

April 22, 2008
Special Session
Bonifay, Florida

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

Mr. Greg Wood, County Administrator, was present.

Mr. Brandon Young, County Attorney, was present.

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

Chairman Thomas led the prayer and pledge.

Pursuant to public notice, the Board held a special session. Mr. David Skipper, Engineer of Hatch Mott MacDonald, presented the additive change order #1 for the CR 81A resurfacing project. He stated that since the bid had come in lower than the funding available, Bullard Construction was suggesting that the County make the following upgrades to the project: an increase in asphalt thickness from 1.5 inches to 2 inches, adding a tack coat between the re-compacted base and asphalt, the addition of ditch grading, and limited clearing at the north end of the project at Hardy-Skipper Road and CR 81A. He stated that the additional cost for these items will be \$115,674.00. Commissioner King made a motion to approve the change order. Commissioner Music seconded the motion. The motion passed unanimously.

(Change order)

Mr. David Skipper stated that with the approval of the change order, there will be an increase of \$9,500.00 to the engineering fee for Hatch Mott MacDonald to cover the costs of design work for the ditch and to cover testing for the site. With the Board's approval of the change order for Bullard Construction, there were remaining grant funds of approximately \$14,922.09. Commissioner King made a motion to approve the changes. Commissioner Music seconded the motion. The motion passed unanimously.

(Engineering Fee increase sheet)

The Board discussed the list of roads to be submitted for the Small County Outreach Program (SCOP). Administrator Wood presented the updated ranking sheet for Board approval which ranked the roads as follows, from most in need to least:

<u>Road</u>	<u>Description</u>	<u>Mileage</u>
177	79-Highway 2	10.2
179	Washington County line –AL line	16.8

<u>Road</u>	<u>Description</u>	<u>Mileage</u>
162 W	179A-81	2.3
173 S	3.9	
CR 2A	CR 81-CR 185	2.3
St. Johns Road		.6
177	Highway 2-Black Road	3.2
Sand Path Road		1.9

Commissioner Williams made a motion to approve the top five ranked roads for submission. Commissioner King seconded the motion. The motion passed unanimously.

(Ranking sheet)

Administrator Wood presented a draft ordinance of the junk, debris, and abandoned property ordinance and asked the Board for input. Chairman Thomas clarified that there is an ordinance in place regarding junk vehicles and that he would like this draft ordinance reflect the same vehicle allowance. Administrator Wood stated that this proposed ordinance would repeal the prior ordinance. Commissioner Williams stated that he would like to see the court process added to the policy rather than the special master or a review board for imposing penalties. Brandon Young, County Attorney, suggested setting up a timeline to coincide with penalties for citizens to respond to the citation. Administrator Wood stated that the steps for enforcing the code violations will be as follows: 1. a warning notice would be issued by the code enforcement officer. 2. If non-compliance, a citation will be issued. 3. A period of time for compliance (i.e. 30 days) will be given by the code enforcement officer. 4. If the result is still unsatisfactory, the case will be passed on to the Court Office for further action. Chairman Thomas stated that bona fide agricultural enterprises would be exempt from this ordinance. He also asked that Administrator Wood proceed with the draft ordinance with proposed changes and bring the ordinance back to the Board for review in May. The Board agreed. Citizens speaking regarding this topic:

Bennie Little

(Draft ordinance)

The Board discussed the occupational licensing/business tax agenda item. Chairman Thomas stated that he would like to include exemptions for agri-tourism and Limited Liability Company (LLC)

farms. Chairman Thomas also asked that the Board review the policy and asked that the revised policy be finalized at a later time.

Brandon Young, County Attorney, excused himself from the meeting, stating that he had another meeting to join in Ponce de Leon.

Chairman Thomas stated that there would be a deviation from the original agenda so that the employee policy manual could be discussed as the last item.

Administrator Wood stated that the Employee Appreciation banquet for Board employees will be taking place on Thursday April 24, 2008. He asked that the Library be closed during the banquet, so that employees might attend. Commissioner Williams made a motion for the Library to close during the banquet on Thursday. Commissioner Music seconded the motion. The motion passed unanimously.

The Board discussed the employee policy and procedure manual. Administrator Wood stated that the Health Department had asked whether a non-smoking policy is in place for County vehicles. Chairman Thomas stated that smoking in County vehicles is prohibited and that the policy is already in the manual.

Administrator Wood asked whether it would be allowable for the Family Leave Act and Department of Labor Forms to be included in the manual. The Board agreed.

(Forms)

Administrator Wood asked the Board whether to include the following additions to the employee policy and procedure manual: the addition of headings for leave charts, leave time pro-rata computation and DROP program information. The Board agreed to incorporate the changes into the manual.

(Submission sheet)

The Board discussed the sample paid time off policy. Chairman Thomas stated that the Board had been asked to consolidate vacation/annual and sick time into a category known simply as "leave time". He stated that an effective date for leave time accrual will be included in the manual and that any previously accrued time that was on the books will be exhausted before the new leave time can be used. Commissioner Music made a motion to allow the items to be put into the policy and procedure manual. Commissioner Williams seconded the motion. The motion passed unanimously.

(Example of PTO)

Commissioner Williams asked for an update on the District Four loader. Administrator Wood stated that he would be getting an update from the Shop soon.

Commissioner Merchant stated that he is hoping to get with the Department of Transportation (DOT) regarding the milling agreement that was signed.

Commissioner Music stated that he is need of a part time grader operator for his district. Commissioner Music made a motion to hire Mr. Greg Windham as a grader operator temporarily. Commissioner King seconded the motion. The motion passed unanimously.

Commissioner Music stated that vandals had run over the fence and had gotten County equipment stuck recently at the County dirt pit on M.C. Carnley Road. He also stated that four-wheelers are also a nuisance at the pit as well.

Chairman Thomas stated that someone had also been vandalizing the D.D. Eldridge Park that is near completion as well. Administrator Wood stated that he will be looking into monitoring provisions for the park.

Chairman Thomas updated the Board on the Dump truck turn in. He stated that a proposal should be coming by the end of this week.

Chairman Thomas stated Mallard, Incorporated had received a letter from the Department of Environmental Protection (DEP) regarding the cleanup of the Barefoot Store site. He stated that DEP is asking that excess water be disposed of in nearby ditches on the north side of CR177. Commissioner Merchant made a motion to allow Administrator Wood to contact DEP to arrange a meeting regarding this matter. Commissioner King seconded the motion. The motion passed unanimously.

(Letter)

The Board discussed the recent Fishing Derby that took place April 19, 2008. Commissioner King stated that it had been a great success.

Commissioner Merchant stated that he recommended the Legislature's Page Program to kids in the area.

John Little, citizen, asked questions regarding employee strike procedures and leave accrual.

Commissioner King made a motion to adjourn the meeting. Commissioner Merchant seconded the motion. The motion passed unanimously.

Clerk

Chairman