

August 25, 2009
 Regular Session
 Bonifay, Florida

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

Mr. Brandon Young, County Attorney, was present.

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

Chairman Merchant opened the meeting with the prayer and pledge.

Commissioner Music made a motion to approve the following consent items:

- August 4, 2009 Special Session/ Budget Workshop Minutes
- August 11, 2009 Regular Session Minutes
- Voting System Upgrade and Interlocal Agreement
- Extension Office Secretary Recommendation- Ms. Cindy Owens
- Interlocal Agreement for Medical Examiner Services
- Budget Amendment #5

Attorney Young explained the interlocal agreement item. He stated that this was an agreement with Jackson County for the use of their surplus voting equipment. He advised that Mrs. Debbie Wilcox-Morris, Supervisor of Elections, had stated that she would like to borrow Jackson County’s surplus voting machines in lieu of purchasing new equipment. Commissioner Monk advised that State would be upgrading again in the next few years, and Mrs. Wilcox-Morris would like to wait until 2010 before buying new equipment. Commissioner Williams seconded the motion. The motion passed unanimously.

The Board discussed the quotes that had been submitted for the replacement of the canvas awnings on the Board building. The following quotes were submitted:

Company	Total Bid	Warranty	Fabric
Awnings Unlimited	\$1,364.25	5 year	Sunbrella
Canvas Products of Dothan	2,300.00	5 year	Weblon or Sunbrella
Bob's Top Shop	2,746.71	10 year	Sunbrella
Dothan Awning	3,150.00	8 year	Sunbrella

Commissioner Williams advised that Awnings Unlimited and Bob’s Top Shop had included tax in their bids, and that those amounts should be deducted from the bids since the County was tax exempt.

Commissioner Music made a motion to award the low quote, Awnings Unlimited. Commissioner Monk seconded the motion. The motion passed unanimously.

The Board discussed Resolution #09-12 for the State Housing Initiative Program (SHIP) Local Assistance Housing Plan (LHAP) known as Florida Homebuyer Opportunity Program (FHOP). Chairman Merchant explained that the resolution should be approved in order to be considered for additional “first time homebuyer” program funding. Chairman Merchant read the resolution into record. Speaking regarding this topic was the following:

Mrs. Shirley Hawthorne, SHIP/AHAC Chairperson

Commissioner King made a motion for the Chairman to sign the resolution. Commissioner Music seconded the motion. The motion passed unanimously.

(Resolution #09-12)

The Board discussed engineering firm rankings for the Construction, Engineering and Inspection Services (CEI) for upcoming stimulus funded pavement marking projects. Chairman Merchant explained that he believed that there was \$450,000.00 in funding available and that the deadline for the completion of the work was December 31st. Previously, the Board had submitted their ranking sheets to the Administrative Assistant for tabulation. The firms were ranked as follows:

1. Metric Engineering
2. Melvin Engineering
3. Hatch Mott MacDonald
4. Greenhorne and O’Mara

Commissioner Monk made a motion to proceed with Metric engineering. Commissioner Music seconded the motion. The motion passed unanimously.

(Ranking Sheet)

The Board discussed the proposed Florida Department of Transportation’s (FDOT) New Traffic Signal Maintenance and Compensation Agreement: Reimbursement for Intersection Control Beacons. Chairman Merchant explained that this agreement was for the reimbursement of maintenance of control beacons such as caution lights. He advised that the County does participate in another program as well, but that this agreement would not cause any conflict. Monk asked whether school crossings would be included in this agreement. Chairman Merchant explained that school crossings were not part of this

agreement. Commissioner Music made a motion to approve the agreement. Commissioner King seconded the motion. The motion passed unanimously.

(Agreement)

The Board discussed the request to submit 911 grant applications to the State. Chairman Merchant explained that he had already signed these agreements in error, and advised that he would bring any future applications to the Board for approval. He asked whether it would be allowable for these documents to be submitted. He advised that these were non-matching grants that are sought each year by the department. Commissioner Williams made a motion to approve the Chairman’s signature. Commissioner Music seconded the motion. The motion passed unanimously.

(Applications)

The Board discussed the repairs for the Unit Five ambulance. Mr. Jerome Szczekot, Ambulance Director, stated that the repair was costly, but that the engine repair appeared to be the least expensive option. He presented the following repair quotes:

<u>Vendor</u>	<u>Quoted Price</u>
Henry Arnold Ford	\$14,100.00 (Including Install)
Bondy’s Ford	11,705.33 (Including Install)
Chipola Ford	12,018.33 (Including Install)
Sterling Ford	11,700.00 (Excluding Install)

He advised that Mr. Hubert Hendrix, Shop Foreman, had been assisting him with the quote process and that Bondy’s Ford had agreed to lower their originally quoted installation price by \$200.00. Commissioner Williams stated that the County could save approximately \$4,000.00 by purchasing the engine at a price of \$8,000.00 through Hopkins Pontiac GMC, which was his employer. He advised that there would be a two year unlimited mileage warranty on the engine, and the Road Department Shop could install it. He also stated that there would not be a core charge. He advised that some relatively inexpensive adjustments would be required by a Ford Dealership for items such as tuning of the injectors and a check on the computer once the installation has been completed. Attorney Young discussed the voting procedure and his opinion regarding this situation and advised that the Statute stated that should it be of personal benefit to Mr. Williams or his family, then he should abstain from voting; and although he would not be receiving a commission from the purchase, it may be better for him not to vote. Mr. Cody Taylor, stated that per State Statute, should there be no conflict for Commissioner Williams, he would be required to vote. Attorney Young stated that he was in favor of the completion of the “Memorandum for Voting Conflict” and for Commissioner Williams to abstain from voting on this item. Commissioner Music made a motion to purchase the engine from Hopkins

Pontiac GMC for \$8,000.00 Commissioner King seconded the motion. The motion passed; with Chairman Merchant and Commissioners Monk, King and Music voting yes and Commissioner Williams abstaining from the vote.

(Memorandum of Voting Conflict, Repair Quotes)

The Board discussed the request of Mr. Jerome Szczekot to purchase a cardiac monitor for the EMS Department. Mr. Szecekot stated that he had received the following State contract pricing for a heart monitor:

<u>Vendor</u>	<u>Quoted Price</u>
Stop Heart Attack	\$23,933.30
Zoll	24,200.60

He explained that while the quote from Stop Heart Attack was lower, he would like to purchase the monitor from Zoll because of the compatibility of the Zoll equipment with that of the hospital and Washington County's EMS Department equipment. He also explained that by purchasing the Zoll monitor, the company has offered to loan the County an additional monitor free of charge for one year. Commissioner Williams proposed utilizing \$3,000.00 from the EMS budget that was saved from the purchase of the aforementioned ambulance engine, and utilizing non-recurring funds to cover the balance of the purchase. Commissioner Williams made a motion to utilize \$3,000.00 from the Ambulance Department budget toward the purchase of the Zoll monitor, and to use non-recurring funds for the remaining balance. Commissioner Music seconded the motion. The motion passed unanimously.

The Board discussed the State Aid to Libraries Grant. Mrs. Betty Treadwell, of the Library, explained that this was the same documentation that the Board had approved each year for the application of grant funds. Commissioner Music made a motion to proceed with the application. Commissioner Monk seconded the motion. The motion passed unanimously.

(Agreement)

The Board discussed going out for bid for the Governmental Accounting Standards Board actuarial study known as GASB 45. Mr. Cody Taylor, Clerk of Court, stated that it was a requirement of the Auditor General that an actuarial study be conducted regarding the County's commitment of post-employment benefits provided by the County. He advised that this requirement would be satisfied by adding the study findings to the County Auditor's regular report, but that an outside firm must be contracted for its completion. He explained that while many Counties provided health insurance and some retirement in addition to State retirement benefits, Holmes County only allowed retirees to be on

the Consolidated Omnibus Budget Reconciliation Act (COBRA) insurance as per Federal Law requirement. He clarified that the County does not pay the premium, so there was not a liability present. He also explained that the County’s insurance provider Public Risk Management (PRM) could conduct the study, but because the quotation for the service had been over the Board’s \$5,000.00 threshold, bids must be collected for this service. Commissioner Williams asked what the repercussion would be if the County opted not to conduct the study. Mr. Taylor advised that the auditor may “write up” the Board, and perhaps the Auditor General would not accept the audit because of the deficiency. Commissioner King made a motion to go out for bid for this service. Commissioner Music seconded the motion. The motion passed; with Commissioner Williams voting no and all others voting yes.

The Board discussed going out for bids for the geotextile fabric to be used for Federal Emergency Management Agency (FEMA) projects and reviewed a draft of the specifications. Mrs. Sherry Fitzpatrick, Administrative Assistant stated that the bid notice had been placed and that it would appear in the August 26th edition of the newspaper. Commissioner King made a motion to go out for bids on the geotextile fabric. Commissioner Music seconded the motion. The motion passed unanimously.

(Bid Specifications)

The Board discussed going out for bid for culverts to be used for FEMA projects. Commissioner King asked which type of material would be used for the culverts. Chairman Merchant stated that there were three different types of culvert materials included in the bid specifications. Commissioner King made a motion to go out for bid for culverts. Commissioner Music seconded the motion. The motion passed unanimously.

(Bid Specifications)

The Board discussed the quotes for the dozier repair. The following quotes were submitted:

<u>Vendor</u>	<u>Quoted Price</u>
Flint Equipment Company	\$8,929.04
Tractor and Equipment	9,043.19
Beard Equipment	9,301.00
Thompson Tractor	12,070.57

Commissioner Monk stated that he did not believe that the hydraulic leak issue had been addressed in the quotes, and that he was unsure whether the quality of the parts offered in the bids were comparable. Commissioner Williams stated that he would like for Hubert Hendrix, Shop Foreman, to review the bids to be sure that they were comparable. Commissioner Williams made a motion to approve the low bid of \$8,929.04, of Flint Equipment, pending the review of the bids. Commissioner Music seconded the

motion. The motion passed unanimously.

The Board discussed the dozier rental for FEMA projects. Chairman Merchant asked if there was any information available regarding this topic. Commissioner King stated that this dozier was to be utilized at the landfill, and that the dozier that the County had was not large enough to complete the necessary work. Chairman Merchant stated that funding had not been drawn down from the State from the CR173 project yet. Commissioner Williams asked whether it was the intention to go out for bid and whether specifications had been prepared already. Commissioner Music made a motion to table this item to gather further information. Commissioner Monk seconded the motion. The motion passed unanimously.

Mr. George Curry, Mayor of Ponce de Leon, discussed a drainage road repair on Point Commander Road also known as Old Mill Creek Road. He stated that a repair was needed, but that he was unsure of the location of the utilities at the site. Commissioner King discussed the repair and stated that he would be willing to make the repair using one load of milled asphalt if the City would purchase a culvert pipe. Chairman Merchant asked whether this repair could be made utilizing the City's allotment of the Local Option Gas Tax (LOGT) monies. Mr. Curry stated that this money had already been expended. No action was taken on this item.

Mrs. Betty Yancey, citizen, asked the Board for a copy of the County's bid policy, protest procedure and review committee. Mr. Cody Taylor, Clerk of Court, advised that there was a purchasing policy that was available through the Clerk's Office, however additional information was available in the State Statute.

Mr. Brandon Poteet offered his public apology as part of his court ordered retribution.

(Certification)

Commissioner Monk stated that since the Board had recently purchased new trimmers, he wanted to know if it was acceptable for one of the older motrim tractors to be equipped to be utilized with the extra seven foot bushhog for larger projects. Commissioner Williams agreed that this was a favorable idea. No action was taken on this item.

Commissioner Monk asked for an update regarding the Planning and Zoning responsibilities. Chairman Merchant asked whether the West Florida Regional Planning Council had taken care of those responsibilities prior to the County's hiring of a Planner. Mr. Cody Taylor, Clerk of Court, confirmed this. Commissioner Monk stated that he would gather some information regarding this topic. No action was taken regarding this topic.

Chairman Merchant advised that there was an upcoming budget workshop on Thursday, August 27th, at four p.m.

Chairman Merchant stated that Mr. Gary Taylor of the Prison had asked if the Board would be agreeable to assisting with repairs to the Department of Corrections vans and trailers. He stated that the request was unclear and that he would gather more information regarding this topic. No action was taken on this item.

Chairman Merchant stated that there would be a spending deadline imposed of September 16th, meaning that there should not be any major or non-emergency purchases made after this date in an effort to assist the Finance Office in closing out the fiscal year. Mr. Cody Taylor, Clerk of Court, asked for authorization for the distribution of a memo regarding this subject matter. Commissioner Music made a motion to authorize the memo. Commissioner Monk seconded the motion. The motion passed unanimously.

(Memo)

Chairman Merchant stated that there had been one confirmed case of the H1N1 virus in Holmes County. No further discussion followed.

Attorney Young advised that he had received a notice that Mr. Greg Wood, former County Administrator, had dropped his Workers Compensation Claim against the County.

Chairman Merchant stated that the Farm Bureau's sixty-third annual membership meeting was to be held at the Ag Center on August 27, 2009, at six p.m.

Since there was no further business, the meeting was adjourned.

Clerk

Chairman