, 2007
Special Session
Bonifay, Florida

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

County Administrator, Greg Wood, was present.

Sherry Fitzpatrick, Deputy Clerk, was present and kept the minutes.

Chairman Thomas led the prayer and pledge.

Commissioner Music made a motion to approve the County Administrator's salary at \$67,500 annually with Commissioner King offering a second. The motion passed unanimously.

(Contract)

Commissioner King made a motion to give the 911 Office Nissan truck to the County Administrator and to give a recently purchased used pick-up to the 911 office after needed repairs had been completed. Commissioner Music offered a second. The motion passed unanimously.

Commissioner Music made a motion to purchase a cell phone for the County Administrator and also one for Amy Loflin, Project Management Specialist. Commissioner Merchant offered a second. The motion passed unanimously.

Commissioner Williams made a motion to allow Greg Wood, County Administrator, to make amendments to the Land Development Regulations that would address the issue of road frontage in Crossroads Mixed Use classification and bring back to the Board for approval. Commissioner Music offered a second. The motion passed unanimously.

Commissioner Merchant discussed the number of signs needed to direct visitors to the Laura Ingalls Memorial. The Board agreed that approximately six signs should be sufficient.

Commissioner Merchant discussed the needed site to place the new trailer purchased for the Westville Ambulance Station. Commissioner Merchant stated that Donnie Morrison owned a lot that was already set up with sewer and electric service and was asking \$300 a month lot rent. Amy Loflin, Project Management Specialist, mentioned that the fire department in Ponce de Leon could possibly have a site that could be used. Commissioner Merchant will discuss this possibility with Wilburn Baker, Emergency Medical Services.

Commissioner King stated the County needed to have a surplus sale. Commissioner King made a motion to allow the County Administrator, Greg Wood, to confer with Sherry Fitzpatrick, Deputy Clerk on a date for the sale. Commissioner Music offered a second. The Board agreed to get a list together of the items to place on the surplus sale list and bring to a later Board meeting prior to setting the sale date.

Chairman Thomas stated he was only able to receive one quote on repairing the window leaks at the old bank building where the Tax Collector and Property Appraiser are located. The quote was from Tommy's Glass located in Chipley, FL for \$5,066.00. The Board agreed to let Commissioner Music look at the needed repairs before making a decision.

Chairman Thomas stated that Mr. Bill Schneider, Dogwood Lakes Estates, would like to transfer an easement to the County. The easement is at the end of Fairway Drive and the county has maintained it for many years. Mr. Schneider wants to sell some property by the easement but the person purchasing the property does not want to purchase the easement. Commissioner Music made a motion to accept the easement with Commissioner King offered a second. The motion passed unanimously.

(Easement)

Chairman Thomas stated that Ben's Place, area animal shelter, needed a letter of support to help expedite the process of getting his 501C3 so his shelter could continue operating. Commissioner King made a motion to write a letter of support stating that in order for the County to consider funding that Ben's Place was required to be a 501C3. Commissioner Music offered a second. The motion passed unanimously.

Amy Loflin, Project Management Specialist, asked the Board for permission to run a legal ad for the Projects Manager position. The Board agreed for Ms. Loflin to place the ad.

Amy Loflin, Project Management Specialist, stated the Historical Tax Exemption Ordinance needed to be followed up on by the County Attorney.

Amy Loflin, Project Management Specialist, stated she would be working from the Recycling Center for the next few weeks until Ann Payne was able to return to work.

Greg Wood, County Administrator, presented the Board with an organizational chart and a list of goals that would be forthcoming. Mr. Wood also asked the Board to allow him to combine a job description for an Administrative Assistant and Risk Management person for his office. Commissioner Music made a motion to approve the job description with Commissioner Williams offering a second. The motion passed unanimously.

(Job Description)

Mr. Wood asked why the 911 Office was not under the Emergency Management office. Wanda Stafford, Emergency Management, stated that the state found a problem during the audit with the arrangement of the 911 Office being in the Emergency Management office due to no rent, utilities or supplies being paid for. It was decided to move the office to another location so it could be kept separate. Mr. Wood stated that the 911 Office would be placed under his supervision for now.

Commissioner Williams stated the need for an employee handbook. Greg Wood, County Administrator, stated the issue would be addressed in his goals.

Wanda Stafford, Emergency Management, stated the Division of Forestry had requested the Board to approve an Emergency Ordinance addressing a Burn Ban and penalties associated with it. Commissioner King made a motion to rescind the previous burn ban placed into effect on May 9, 2007 with Commissioner Williams offering a second. The motion passed unanimously. Commissioner King made a motion to approve Ordinance 07-05 that would place an Emergency Burn Ban into effect for 90 days. Commissioner Williams offered a second. The motion passed unanimously. Commissioner Williams made a motion to approve Ordinance 07-05 with the addition of specifically adding fireworks with Commissioner Music offering a second. The motion passed unanimously.

(Ordinance 07-05)

Amy Loflin, Project Management Specialist, offered her thanks to the Commissioners that allowed their road crews to assist at D.D. Eldridge Park project.

Amy Loflin, Project Management Specialist, stated the state had possibly funded the horse arena in the amount of \$200,000 and we would have confirmation after July 1, 2007.

Commissioner Merchant gave his thanks to Greg Wood, County Administrator, for stepping up to his new position and taking charge.

There being no further business, the meeting stood adjourned.

Cody Taylor, Clerk

Raymon Thomas, Chairman